

# How to Submit Your Proposal Application

## NACAC Conference & GWI Conference 2024

### Step 1: Create Your Account

1. Go to the Call for Proposals application site.
  - [NACAC Conference CFP Application](#)
  - [GWI Conference CFP Application](#)
2. On the bottom-right, click **Need an account? Sign up here.**

**PRESENTER**

**NACAC**  
Conference 2024 80<sup>th</sup>

**CALL FOR PROPOSALS**

**Welcome to NACAC's Proposal Submission Portal!**

Thank you for considering submitting a proposal for inclusion in NACAC Conference 2024. NACAC is accepting proposal applications that focus on topics pertinent to the field of college admission counseling.

For additional information, please refer to our [Call for Proposal page](#) on NACAC's website.

Please Note

**SIGN IN**

Email

Password

**LOG IN**

**Need an account? Sign up here.**

[Forgot password](#)

3. To create your account, provide your name and email address. Then, click **SIGN UP**.

**PRESENTER**

**NACAC**  
Conference 2024 80<sup>th</sup>

**CALL FOR PROPOSALS**

**Welcome to NACAC's Proposal Submission Portal!**

Thank you for considering submitting a proposal for inclusion in NACAC Conference 2024. NACAC is accepting proposal applications that focus on topics pertinent to the field of college admission counseling.

For additional information, please refer to our [Call for Proposal page](#) on NACAC's website.

Please Note

**SIGN UP**

First Name

Last Name

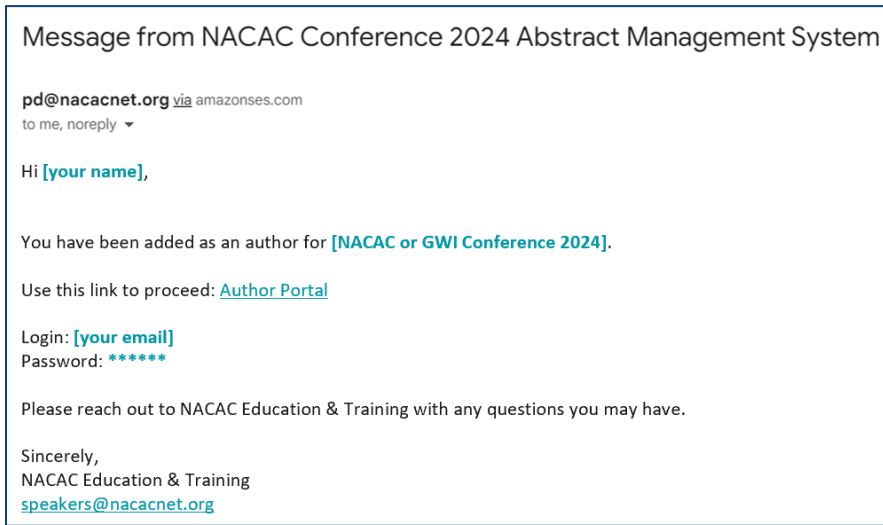
Email Address

Confirm Email Address

**SIGN UP**



4. Check your inbox and junk/spam folder for an email with the information you need to log into your account.



5. Log into your account.
6. Once you log in, you will be prompted to set up your profile. Answer the questions provided about yourself.

**My Profile**

Setup your profile

Please fill all the mandatory properties to enable My submissions and Create submission menu

**Presenter Information**

First Name\* (Maximum 200 characters allowed)  
Please enter a valid input.

Middle Name (Maximum 200 characters allowed)

Last Name\* (Maximum 200 characters allowed)  
Please enter a valid input.

Suffix (Includes degrees and certifications) (Maximum 200 characters allowed)

Gender Pronouns ▾

Primary Phone Number\* (Maximum 200 characters allowed)  
Please enter a valid input.

