air forum | DENVER, CO June 1–4, 2027 Pre-Conference: May 31 – June 1

Proposal Instructions

Step 1: Create an Account

- To login to the proposal submission system for the first time

  "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 you should use the same email for both accounts. (Don't have a MyAIR Account? Be sure to also create one. This ensures you'll stay up to date on the latest information about the AIR Forum.)

- Follow the steps to create a new account.

Step 2: Begin your Proposal

To begin your proposal, click "Click here to begin a new proposal".

1. Proposal Title and Format Selection

Enter your proposal title and select the Format option from the drop-down menu, then click "Submit" to access the tasks and provide your proposals details.

2. Task List

Click on each task in the Task List and complete the requested information. Once completed the task will then appear with a large green check mark.

Within the Task List you will be asked to fill in your proposal details, presenter information, add contributing authors, agree to the audio/visual set-up, request an accessibility requirement, add supporting documents, and complete the presenter agreement. Additional elements may be requested per selected Format type.

You can save your proposal as a draft and return at any time to edit and make changes before you submit. Once submitted your proposal is complete, but you can edit your submission up to the cut-off date.

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

- When adding a presenter, you should use the same email address that is associated with the MyAIR account of each presenter.

- Please list the presenters in the order in which you would like them to appear in the session abstract and any printed or online session listing. List the lead presenter first.

Step 3: Submit your Proposal

When you have completed all the tasks from the Task List and you are ready to submit your proposal, click "Save Submission", then click "Submit".

To confirm submission, look for the proposal status marked as "Complete" located under the proposal title. If you don't see the status marked as complete, it is still a draft and has not been successfully submitted.

You will receive a confirmation email after submitting your proposal.

- If you do not see this email in your inbox, check your junk mail and clutter folders.

- Co-presenters **will not** receive a confirmation email.

- Contact forum@airweb.org if you do not receive a confirmation email.

Proposals will be reviewed between October 2026 and January 2027. Proposal decision notifications will be sent late-January 2027.