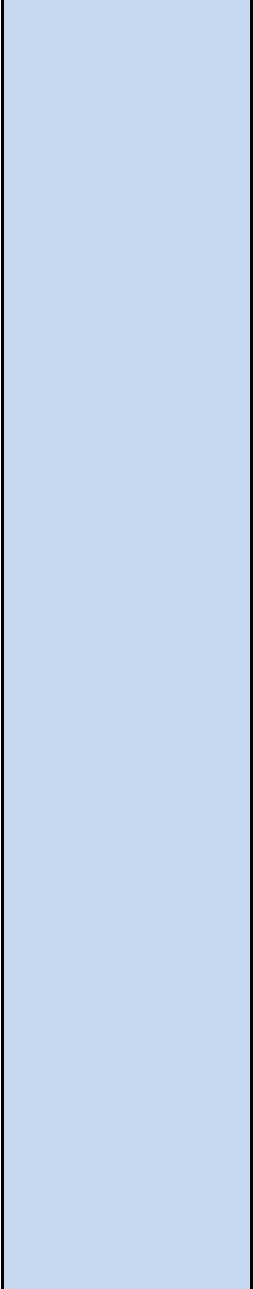


## ATD-PHL WELCOMES YOU TO ASK!

**Learn more about those ATD-PHL (Association for Talent Development Philadelphia Chapter) questions you may be asking yourself!**

*\*If you don't see your question on this list, feel free to email us at [info@tdphl.org](mailto:info@tdphl.org), and we will reply to your email within 2 business days of receipt. Thanks for your partnership with ATD-PHL!*

<u>CLASSIFICATION</u>	<u>QUESTION</u>	<u>ANSWER</u>
Membership	How do I become a member of the ATD-PHL chapter?	For detailed information on becoming a member of ATD-PHL, please <a href="#">click here</a> .
Membership	What are the benefits of joining ATD-PHL?	Our chapter provides its members with a wide array of services designed to enhance the skills and development of training professionals. Members are able to attend SIG (Special Interest Group) meetings at no cost, and are given discounted registration prices at chapter events. Members also have access to "The Vault" which contains a member directory, job postings and past event materials.
Membership	What is the cost to have a joint ATD-PHL and ATD National membership, also known as a POWER Membership?	If you choose to have a membership to both National and the Philadelphia chapter of ATD, you will save money on both memberships! The cost to join as a new POWER member is \$288. For more information on POWER memberships, <a href="#">click here</a> . Please see below sections for other POWER Member options and pricing.
Membership	What are the benefits of a POWER Membership?	Along with all the benefits of being an ATD-PHL chapter member, you'll also get discounted membership rates from both the Philadelphia chapter as well as National, updates on the latest industry trends, certifications, discounts on conferences, ATD products, T&D Magazine, and much more! You'll also have the convenience of being able to renew both memberships with only one process and payment instead of two. <a href="#">Click here</a> to learn more about the benefits of a POWER membership.
Membership	What are the different membership levels and the pricing for each level?	<p><b>New Member Level</b> – This level is for anyone who has not been an ATD-PHL member previously and would like to join for \$99. This membership level is valid for one year, then the member will move to the Renewal Member level and renew at the \$85 price.</p> <p><b>Renewal Level</b> – This level is for folks who are only members of the ATD-PHL chapter to renew each year. This also applies to anyone who was a Student or Transition Member level the previous year, as those levels are only available for one year, then each</p>



member must renew at the basic renewal level with the \$85 fee. The Renewal level is available for approximately one month after your membership expires

**New POWER Member Level** – This level is for anyone that is new to both the Philadelphia Chapter of ATD as well as ATD National. This is a joint membership, and, anyone who joins through the ATD-PHL website will receive the discounted price of \$288 for the first year, then will renew as the Renew POWER Member level for \$274.

**Renew POWER Member Level** – This level is for anyone who was a New POWER Member level the previous year, or has previously been an ATD-PHL chapter member and would like to add a National membership for the discounted rate of \$274.