Backup Phone Number (Maximum 200 characters allowed)

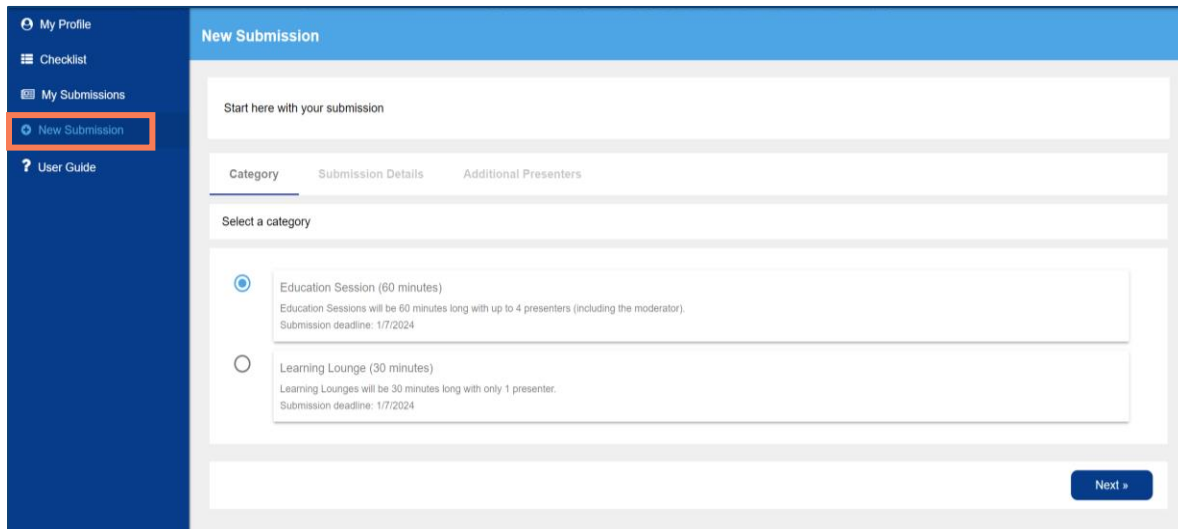
7. Click **Save** at the bottom of the page when you are finished.

NACAC Membership Status \*  
Please enter a valid input.

Save

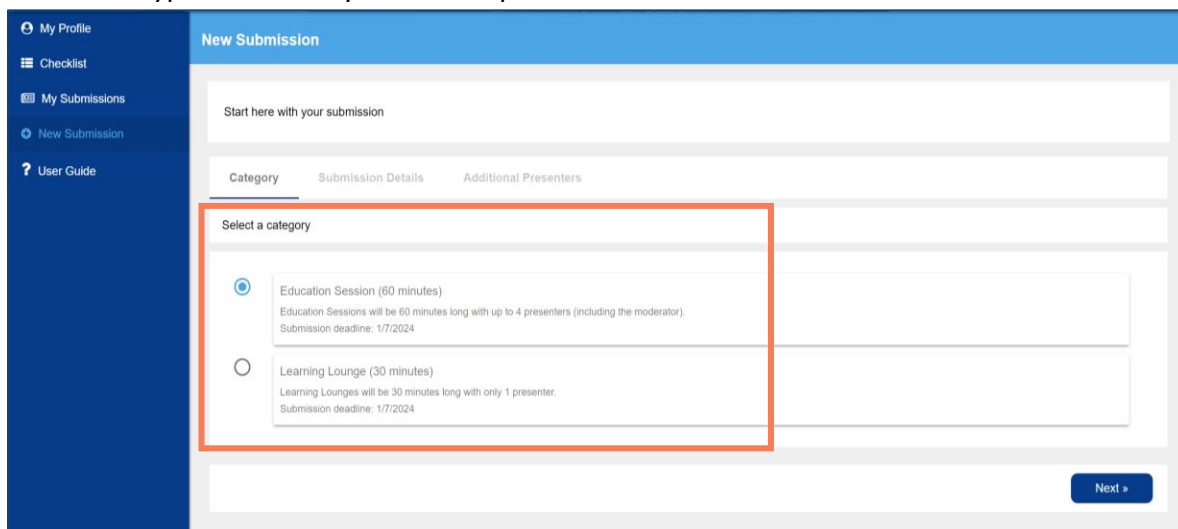
## Step 2: Completing a Proposal Application

