



Pennsylvania Housing Finance Agency Multifamily Affordable Housing Conference (MAHC)

Wednesday, June 26th 2024-Friday, June 28th 2024 @ Penn Stater Hotel & Conference Center

Please complete the below information if you are interested in presenting at the 2024 Multifamily Affordable Housing Conference. Completed forms are due by **Friday, October 13, 2023**. Forms can be emailed to housingservices@phfa.org.

Proposal to Present

Proposal Submitted By/Speaker Information:

Name: _____

Title: _____

Organization/Company: _____

Mailing Address: _____

Contact Telephone: _____

Email _____

Number of Presenters for this session: _____

Title of Presentation: _____

Topic Area for Presentation Proposal: What topic and what track best reflect your proposed presentation?

Topic Tracks:

- Service Coordination
- Property Management
- Supportive Housing
- Hot Topics
- Personal Development

Preferred Length of Session:

- 60 Minutes
- 90 Minutes

Skill Level: Basic Advanced All Levels

Presentation Style (Check all that apply):

Lecture Panel Discussion Case Study Interactive

Note: for most topics, the preference is for an interactive presentation, rather than lecture.

Do you want to limit the audience to a certain maximum number? Yes No

If yes, what is the maximum number? _____

Identify 3 learning objectives of this session:

- 1.
- 2.
- 3.

Session Description (Please summarize with 50 words or less):

Describe handout and other materials you will use to support the session:

Speaking experience (Use additional sheet as needed):

Please Note if there is a Date you **CANNOT** present

June 26th: _____

June 27th: _____

June 28th: _____

Speaker Fees:

Selected presenter(s) will be eligible for free conference attendance on the day of their presentation. If you are requesting any additional compensation for consideration, please indicate so by checking below. If you are requesting travel reimbursement, please also include the amount (an estimate is acceptable for travel). Preference is giv-

en to all-inclusive pricing. If expenses are submitted after proposal acceptance, PHFA cannot guarantee approval.

Overnight Accommodations (not covered by employer):

Tuesday, June 25, 2024	
Wednesday, June 26, 2024	
Thursday, June 27, 2024	

Travel Expenses:

Mileage @ current government rate:	
Meals:	
Other Expenses including tolls, airfare, etc.	

Other:

Full Conference Registration:	
Speaker Fee:	

Submitted speaker rates should be quoted as all-inclusive when possible. In the event the expenses must be quoted separately, the following guidelines must be followed:

- (a) *General.* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by contractors who are providing services to the Agency. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed by the Agency. Travel costs for dependents are not allowed.
- (b) *Lodging and subsistence.* Costs incurred for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Agency travel policy.
- (c) *Commercial air travel.*
Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
 - (i) Require circuitous routing;
 - (ii) Require travel during unreasonable hours;
 - (iii) Excessively prolong travel;
 - (iv) Result in additional costs that would offset the transportation savings; or
 - (v) Offer accommodations not reasonably adequate for the traveler's medical needs.