**Professional Plus POWER Member Level** – This level is a higher level of the POWER Member level. To see all the differences between the two levels [click here](#). This is for anyone who is new to the ATD-PHL chapter and National and would prefer the Professional Plus level for the discounted rate of \$438 for the first year. After one year they will renew at the Renew Professional Plus POWER Member level at the discounted price of \$424.

**Renew Professional Plus POWER Member Level** – This level is for anyone who was a New POWER Member level and would like to upgrade to the Professional Plus POWER Membership or who was a New Professional Plus POWER Member level the previous year and needs to renew. This is also for anyone who has previously been an ATD-PHL chapter member and would like to add a National Professional Plus membership to their current chapter membership. All of these options are the discounted rate of \$424.

**Student Member Level** – This level is available for one year for folks who are currently a part-time (taking 12 undergraduate credits or less than 9 graduate credits a year) or full-time student. It is \$49.95 for one year, then the member will move to the Renewal member level and renew at the \$85 renewal fee.

**Student POWER Member Level** – This level is for students that meet the criteria listed above, but would also like to take advantage of a National membership. This membership level is valid at the \$114.95 discounted price for one year. Then they will renew at the discounted \$150 rate under the Renew Student POWER Member Level.

		<p><b>Renew Student POWER Member Level</b> – This is for anyone that was a Student POWER Member level the previous year and would like to renew both memberships for the discounted price of \$150.</p> <p><b>Transition Member Level</b> – This membership level is available for one year and available to folks who are making a career transition, or, are in the process of job searching. It is \$49.95 for one year, then the member will move to the Renewal member level and renew at the \$85 renewal fee.</p> <p>You can view our <a href="#">Membership Page</a> for more details.</p>
<b>Membership</b>	<b>How do I renew my membership?</b>	<p>To renew your membership, you must first be logged into your membership profile. To log in, go to <a href="http://www.tdphl.org">www.tdphl.org</a>, and in the top right hand corner you will see the option to log in. Once logged in, go to the <a href="#">Join Now/Renew</a> page and then select your type of renewal. A basic chapter membership renewal is \$85 and the membership level is “Renewal”. You can also renew your POWER Membership or Student POWER Membership here.</p>
<b>Membership</b>	<b>What is the difference between a POWER Membership and a Professional Plus POWER Membership?</b>	<p>The main difference between the two membership levels is the benefits you receive from each, <a href="#">click here</a> to view the differences on ATD National’s website. A POWER Membership will get you a National Professional Membership. Below you can see the difference in benefits of the two levels. There is also a difference in price. Both prices have already been discounted by both the Philadelphia chapter and National. The POWER Member Level price is \$288 to join and \$274 to renew. The Professional Plus POWER Member Level is \$438 to join and \$424 to renew.</p>



	\$229 per year	\$349 per year
Community of practice premium content	4 per year, \$30 each additional	unlimited access
Research reports (full)	—	1 full report free
Customizable library	1 e-book per year	2 e-books per year
<i>TD at Work</i>	1 digital issue per year	4 digital issues per year
Premium webcasts	—	✓
<i>T+D</i> magazine and archives print and web access to current issue, electronic archives	✓	✓
<i>State of the Industry</i> report	✓	✓
Discounts on publications, conferences, Education programs, and the CPLP credential	✓	✓
Member-only website content	✓	✓
<i>ATD Links</i> and <i>The Buzz</i> e-newsletters	✓	✓
ATD Online Library powered by EBSCOhost	✓	✓
Research whitepapers	✓	✓
Interactive member tools (Job aids, checklists, calculators)	✓	✓

**Membership**

**What if I'm already a National member and would like to add a Greater Philadelphia Chapter membership to become a POWER Member?**

If you're already a National member, we can add on a PHL chapter membership for you. If you're interested in this option, please email [info@tdphl.org](mailto:info@tdphl.org). We will then add on a PHL chapter membership for you by signing you up as a New POWER Member. This will renew your National membership and synch your chapter and national membership expiration dates. Please note that you will not lose any time or money with your National membership. ATD National will simply tack on another year to your current membership. For example, if your National membership is due to expire in a certain month and you opt in to a POWER membership with ATD-PHL, your National membership will tack on a year so that your next renewal won't be until the exact same month of the following year.

