



2025 Pre-Conference Workshop Submission Information

April 24, 2025

Submission Deadline: Oct. 9, 2024

Hyatt Regency Dallas
300 Reunion Blvd
Dallas, TX 75207



Texas Association for Behavior Analysis

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Texas Association for Behavior Analysis

Conference Overview

Dates

Annual Conference Thursday, April 24, 2025 – Sunday, April 27, 2025

Pre-Conference Workshops Thursday, April 24, 2025

Overview (all times are approximate)

Thursday pre-conference workshops during the morning and afternoon, conference setup, and exhibitor setup during the day. Exhibitor exposition/welcome event in the evening 6:00-9:00 pm.

Friday 6 tracks from 9:00 am – 5:00 pm. State of the Organization/Business meeting during lunch break. The evening has a poster session from 5:30 pm – 7:30 pm.

Saturday 6 tracks from 8:30 am – 4:15 pm. The late afternoon/early evening has plenary sessions honoring the 40th anniversary until about 6:30 pm. The TxABA Social is in the evening starting around 9:00 pm.

Sunday 3 different tracks planning events before 12:00 pm. Conference ends at 12:00 pm.

Hours for Workshops

Thursday, April 24, 2025. Workshop should be either 3 or 6 hours in duration. Please be prepared to be scheduled for either the First or Second time slot. Times are approximate and will be finalized when acceptance is announced.

First Time Slot: 10:00am – 1:00 pm

Second Time Slot: 3:00 pm – 6:00 pm

Room Capacity and Information

We have some flexibility with the workshop rooms this year. We have rooms that each hold 30-60 individuals in a classroom style room. We will select and assign workshops according to anticipated attendance.

Workshops will be held in-person only this year. We will not offer a hybrid offer for workshops in 2025.

TxABA will provide AV for the room to include a podium, microphone, and screen. In your application, please let us know if you would require additional AV equipment. Additional AV equipment requests may be the responsibility of the workshop instructor depending on cost.



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Venue Information

Conference Venue and Hotel

[Hyatt Regency Dallas](#)

300 Reunion Boulevard, Dallas, TX 75207

214-651-1234

Room Block

- TxABA room block rate for single and double occupancy is \$199.99 plus taxes and fees.
- Room block should be open by October 15, 2024

Dining

- Meals are on own
- The hotel has [restaurant and room service available](#) and is in close proximity to [many restaurants](#). Please note that you will likely need to drive, take an uber/taxi/lyft to access most restaurants outside of the hotel.

Parking

Valet and self-parking options [are available at the hotel venue](#).

- Self-parking
 - Overnight guests: \$30 + tax
- Valet parking
 - Overnight guests \$45 + tax

Airport & Amtrak Transportation

[Information is available here](#)

DFW International Airport (DFW)

Travel distance to hotel: ~19 miles

No shuttle between hotel and airport

Dallas Love Field Airport (DAL)

Travel distance to hotel: ~7.4 miles

No shuttle between hotel and airport

Amtrak is connected to Hyatt Regency Dallas by underground walkway to Union Station
Please call +1 214-653-1101 for train information



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Workshop Rules and Regulations

Workshop Selection Process

There is limited space for workshops at the TxABA conference. The TxABA Program Committee will review all workshop submissions and make selections. Please complete the Survey Monkey questionnaire, which includes uploading your CV, bio, and headshot. If you wish to submit more than one workshop, each workshop requires its own Survey Monkey questionnaire.

Survey Monkey questionnaire link: <https://www.surveymonkey.com/r/876C7ZS>

Please see Appendix A for a copy of the SurveyMonkey questionnaire to assist in submission preparation

Timeline

Call for proposals – September 4, 2024

Submission deadline – October 9, 2024

Program committee review – October 2024

Notification to Selected Presenters by November 1, 2024

Workshop Registration opens in November 2024

Registration will remain open until the workshop reaches capacity

*TxABA will send monthly updates of workshop registrants

*TxABA will communicate with workshop instructor as we get closer regarding keeping registration open to the conference and if on-site registration is feasible due to materials

Cancellation

In early March 2025 TxABA will communicate with instructors how many individuals have registered for the workshop. At that point in time the instructor or TxABA may determine to cancel the workshop if less than 10 individuals have registered.

Materials

Instructors are responsible for providing materials to attendees. TxABA recommends that materials be provided electronically to attendees two weeks prior to the workshop. TxABA will provide the workshop instructor with the email addresses of individuals who have registered.

Workshop Room

Workshop rooms will have standard presentation equipment including screen and projector. TxABA is contracting with the hotel/BL to provide AV equipment. Instructors are responsible for bringing their own computer.



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Workshop Instructor Payment Formula

Registration for TxABA Members is \$80 for 3-hour workshops and \$150 for 6-hour workshops. Non-Members registration is \$120 for 3-hour workshops and \$225 for 6-hour workshops. TxABA will pay the workshop instructor 40% of each non-refunded workshop registration fee. Cancellations and refunds will follow TxABA's general policies <https://txaba.org/terms/>

For example, if there were 15 members (15 x \$80 = \$1,200) and 2 nonmembers (2 x \$120 = \$240) who registered and paid for a 3-hour workshop then TxABA would pay \$576 to the workshop instructor ($\$1200 + \$240 \times 0.4 = \$576$).

