

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) or a chair

→ 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.

Individual presenters in a Panel Proposal must NOT submit individual Paper Proposals. Instead, the description of each presentation should be included as part of the panel proposal.

If you have any questions or experience any problems with the above procedure, please send inquiries to chuanren-ke@uiowa.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 10, 2010

Notification of acceptance: April 1, 2010

Notification of date/time/location for accepted presentations: August 1, 2010

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.

Walton Presentation Prize for first-time presenters

First -time presenters at the CLTA Annual Meeting are encouraged to compete for the **Walton Presentation Prize**. For information about the prize, go to <http://clta-us.org/awards/walton-awards.htm>). Only presenters of **individual papers** will be considered for the prize. If you wish to be considered for this prize, you must include in your **uploaded** document, a summary statement entitled "Walton Presentation Prize Application." Details of Walton Presentation Prize, are provided at the link above and in the January 2010 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.
- YOU MUST, on every page in the submission process, 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 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.