

Preparing your conference proposal

All AAAL conference proposals must be completed within the proposal submission system. Before beginning your proposal, please review the available topic strands, the descriptions and evaluation criteria of the four different proposal types, and the AAAL conference presentation policies.

When you access the system, you will be asked to identify your proposal's topic strand and select a proposal type. You will then be asked to provide the following information:

1. **Paper Title:** Type the title as it should appear in the program (limit to 20 words). Please capitalize the first letter of each word, except articles, conjunctions, and short prepositions, which are not capitalized. Your title should NOT be all capitals or all lower-case.
2. **Abstract:** Please provide an abstract (must not exceed 300 words). You may copy and paste from your word processing program. This abstract will be used by the reviewing panel when they review your proposal.
3. **Summary:** Please provide a brief description or summary (must not exceed 50 words). You may copy and paste from your word processing program. If your proposal is accepted, this summary will be included in the conference program.
4. **Keywords:** Please enter up to three keywords separated by commas. Avoid using strand titles as keywords.
5. **Graduate student status:** Please indicate whether the *first author* is an MA or PhD student.

*Please note that if you are proposing a colloquium you will be asked to provide this information for every paper in the session.

Additionally, if you are proposing an individual presentation with multiple authors, or if you are proposing a colloquium, you will be asked to add all additional authors and participants to the proposal. First, you will be asked to search for the author by last name. If the author is a AAAL member, his/her name will appear in the search results and you may click on the name to add him/her to the paper. If the author you wish to add to your paper does not appear in your search results, you will need to add him/her to the database manually. To do this, you will be asked to provide the following information for each author or participant:

1. **First and Last Name**
2. **Current Email Address**
3. **Affiliation**

If you have further questions regarding submitting a proposal for the 2013 conference, you may direct them to conference@aaal.org.