Code of Conduct

All workshop instructors are expected to adhere to the [BACB Ethics Code for Behavior Analysts](#), [ABAI Ethics and Diversity Policy](#), and [ABAI Sexual Harassment Policy](#).

TxABA Contact Information

Email questions to: txaba@txaba.org

TxABA 2025 Annual Conference Workshop Submission

Presenter Information

Please complete the following information, including uploading CVs, Bios, and Headshots. The program committee will review all applications to select workshops for the available spots. Please review the TxABA Workshop Submission Information and send any questions to txaba@txaba.org.

* 1. Primary Instructor contact information.

Name	<input type="text"/>
Company/Affiliation	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

* 2. Please upload the CV for the primary instructor

<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>	No file chosen
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* 3. Please upload a bio for the primary presenter

Please keep bio to under 250 words

<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>	No file chosen
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* 4. Please upload a headshot for the primary instructor

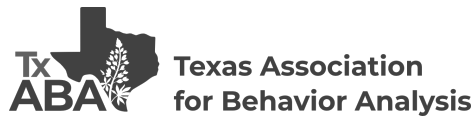
Please keep your bio to under 250 words

<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>	No file chosen
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* 5. Will you have co-presenters?

Yes

No



TxABA 2025 Annual Conference Workshop Submission

Additional Presenter Information

Please provide information on any co-presenter(s) you will have in the workshop. The bios and headshots are to allow us to move quickly in entering your information into our system if your workshop is selected.

6. Please enter the following information for presenter #2 if applicable

Name

Company

Email Address

7. Please upload the CV of presenter #2 if applicable

No file chosen

8. Please upload a bio of presenter #2 if applicable

No file chosen

9. Please upload a headshot of presenter #2 if applicable

No file chosen

10. Please enter the following information for presenter #3 if applicable

Name

Company

Email Address

11. Please upload the CV of presenter #3 if applicable

No file chosen

12. Please upload a bio of presenter #3 if applicable

Choose File

Choose File

No file chosen

13. Please upload a headshot of presenter #3 if applicable

Choose File

Choose File

No file chosen

14. Please enter the following information for presenter #4 if applicable

Name

Company

Email Address

15. Please upload the CV of presenter #4 if applicable

Choose File

Choose File

No file chosen

16. Please upload a bio of presenter #4 if applicable

Choose File

Choose File

No file chosen

17. Please upload a headshot of presenter #4 if applicable

Choose File

Choose File

No file chosen



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TxABA 2025 Annual Conference Workshop Submission

Workshop Information

* 18. Title of workshop.

19. Audience size anticipated. We have rooms that hold 35 or 70 individuals depending on the room setup.

5

70

* 20. Workshop duration: Workshops may be either 3-hours or 6-hours in length. If you wish to submit two different 3-hour workshops then please fill out another questionnaire for the second workshop.

- 3 hours
- 6 hours

* 21. Workshops this year will be offered in-person only. This is due to low attendance online and feedback from previous years. Please write your name here to acknowledge that this workshop will be offered in-person only. The workshops should be hands-on and in-depth for attendees.

* 22. Workshop description/abstract.

* 23. Content area.

- Practice
- Theory
- Methodology
- Profession
- Science

* 24. Do you agree to design the content of the workshop to go "beyond the current BCBA Task List and BCaBA Task List, be behavior-analytic in nature, be designed for attendees with a behavior-analytic background, and reflect current and accurate content" per the BACB ACE Handbook page 2.

- Yes
- No

* 25. Learning objectives: Should be behaviorally written (objective), identify new skills beyond those required to become certified, and feasible to accomplish. Please include 2 learning objectives for the first hour then at least one learning objective for each remaining hour of the workshop (e.g., 3-hour workshop should list a minimum of 4 learning objectives and a 6-hour workshop should list a minimum of 7 learning objectives).

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* 26. Workshop activities. Please select all that apply.

- Lecture
- Small Group Activities/Breakout
- Guided Practice
- Frequency Building
- Large Group Discussion
- Targeted Reading
- Videos
- Other (please specify)

* 27. Does this workshop count as Ethics CEUS?

- Yes
- No

28. If Ethics, please list sections of the ethics code covered.

* 29. Does this workshop count as Supervision CEUs?

- Yes
- No

30. If Supervision, provide rationale.

* 31. How does instructor qualify as CE instructor?

- BCBA/BCBA-D
- Have doctorate and substantial, formal training in behavior analysis
- Current graduate student who has completed a master's degree program and is enrolled in a behavior-analytic doctoral program

* 32. Please list and describe any funding received for this submission and any potential conflict of interest such as commercial support, royalties for resources mentioned, of any other perceived conflict of interest. Please indicate if there are none.

* 33. Do you agree to abide by the BACB Ethics Code for Behavior Analysts, ABAI Ethics and Diversity policy, and ABAI Sexual Harassment policy?

- Yes
- No

* 34. Do you agree to the TxABA Workshop Instructor Payment Formula? Registration for TxABA Members is \$80 for 3-hour workshops and \$150 for 6-hour workshops. NonMembers registration is \$120 for 3-hour workshops and \$225 for 6-hour workshops. TxABA will pay the workshop instructor 40% of each non-refunded workshop registration fee. Cancellations and refunds will follow TxABA's general policies <https://txaba.org/terms/>

- Yes
- No

35. Any additional information you would like the TxABA Program Committee to know when considering your workshop.

Thank you! The Program Committee will get back to you by November 1, 2024 regarding selections.