

Please note that those who apply for the Walton Presentation Prize (for the best first-time presentation at the CLTA Annual Meeting; please see <http://clta-us.org/awards/walton-awards.htm>) shall submit proposals as *individual papers* only, and must include with their proposal, as their uploaded 500-page document requirement, a summary statement entitled "Walton Presentation Prize Application." For details of Walton Presentation Prize, please see the above website or the January 2008 issue of the CLTA Newsletter.

Helpful Hints for Submitting a Proposal

- Read the Submission Guidelines and Recommendations when you login. These contain instructions to submitters and also contain helpful hints and tips for submitting your proposal.
- Read the Presenter Responsibilities when you login. It is each presenter's responsibility to understand and follow the directions in this document.
- Review and edit your proposal before submitting online. We suggest you write your proposal and have it in final format, then go to the online submission page where you either copy and paste or retype what you have already written. Please remember that what you submit online is the only thing reviewers have on which to judge your submission; therefore, it's important that you submit a well-written proposal.
- Always, on every page in the submission process, you MUST click "Accept and Continue" at the bottom of the page to save your work and proceed to the next page.
- Proofread your proposal online before you submit. All proposals are to be submitted in final format and only a minimum amount of editing is done to submissions before publishing the information. Make sure what you submit is an accurate reflection of you and your work for colleagues and peers to view.
- Make sure you have entered your e-mail address correctly and have set up your e-mail to accept notices from the submission program as this is the only way communications with presenters will be sent. Presenters are expected to check their "junk mail" file and to have their "spam

blocker" settings to allow e-mails from DO_NOT_REPLY@allacademic.com.

- If you do not receive any e-mail correspondence notifying you as to the status of your submission by April 1, 2008, you can login to the Call for Proposals online system to check the "Message Center" for emails sent from CLTA or ACTFL.
- Make sure your personal information is correct. As this is a database, any changes in one place will be reflected everywhere and is carried over to the final program guide. If you change jobs or e-mail addresses, you can always login and make these edits to your personal information.
- Create only one (1) login per person.
- Submit early. Typically, 90% of the submissions are entered in the last 24 hours. When this many presenters try to do the same thing, it inevitably slows down the system. Also, by submitting at the last minute you don't have a chance to make changes. As soon as the submission process closes and the Program Committee begins reviewing, submitters cannot edit their submissions.
- Please note that the following size restrictions for fields in the submission process
Title limited to 10 words; Description limited to 50 words; Content limited to 150 words; Method limited to 150 words; Benefit limited to 150 words; Uploaded summary document limited to 500 words.

CLTA 2008 AWARDS AND PRIZE

CALL FOR APPLICATIONS AND NOMINATIONS

CLTA WALTON AWARD

The CLTA Walton Award, founded in 1998 by friends and colleagues of Ronald Walton, and funded in 2005 by a perpetual endowment from the Cheng & Tsui