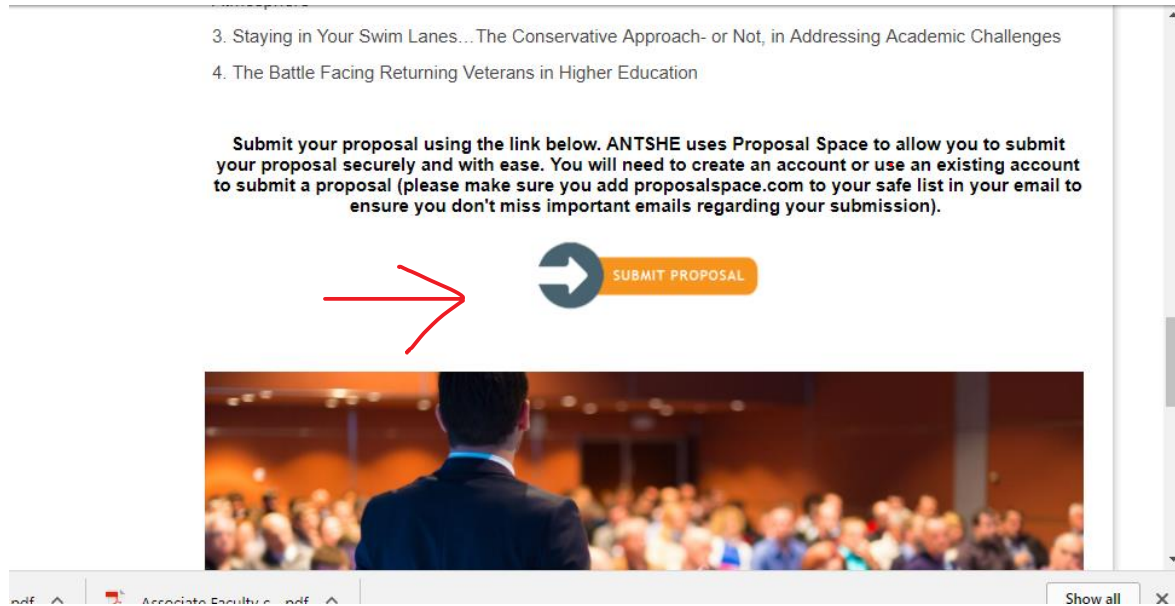


Instructions for submitting a proposal using Proposal Space.

To submit a proposal, visit www.myantshe.org/2019Proposal. After reviewing the Tracks outlined for the 2019 conference, click on the “Submit Proposal” button located at the bottom of the page.



You will be taken to the ANTSHE 2019 Call for Proposals page using Proposal Space. You will be asked to create an account or use an existing account. Once you have entered your name and email address, your account has been created and you may then submit your proposal. You will first be asked to give your Proposal a nickname (you can use the title of your proposal).

Once you have given your proposal a nickname and click on next you will begin to complete the information for the proposal. Scroll to the next page for an example.

You should see a page similar to the one below. Notice the different tabs circled in this example. To fill in the form you will need to click on Edit Contents, then you can complete the information for the "CONTENT" tab. Click on the "SAVE CHANGES" button when finished, before moving to the "PERSONS" tab.

Lori's Proposal

2018 Call for Proposals
Association for Non-Traditional Students in Higher Education (ANTSHE)
#antshe2018

Like Facebook Event Follow 215 followers

Submission Deadline: Thu Feb 1 2018, 12:00am EST

This proposal is not yet complete. Items that are missing or incomplete are marked with a symbol like the one to the left. To submit the proposal.

ProposalSpace ID: 780-36761
Status: Saved Draft (Incomplete)