<b>Membership</b>	<b>Do you offer Group Memberships?</b>	<p>ATD-PHL offers a corporate group membership to companies who have several employees interested in becoming members of ATD-PHL. For 5-9 employees the company will receive a 5% discount on membership. For 10 or more employees, the company will receive a 10% discount on membership. To learn more <a href="#">click here</a>, or to enroll your company in a group membership today, email VP of Membership, Diane Seader at <a href="mailto:membership@tdphl.org">membership@tdphl.org</a>.</p>
<b>Membership</b>	<b>How do I change my membership level?</b>	<p>To change your membership level, you will <b>not</b> follow the link in the renewal email that was sent to you. Instead, please email <a href="mailto:info@tdphl.org">info@tdphl.org</a> and we will help you change your membership level.</p> <p>So if you're a renewal, but would like to become a POWER member, you can change your "Renewal" membership level to "Renew POWER Member", or if you're a "Renew POWER Member" level and you no longer want to be a POWER Member, you can change your level to "Renewal" so that only your chapter membership is renewed.</p> <p>Most commonly, a member will need to change this level from "New Member" to "Renewal" after their first year of membership is up. If the member doesn't change this level, they will be charged \$99 instead of the \$85 renewal fee.</p>
<b>Membership</b>	<b>What do I do when I want to renew but my membership is lapsed?</b>	<p>If your membership has lapsed, it simply means that you didn't renew before your expiration date. To be able to renew, email <a href="mailto:info@tdphl.org">info@tdphl.org</a>. We will update your profile to be active so that you can process your renewal. Please note, if you have been lapsed for over 30 days, you will need to join the chapter again at the new member price of \$99.</p>
<b>Membership</b>	<b>What is "The Vault"?</b>	<p>The Vault is the Members Only section of ATD-PHL's website. As a member you can access the Membership Database which includes the information that members have chosen to share with other members, our YouTube page which include past podcasts and President's Messages as well as a few past speaker videos, materials from past Chapter and SIG events, and job postings posted by other members.</p>
<b>Membership</b>	<b>I can't remember my log-in information for the ATD-PHL website. What do I do?</b>	<p>If you know your username but have forgotten your password, go to <a href="http://www.tdphl.org">www.tdphl.org</a>. In the upper right hand corner, there is an option to log in; please type in your username and then select "forgot password", this will trigger the information to be emailed to you. If you have forgotten your username and password, email <a href="mailto:info@tdphl.org">info@tdphl.org</a>.</p>
<b>Membership</b>	<b>How do I change my password?</b>	<p>To change your password, log in at <a href="http://www.tdphl.org">www.tdphl.org</a> in the top right hand corner with your current password. Once logged in, you will see the option to change your</p>

password as well as view your profile.

