

Proposal to Present

Proposal Submitted by/speaker information:

Name	
Title	
Organization/Company	
Contact Telephone	
Email	
Number of Presenters for this session: *If more than 1 please include their name, title, and contact information	

Title of Presentation	
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What topic and track best reflect your proposed presentation?

- ☐ Service Coordination
 - ☐ Property Management
 - ☐ Supportive Housing
 - ☐ Hot Topics
 - ☐ Personal Development
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Preferred Length of Session:

- ☐ 60 Minutes
 - ☐ 90 Minutes
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Presentation Style (Check all that apply):

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

- ☐ Case Study
- ☐ Interactive
- ☐ Lecture
- ☐ Panel Discussion

Do you want to limit the audience size? ☐ Yes ☐ No

If yes, what is the maximum audience:

Identify 3 skills/new information attendees will gain from this session:

1.

2.

3.

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

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

Do you have any AV needs for the presentation? ☐ Yes ☐ No

If yes, please let us know what you will need

Speaking experience (use additional sheet as needed):

Previous PHFA Webinars and Conferences:

Please note if there is a date you **CANNOT** present:

- ☐ June 16th
- ☐ June 17th
- ☐ June 18th

If you are requesting any compensation for consideration, please indicate below. Please also include the amount (an estimate is acceptable for travel). **If expenses are submitted after proposal acceptance, PHFA cannot guarantee approval.**

Overnight Accommodations (not covered by employer):

- ☐ Tuesday Night – June 15th
- ☐ Wednesday Night – June 16th
- ☐ Thursday Night – June 17th
- OR**
- ☐ Half – price conference registration

Speaker Fee	
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Below is only applicable if requesting travel expenses

Travel Expenses: (Mileage at current government rate)	
Meals:	
Airfare/Rental/Other Travel Expenses	

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:

- 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.
- 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.

- *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:
 - o Require circuitous routing;
 - o Require travel during unreasonable hours;
 - o Excessively prolong travel;
 - o Result in additional costs that would offset the transportation savings; or
 - o Offer accommodations not reasonably adequate for the traveler's medical needs.

Once complete, please send to Housingservices@phfa.org by **October 14, 2026**.
All submissions will receive a response by **November 20th**.