

Proposal Instructions

Step 1: Create an Account

To login to the [proposal submission system](#) for the first time, click “Create an Account”.

Note: The Call for Proposal system requires you to create a new account each year, this account is separate from your MyAIR account, but we suggest that you use the same email for both accounts. Don't have a MyAIR Account? Your first step should be to [create one](#). This ensures you'll stay up to date on the latest information about the Forum.

Follow the steps to create a new account and click “Continue”.

Draft and Submitted Proposals

- To begin your proposal, click “New Proposal”.
- To view a submitted proposal, click “View”.
- To edit or delete a draft proposal click “Edit” or “Delete”.

Step 2: Begin your Proposal

To begin your proposal, click “New Proposal”.

Format and Topic Area Selection

Select the Format, Topic Area, (and indicate if your proposal is supported by a scholarly paper) options from the drop-down menus, then click “Next Page”.

- Click “Cancel” to quit at any time.
- Click “Save as Draft” to save your changes at any time.

Note: You can skip required fields while the proposal is a draft, but all required fields must be complete before submitting.

Presenter Details

Complete contact information for all presenters including yourself. Be sure to double check the spelling of email addresses for accuracy.

- We suggest that you use the same email address that is associated with the MyAIR account of each speaker.
- To add additional speakers, click “Add Presenter”.
- To remove a speaker, click “Remove Presenter”.
- Add presenter order for the session listing.
- Click “Next Page”.

Proposal Details

Enter all proposal details, then click “Next Page”.

Note: It is recommended that you create a draft of your proposal in a Word document to check for character limits and then copy and paste the text in the appropriate textboxes.

Presenter Agreement

Review the Presenter Agreement and click “I agree”.

Note: We strongly suggest that you click “Save As Draft” and review your proposal before submitting.

Once you submit your proposal you will not be able to make any further changes.

Step 3: Submit your Proposal

When you are ready to submit your proposal, click “Submit”.

You will receive a confirmation email after submitting your proposal.

- Check your junk mail and clutter folders if you do not see this email in your inbox.
- Co-presenters **will not** receive a confirmation email.
- Contact forum@airweb.org if you do not receive a confirmation email.