		password as well as view your profile.
<b>Membership</b>	<b>How do I update my member profile?</b>	To change any of your information in your profile, log in at <a href="http://www.tdphl.org">www.tdphl.org</a> in the top right hand corner with your current password. Once logged in, you will see the option to view your profile. Click the link and you will be brought to your profile page where you will have the option to edit your profile information.
<b>Programming</b>	<b>Do you have regular events?</b>	Yes, ATD-PHL has 10 chapter events a year (no event in May or August). There are also Special Interest Group (SIG) meetings held each month. <a href="#">Click here</a> to view a list of upcoming events.
<b>Programming</b>	<b>Are non-members allowed to attend events?</b>	Yes, non-members are welcome (and encouraged) to attend any ATD-PHL event. Non-members do pay a higher registration fee than our members for chapter events and are required to pay a registration fee for SIG events.
<b>Programming</b>	<b>I'm trying to register for an event, and the only option I am being given is the non-member pricing, but I'm a member. What can I do?</b>	If you believe you are an ATD-PHL member, please email <a href="mailto:info@tdphl.org">info@tdphl.org</a> with your full name, email, and phone number, or call Seamless Events at 610-999-6652. We are happy to assist you.  <b><i>Remember, you must be logged in using the username and password that are linked to your membership profile in order to be recognized as a member.</i></b>
<b>Programming</b>	<b>Where can I obtain a receipt for my registration to an ATD-PHL event?</b>	After you register for an event, a receipt will be automatically sent to you. Please reference that confirmation email that you received to obtain the payment confirmation information. If you cannot locate your confirmation email, please contact Seamless Events at <a href="mailto:info@tdphl.org">info@tdphl.org</a> or 610-999-6652.
<b>Programming</b>	<b>I'm interested in speaking at an ATD-PHL event. Who do I contact to find out more details?</b>	We welcome all potential speakers to our chapter, but, please keep in mind our programs are typically planned a year in advance so once you submit your information it will be kept on file until the next program planning session takes place within the board. Be assured your submission has been received and will be reviewed in a timely manner. There may be opportunities to speak at our Special Interest Group (SIG) events though, even if our chapter programming speakers are confirmed. Due to our non-profit status, there is no compensation for speaking. To present at an ATD-PHL monthly event, please email our VP of Programs at <a href="mailto:programming@tdphl.org">programming@tdphl.org</a> . If you are interested in speaking at a Special Interest Group meeting, please email our VP of SIGS at <a href="mailto:sigs@tdphl.org">sigs@tdphl.org</a> .

<b>Programming</b>	<b>I registered for an event but I no longer can attend. May I request a refund?</b>	We do not give refunds after a registration has been submitted and processed for an event. However, we do have the opportunity for the registrant to transfer his/her registration to someone else, or apply it to a future event within 6 months of the original event date. <a href="#">Click here</a> to read our full cancellation policy.
<b>Programming</b>	<b>What if I attend an event where food will be served but I have a food allergy or diet restrictions?</b>	When you register for each Chapter or SIG/GIG event, there is a question in the registration form inquiring about food allergies or diet restrictions. If you have already registered for an event and didn't complete this section, please email us at <a href="mailto:info@tdphl.org">info@tdphl.org</a> and let us know your allergy or restriction and which event you've registered for. We will make sure that the venue has something prepared for you. Please note that food is provided at SIG events by the SIG leader and not the chapter. For those events, if you have an allergy or restriction, we suggest bringing a snack with you or eating prior to the meeting.
<b>SIGs/GIGs</b>	<b>What is a SIG/GIG?</b>	SIGs are our ATD-PHL's special interest groups. We also have one GIG (Geographic Interest Group). These groups offer an opportunity to meet and network with peers who have an interest in similar topics while learning practical application.
<b>SIGs/GIGs</b>	<b>How often are SIG/GIG Meetings?</b>	We have 5 different SIG groups and 1 GIG group. Each group meets regularly, to view the upcoming schedule of SIG or GIG events, <a href="#">click here</a> to view our calendar. To learn more about each SIG/GIG, <a href="#">click here</a> to visit our SIG's page.
<b>SIGs/GIGs</b>	<b>What is the cost to attend a SIG/GIG Meeting?</b>	There is no cost for members to attend SIG/GIG meetings; this is one of the perks of membership. We still ask that you pre-register for any event you're planning to attend. It is \$15 for non-members to attend. This should be paid prior to the event or via credit card on-site.
<b>SIGs/GIGs</b>	<b>Do I need to pre-register to attend a SIG/GIG meeting?</b>	We highly encourage all attendees to pre-register so that we can ensure adequate space for all registrants as well as enough food. If you are a non-member and do not pre-register, you will need to pay the registration fee via credit card on-site.
<b>Volunteering</b>	<b>How do I become more involved in ATD-PHL?</b>	ATD-PHL is always looking to engage our members, and volunteering is a great way to connect with the chapter! If you would like to volunteer for ATD-PHL, please <a href="#">click here</a> to learn more and complete the form to let us know more about you. Please know your submission will be reviewed and someone from our board will be in touch.
<b>Partnerships</b>	<b>Can ATD-PHL send an email to its members for my upcoming event or service?</b>	ATD-PHL offers advertising space in its monthly newsletter, sent the first Thursday of each month. ATD-PHL reserves one space a month for a "special" email which can be sent from a sponsor or partner of ATD-PHL. To find out more information on