CONTENT **PERSONS** **TERMS & CONDITIONS**

Show Submission Instructions

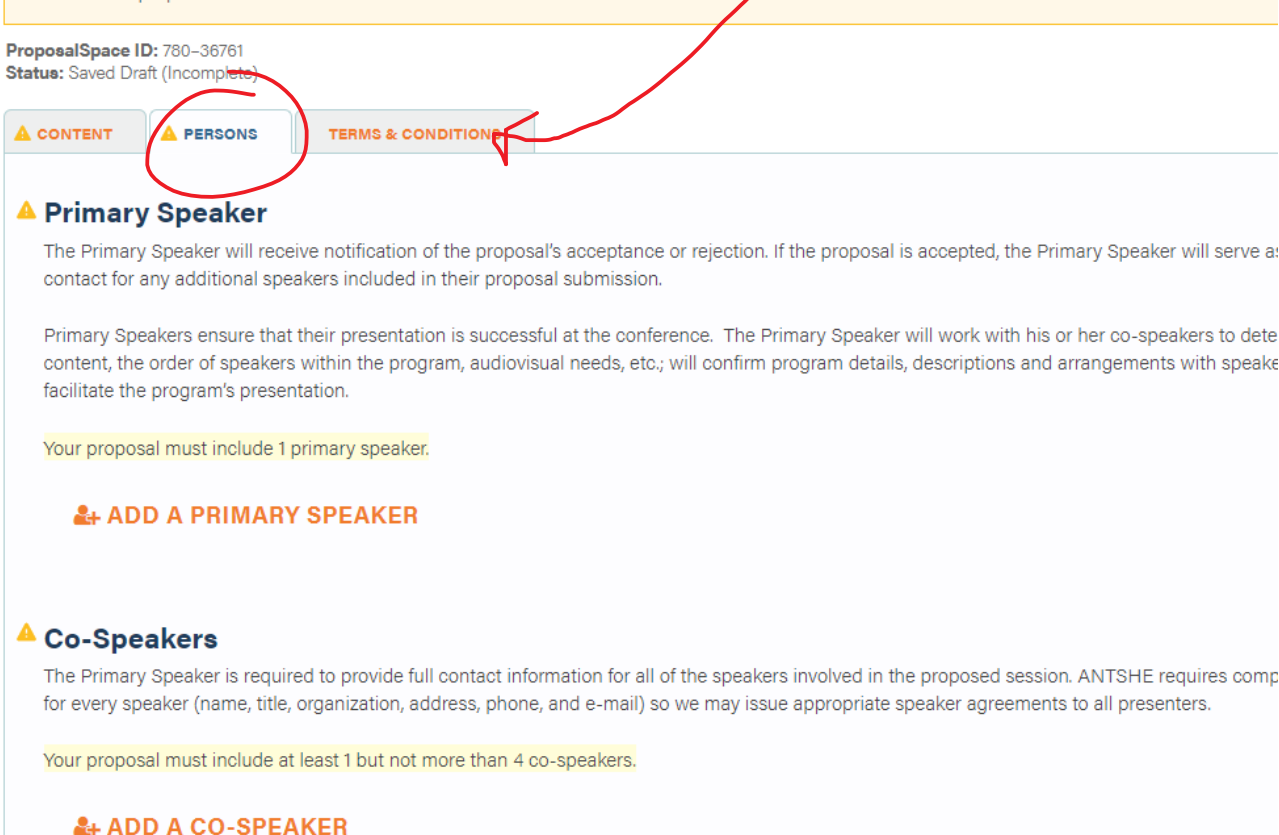
Title (required)
no answer

SESSION TYPE (at least one required)

The screenshot shows a web interface for a proposal submission. At the top, it displays the proposal title 'Lori's Proposal' and event details for the '2018 Call for Proposals' by the 'Association for Non-Traditional Students in Higher Education (ANTSHE)'. Below this, there are social media links for Facebook and Twitter, and a submission deadline of 'Thu Feb 1 2018, 12:00am EST'. A yellow warning box indicates that the proposal is not yet complete. The main content area has three tabs: 'CONTENT', 'PERSONS', and 'TERMS & CONDITIONS'. The 'CONTENT' tab is selected and circled in red. Below the tabs is an orange 'EDIT CONTENTS' button, also circled in red. The form fields below show 'Title (required)' with 'no answer' and 'SESSION TYPE (at least one required)'. A Windows taskbar is visible at the bottom of the screenshot.

Once you have completed the information on this page, you will select the "PERSONS" tab and complete the information regarding the person or persons presenting. See the example on the next page.

Please provide information for the primary speaker and any addition speakers. Once you have complete the information on this tab, click on **SAVE CHANGES** then select the “**TERMS & CONDITIONS**” tab.



ProposalSpace ID: 780-36761
Status: Saved Draft (Incomplete)

CONTENT PERSONS TERMS & CONDITIONS

Primary Speaker

The Primary Speaker will receive notification of the proposal's acceptance or rejection. If the proposal is accepted, the Primary Speaker will serve as contact for any additional speakers included in their proposal submission.

Primary Speakers ensure that their presentation is successful at the conference. The Primary Speaker will work with his or her co-speakers to determine content, the order of speakers within the program, audiovisual needs, etc.; will confirm program details, descriptions and arrangements with speakers to facilitate the program's presentation.

Your proposal must include 1 primary speaker.

+ ADD A PRIMARY SPEAKER

Co-Speakers

The Primary Speaker is required to provide full contact information for all of the speakers involved in the proposed session. ANTSHE requires complete information for every speaker (name, title, organization, address, phone, and e-mail) so we may issue appropriate speaker agreements to all presenters.

Your proposal must include at least 1 but not more than 4 co-speakers.

+ ADD A CO-SPEAKER

You will be asked to provide a “**CO-SPEAKER.**” If you do not have a co-speaker for your presentation, you can select the “**Use Myself**” from the selections provided. Once you have completed all of the required information for the proposal click Submit Proposal. You will receive notification of receipt by email. See the example below.

✓ Changes saved!

Lori's Proposal

2018 Call for Proposals

Association for Non-Traditional Students in Higher Education (ANTSHE)

#antshe2018

 Like  Facebook Event  Follow  215 followers

Submission Deadline: Thu Feb 1 2018, 12:00am EST

✓ **Congratulations!** This proposal has all the information required for submission.

SUBMIT THIS PROPOSAL

Clicking the button above will submit the proposal *immediately*.

ProposalSpace ID: 780-36761

Status: Saved Draft (Complete)

Thank you for submitting your proposal for the 2019 ANTSHE Conference to be held at Embassy Suites & Convention in Orlando, FL. We look forward to seeing you! Need to register for the conference? Visit www.myantshe.org/2019Registration .