

→ Click on ‘2008 Annual Convention and World Languages Expo’

→ Click on ‘2008 Call for Proposals’

If you already have a user name and password, Login.

If you do not have a user name and password,

→ click on ‘Click here to create a new user name and password.’ (near the middle of the second column)

Create a personal profile by filling in the form fields. You must complete all items preceded by a red asterisk.

When you are done,

→ click on the ‘Submit’ button. This will take you back to the main menu, where you can **Login.**

→ Click on ‘Submit or Edit a Proposal.’

→ Click on ‘Submit a New Educational Proposal.’

→ Click on ‘Chinese Language Teachers Association (CLTA).’

Your next step depends on whether you are submitting a **Paper Proposal** or a **Panel Proposal**

If you are submitting a ***Paper Proposal***,

→ click on ‘CLTA Paper’

Fill in the required information for your Paper proposal. The Title and Description **must be entered in English**

→ Click ‘Accept and Continue’

Select yourself as the presenter

→ Click ‘Accept and Continue’

Select language information

→ Click ‘Accept and Continue’

Review Session Information;

→ Click ‘Upload Supporting Document’ at the bottom of the page to **upload your 500-word summary.** Your uploaded document may be in Microsoft Word, Adobe PDF, Word Perfect, Plain Text or Rich Text Format (rtf). This completes the submission process.

Please note that the individual presenters in a Panel Proposal must not submit individual Paper Proposals.

If you are submitting a ***Panel Proposal***,

→ click on ‘CLTA Session Presentation’

Fill in the required information for your Session proposal. The Title and Description **must be entered in English**

→ Click ‘Accept and Continue’

Add the presenters for your session. For each presenter:

(1). → Click on ‘Search by Last Name’. If the name of your presenter does not come up, then

(2). add the presenter's information by selecting the ‘Add Unlisted Participant’ link at the bottom

Select yourself as a presenter (if you are a presenter)

→ Click ‘Accept and Continue’

Select language information

→ Click ‘Accept and Continue’

Review Session Information;

→ Click ‘Upload Supporting Document’ at the bottom of the page to **upload your 500-word summary.** Your uploaded document may be in Microsoft Word, Adobe PDF, Word Perfect, Plain Text or Rich Text Format (rtf). This completes the submission process.

Please note that the individual presenters in a Panel Proposal must not submit individual Paper Proposals.

If you have any questions or experience any problems with the above procedure, please send inquiries to CLTA-2008@ad.uiuc.edu.

Additional Information

When you submit a proposal, all correspondence between ACTFL and CLTA will be done via e-mail generated through the submission site which is hosted by All Academic. You are asked to check your “junk mail” file and to have your “spam blocker” settings allow e-mails from DO_NOT_REPLY@allacademic.com.

Check the “Message Center” from the Main Menu page to view messages sent to you by ACTFL or CLTA if you have not received any e-mail messages by these deadline dates:

Submission deadline: January 11, 2008

Notification of acceptance: April 1, 2008

Notification of date/time/location for accepted presentations: August 1, 2008

It is very important that you keep your personal contact information current since you will receive all notifications via the e-mail address you have provided. If you have any changes, please login and click on Edit Personal Contact Information on the Main Menu page to keep your file current. This information will be carried throughout into the final Program Guide so it is important that you keep it up to date.