

Attendees

Registration and Payment

1. How do I register for the conference? We have open registration and ticket purchases on Sched website. All participants, facilitators, vendors and volunteers will need to register. You can complete this registration via the event's Sched website or mobile application. Navigate to <https://bendtobalance2026.sched.com>. You will need a Sched account to purchase a ticket and complete registration.
2. What forms of payment do you accept? We accept payment through STRIPE. Payments methods include all major credit cards, Apple Pay, Google Pay, EPS, and Afterpay/Clearpay.
3. Do you offer group or early-bird discounts? Yes. We are offering 10% off the \$95 and \$195 event tickets if purchased by June 1st.
4. Can I get a refund if my plans change? Refunds can be made up to 14 days before the event.
5. Can I transfer my ticket to someone else? Yes. You can purchase a ticket and assign it to someone else.

Conference Logistics

1. Where and when does the event take place? The expo takes place from 10/30-11/1 at the Unitarian Universalist Fellowship of Central Oregon (UUFCO) and Embark Coworking space. They are located across the street from each other for easy access and both locations will have full days of classes and experiences.
2. Will there be a conference app or schedule I can download? Yes. Our event is in Sched and you can download the schedule once you are registered.
3. Is there a recommended dress code? It is best to be comfortable and also dress accordingly as there will be both indoor and outdoor offerings. Great idea to have a yoga mat and light blanket too. As it is a special time of year for Halloween, Dia de los Muertos, and so many more traditions we are encouraging costumes or dress up to embody the season.
4. Are meals or refreshments included with my ticket? No, but we will have food vendors on site.

Travel & Accommodation

1. Are there special hotel rates for attendees? No.
2. How do I get to the venue from the airport? Transportation options include private shuttles, ride-sharing (Uber/Lyft), taxis and car rentals. Key providers include Enviroshuttle, Shuttle Oregon, and Destination Transportation.

3. Is parking available on-site? [There is ample free parking at both locations. Carpooling is highly recommended.](#)

Accessibility & Special Needs

1. Is the venue accessible to wheelchairs or those with mobility issues? [Yes.](#)
2. We aim to be able to offer classes and experiences for all. If you have any special needs, you are encouraged to reach out to Kevin at Kevin@soundshala.com or further information.

Networking & Sessions

1. How do I schedule or sign up for specific sessions? [Purchase tickets on Sched platform, complete registration and then you will be able to sign-up for sessions.](#)
2. Is there a networking lounge or reception? [Yes; there will be networking during vending booth hours. Saturday hours are 9am - 5pm at both locations and Sunday 9am - 5pm at Embark and 1-5pm at UUFCO.](#)
3. Will I have access to session recordings or presentation slides afterward? [This will depend on each facilitator.](#)

Code of Conduct

1. Does the conference have a code of conduct? [Yes, please refer to the following link.](#)
[BendtoBalanceCodeofConduct](#)
2. Who should I contact if I experience or witness inappropriate behavior? [Please contact Kevin Kraft at Kevin@soundshala.com](#)

Facilitators

Call for Proposals & Submission

1. How do I apply to be a class or workshop facilitator? [Please fill out the application at the following link: <https://forms.gle/xEsjFKvkP2GL1Xu5> . We are accepting applications on a rolling basis and will be in touch soon.](#)
2. What are the important deadlines? [Facilitators will be encouraged to have all applications in by July 1st. Early registrants will have a preferred time/location preference. As we want a balanced expo, we will only be allowing a couple of facilitators by category. Apply early.](#)
3. How do you select which proposals get accepted? [We have a leadership committee who will be selecting the applicants. Early application is preferential.](#)
4. What are the session formats? [Facilitators can lead 60-minute classes or up to 150-minute workshops](#)

5. Is facilitation compensated? Both paid and unpaid options are available; facilitators should provide compensation expectations during application.

Session Logistics

1. How long are the speaking slots and what format is expected? Classes are 60 minutes and workshops are 120-150 minutes long.
2. What audiovisual equipment will be provided? It depends on location and class room. Please inquire once the application is approved.
3. Can I request additional technology or resources? This will be handled on a case by case basis.

Travel & Accommodation

1. Will speakers receive travel or hotel accommodations? No
2. Are there any speaker discounts on lodging or flights? No.

Promotions & Materials

1. How can I promote my session to attendees? Please contact Kevin@soundshala.com for a list of guidelines and scheduling suggestions to help make Bend to Balance unforgettable.
2. Can I distribute handouts or promotional materials? Yes.
3. Are there any branding guidelines for speaker materials? Please contact Kevin at Kevin@soundshala.com for information on branding, guidelines and scheduling.

Post-Event Materials

1. Will my presentation be recorded and shared? In most cases no, but this may be a possibility depending on the facilitator.
2. Can I get attendee feedback from my session? This will be based on each facilitator.

Sponsors & Exhibitors

Sponsorship Packages

1. What sponsorship levels are available? We have booth sponsorships, category sponsorships and full event sponsorships available. Please contact Kevin at Kevin@soundshala.com for more information on sponsorship opportunities.
2. What are the main benefits of each package? Listings on website, social media, program guide and during the expo. You will also help to build one of the most balanced community events in all of Central Oregon.