		sponsorship and advertising packages <a href="#">click here</a> .
<b>Partnerships</b>	<b>How can my company become a sponsor of ATD-PHL?</b>	We have a variety of sponsorship packages and opportunities <a href="#">located here</a> . If you don't see what you are looking for online, please contact us at <a href="mailto:partnerships@tdphl.org">partnerships@tdphl.org</a> and we will be happy to discuss the options! We welcome all opportunities to partner with us.
<b>Partnerships</b>	<b>My company/business would like to partner with ATD-PHL? How do I learn more and get started?</b>	ATD-PHL is always looking for opportunities to create valuable partnership to benefit our members. Please email our VP of Partnerships at <a href="mailto:partnerships@tdphl.org">partnerships@tdphl.org</a> for more information and to see if your group qualifies for partner benefits.
<b>Communications</b>	<b>How do I start receiving emails from ATD-PHL?</b>	If you have joined the chapter or registered for any chapter event, SIG, or GIG meeting, the email address you have used in your application or registration will automatically be added ATD-PHL's contact list if you opt-in to receiving emails on the registration form. If you have not registered for an event or meeting, or, opted-out of receiving emails in the registration form and would like to receive ATD-PHL emails, email us at <a href="mailto:info@tdphl.org">info@tdphl.org</a> with the email address that you would like to receive ATD-PHL emails to and we will add you to the list.
<b>Communications</b>	<b>If I no longer want to receive emails from ATD-PHL, how do I unsubscribe?</b>	There is a link at the bottom of all ATD-PHL emails that says "Unsubscribe." Please click on this link and follow the appropriate steps to unsubscribe from ATD-PHL e-blasts. Please know if you are a member and select to be removed, you will no longer receive any communications from the chapter.
<b>Communications</b>	<b>Does ATD-PHL have a monthly newsletter?</b>	Yes, ATD-PHL sends out a newsletter on the first Thursday of each month.
<b>Communications</b>	<b>How do I join ATD-PHL's LinkedIn group?</b>	If you already have a LinkedIn account, go to <a href="http://www.linkedin.com">www.linkedin.com</a> and log in. Then search for "ATDPHL (the Greater Philadelphia Chapter of ATD)". Once the results come up, select ATD-PHL and then click the yellow "Join" button at the top of the page.
<b>Communications</b>	<b>How do I follow ATD-PHL on Twitter?</b>	If you already have a twitter account, go to <a href="http://www.twitter.com">www.twitter.com</a> and log in. Then search for @ATDPHL, when the results come up, select ATD-PHL and then click the blue "Follow" button.
<b>Job Bank</b>	<b>What is the process to post a job on your website's job bank?</b>	If you're a member of ATD-PHL you can post and view jobs for free. To post a job please email us the job title, description, how to apply and contact information to <a href="mailto:info@tdphl.org">info@tdphl.org</a> .
<b>Contact Information</b>	<b>How do I contact the ATD-PHL President or Board Members?</b>	The President and Board Members email addresses are listed <a href="#">here</a> . Please be aware that each board leader does receive quite a few emails so a response can take a couple



weeks based on priority of the email message.

**Contact  
Information**

**What is the general contact information for  
ATD-PHL?**

ATD-PHL  
P.O. Box 1155  
c/o Seamless Events  
Havertown, PA 19083  
[info@tdphl.org](mailto:info@tdphl.org)  
[www.tdphl.org](http://www.tdphl.org)