1. Click **New Submission** in the navigation menu on the left.



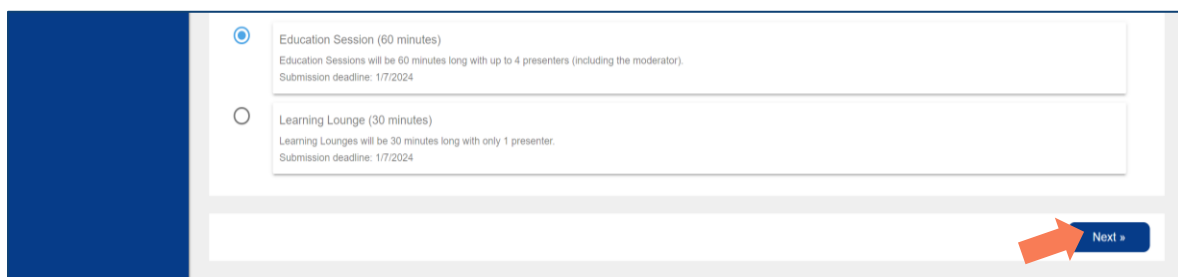
The screenshot shows the 'New Submission' page. On the left navigation menu, 'New Submission' is highlighted with a red box. The main content area has a blue header 'New Submission' and a sub-header 'Start here with your submission'. Below this is a tabbed interface with 'Category' selected. The 'Select a category' section shows two options: 'Education Session (60 minutes)' (selected with a blue radio button) and 'Learning Lounge (30 minutes)' (unselected with a white radio button). Both options include details about session length, presenter limits, and a submission deadline of 1/7/2024. A 'Next >' button is at the bottom right.

2. Select the type of session you wish to present at the conference.



This screenshot is identical to the previous one, but the 'Education Session (60 minutes)' option is now highlighted with a red box, indicating it has been selected.

3. Click **Next**.



This screenshot is identical to the previous ones, but a red arrow points to the 'Next >' button at the bottom right, indicating the next step in the process.

4. Answer the provided questions about your proposed session.

Category
Submission Details
Additional Presenters

Enter your submission details

**Session Information** (Education Session)

**Presentation Title\***  
(Maximum 300 characters allowed)

**Presentation Description\***  
(Maximum 5,000 characters allowed)

**Who is your primary target audience? \***

5. At the bottom of the page, click **Next**.

**Questions or Concerns**  
 If you have any questions or concerns about your proposal submission, please contact [speakers@nacacnet.org](mailto:speakers@nacacnet.org).

« Previous

Next »

6. If there will be anyone else presenting your education session alongside you, click the **Add Co-Presenter** button and provide their information. If the co-presenter you are trying to add already has an account, find them by clicking **Search Co-Presenter**.

Category
Submission Details
Additional Presenters

Add additional presenters

Name	Email	Is Author
No Results Found		

Add Co-Presenter
Search Co-Presenter

« Previous

Save Draft

Submit For Review

Add Co-Presenter

Presenter Information

First Name\*

(Maximum 200 characters allowed)

Middle Name

(Maximum 200 characters allowed)

Last Name\*

(Maximum 200 characters allowed)

Suffix (Includes degrees and certifications)

(Maximum 200 characters allowed)

Gender Pronouns

Primary Phone Number\*

(Maximum 200 characters allowed)

Backup Phone Number

(Maximum 200 characters allowed)

Search Co-Presenter

Enter Presenter Email

Search

7. Once all your co-presenters have been added (or if you have no co-presenters), click **Submit for Review** to submit your application or **Save Draft** to finish and submit your application later.

Add Co-PresenterSearch Co-Presenter

Previous

Save DraftSubmit For Review

8. To review applications you have started and/or submitted, click **My Submissions** in the navigation menu on the left.

My Profile

Checklist

My Submissions

New Submission

User Guide

My Submissions

RefreshCreate

View your submissions and don't forget to Submit for Review when you are done! You can also view messages from reviewers under Messages in your submission.

Presentation Title	Presentation Description / Summary	Status
---	---	Submitted, awaiting review