3. Are there any add-on opportunities (e.g., sponsored sessions, coffee breaks)? We have an amazing Halloween/Ancstral Costume Dance Experience planned that is an add on for tier 2 pricing.

Booth & Display

1. What is the booth size and layout? Booths are 3 x 6 feet and no linens or chairs are provided. We have a handful of locations for custom size/custom designed both spaces.
2. What setup and teardown times are permitted? UUFCO [(Saturday: set up 8-9am, tear down 5-6 pm); (Sunday: set up 12-1pm, tear down by 6-7pm). EMBARK [(Saturday, set-up 8-9am, tear down by 5pm); (Sunday: set up 8-9am, tear down by 5-6pm)

***these times need to be verified with facility administrators**

3. Will electricity, Wi-Fi, or extra furniture be provided? Wifi will be provided. For electrical needs, please state in the vending application.
4. Can I bring my own display materials and equipment? Yes. All custom booth arrangements will need to be cleared for approval.

Branding & Marketing

1. How will my sponsorship be promoted before and during the event? Website, newsletters, social media, and signage. We also have specific designated speaking slots for sponsors if aligned.
2. Will my logo be featured on signage, the website, or marketing materials? For sponsors, yes.

Payment & Deadlines

1. Can I host a sponsored workshop or demo? Yes, please submit an application and reach out to Kevin at Kevin@soundshala.com for evaluation.
2. What are the payment terms and methods? We accept payment through STRIPE. Payments methods include all major credit cards, Apple Pay, Google Pay, EPS, and Afterpay/Clearpay.
3. Is a deposit required to secure the sponsorship? Payment is required upfront.
4. Are there any deadlines for submitting artwork or promotional content? Yes, all media/graphics will need to be submitted by the end of July.

Lead Generation & Networking

1. Will I have access to attendee contact lists? Yes.
2. Can I attend networking sessions or speaker events? Yes. Sessions and events can be signed up for after ticket purchase and registration.
3. Are there dedicated sponsor-attendee connection opportunities? This is currently being discussed.

Venue & Logistics

Location & Directions

1. Where is the venue located? [UUFCO](#): 61980 Skyline Ranch Road Bend, OR 97703 & [EMBARK](#):2843 NW Lolo Dr, Bend OR 97703
2. How do I get there by public transportation? You will need to use the Cascades East Transit (CET) system, as the facility is located at 61980 Skyline Ranch Road, which is in a residential area of West Bend, not directly served by a high-frequency bus line. CET Fixed Route Bus (Closest stop): Check the Cascade East Transit route maps for the closest stop on NW Skyliners Road near Mt. Washington Drive, then expect a roughly 10-15 minute walk uphill along NW Skyliners Road to Skyline Ranch Road. CET Dial-A-Ride (Bend): For those with limited mobility or if fixed routes are not convenient, the CET Dial-A-Ride service may be available to take riders directly to the facility.
3. Is parking available and is it free or paid? Free parking at both locations.

Venue Amenities

1. Is free Wi-Fi available? [Yes](#).
2. Are there on-site dining options or nearby restaurants? [In process](#).

Accessibility

1. Is the venue wheelchair-accessible? [Yes](#).
2. Are there hearing assistance devices or other adaptive services? [No](#)

Ticketing & Registration

Types of Tickets

1. What ticket categories are available? [We have two ticket prices. Their 1 is \\$95 and includes all classes for all three days. Their two is \\$195 and includes all classes, workshops and the Halloween Costume Ancestral Ball dance party.](#)
2. Do you offer student or nonprofit rates? [We are currently offering early bird rates and work/trade opportunities. Please see ticketing for early bird rates and contact Kevin at \[Kevin@soundshala.com\]\(mailto:Kevin@soundshala.com\) for work/trade opportunities.](#)

Payment & Confirmation

1. How can I pay for my ticket? [We accept payment through STRIPE. Payments methods include all major credit cards, Apple Pay, Google Pay, EPS, and Afterpay/Clearpay.](#)
2. When do I receive my registration confirmation or badge? [You will receive your ticket confirmation upon online Sched registration.](#)
3. What should I do if I haven't received my confirmation email? [Please contact Kevin at \[Kevin@soundshala.com\]\(mailto:Kevin@soundshala.com\) with any registration issues.](#)

Refunds & Transfers

1. What is your refund policy? Up to 14 days before the event for a full refund.
2. Can I transfer or resell my ticket if I can't attend? Yes. You can assign your ticket to a different individual in Sched. Payment will need to be handled outside of our platform.
3. Is there a deadline for refunds or transfers? Refunds need to be submitted 14 days before the event and transfers can happen 48 hours before the event.

Group Registration

1. Is there a group discount rate? Yes. We have special rates for groups of 4.
2. How many people must be in a group to qualify? 4

Contact & Additional Support

1. **General Inquiries:** Who can I contact if I have general questions about or support during the event? Please contact Kevin at Kevin@soundshala.com
2. **Troubleshooting:** What should I do if I encounter technical issues during registration? Please contact Kevin at Kevin@soundshala.com