

## Submit a Proposal

You may access the [Submission Proposal Form here.](#)

### Timeline

- Conference proposals are due **Monday, January 22, 2024.**
- You will receive notification of the decision on your conference proposal in late-February.
- If you receive a request to revise your proposal, revisions will be due mid-March.

### Required Information for Proposal

You will be asked for the following information when submitting your proposal for UWTL 2024:

- Author(s) and/or Presenter(s)
  - Corresponding Author
  - Authorship Order
- Proposal Title
- Session Format
- Session Description (up to 300 words)
  - Session descriptions should include:
    - Connection to literature, theory, research, or practice.
    - Relevance to conference theme.
    - Learning outcomes of your session.
- Keywords
- References
- Session Takeaways
- (If proposing a workshop) Audience Engagement
- (If proposing alternative session) Describing the Alternative Session

### Submitting your proposal

1. Access the [Proposal Submission Form](#).
2. You will see the Call for Proposals on the first page, with a button that says "Proceed to Submission" at the bottom.
3. Please fill in all fields on the submission form.
4. When asked to indicate the corresponding author, please enter in only one email address.
5. At the end of the form, you may indicate any audio-visual requirements or accommodations you require for your session.
6. Click on the "Submit" button. You will receive a confirmation e-mail of your submission and a copy of your proposal.