



2020 Summit Call for Proposals: Directions

Please refer to our [Call for Proposals](#) for details regarding types of proposals, focus areas, deadlines, and additional information.

Creating an Account

1. To create an account, please visit our Call for Proposals [website](#).
2. Enter your email address at the bottom of the page and click "Next".

Please enter your email address to begin a new submittal or to continue with or edit an existing submittal.

Email:

3. You will be taken to the *Proposal Submission Form*. Please enter all relevant contact information, including a short bio (300 character limit, including spaces).

Make note of your **RegistrantID** number. You will need this to log-in next time.

[Home](#)

RegistrantID: 6252035

Proposal Submission Form

Please fill out the following information to begin submitting your proposal. Please make a note of your RegistrantID number. This number will allow you to log back into the system to make changes.

Salutation:

First Name:*

Last Name:*

4. Select the appropriate submittal type for your proposal. Then click "Save."

→ **Submittal type: ***

- Dedicated Session**
- Alternative Format Session**
- Single Presentation**
- Poster**

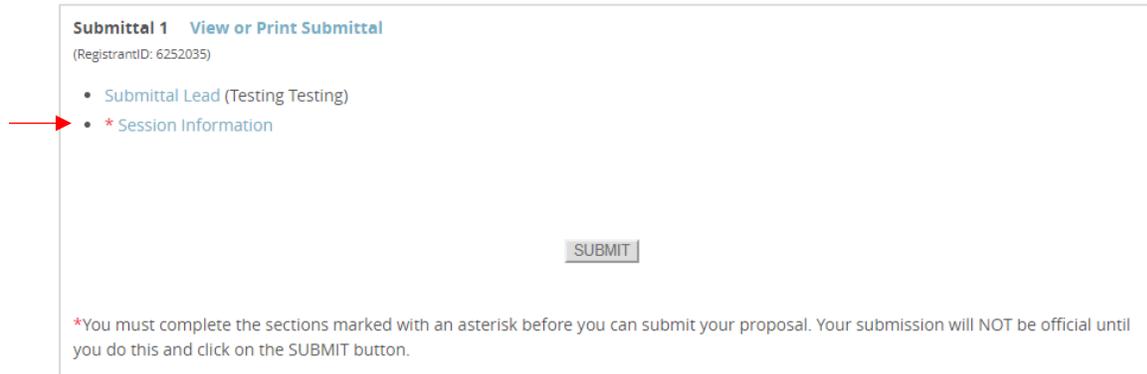
Please refer to the Summit [Call for Proposals](#) for descriptions of each type of proposal.

View instructions for completing your proposal submission [here](#).

Once you hit save, you will be directed to submit further details regarding your proposal submission on the next page.

Completing Your Submission

1. Once you have created your account, you will be prompted to complete your *Session Information*. Submissions will NOT be final until all fields marked with an asterisk have been completed. Click on “Session Information” to begin.



Submittal 1 [View or Print Submittal](#)
(RegistrantID: 6252035)

- Submittal Lead (Testing Testing)
- * Session Information

*You must complete the sections marked with an asterisk before you can submit your proposal. Your submission will NOT be official until you do this and click on the SUBMIT button.

2. Complete all fields on the *Session Information* form. Each mandatory field is marked with an asterisk. Click “Save” when you have finished.

Note: The following fields have character limits (includes spaces)

- Session/Presentation/Poster titles: 100 characters
- Session descriptions: 2500 characters
- Presentation descriptions: 500 characters (Dedicated Session only)
- Poster descriptions: 2500 characters

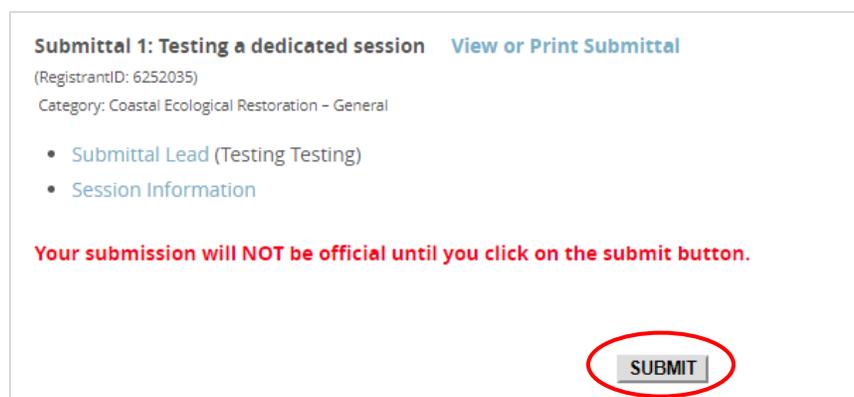
Note: The Additional Information field is optional. You may wish to include information about project partners, project results or outcomes, clarification about the Focus Area, or other relevant information. You may also use this field to request that a proposed poster be placed near another proposed poster, etc.

Note: We are unable to list co-authors in the printed program or Summit app, but encourage you to acknowledge co-authors as appropriate during your presentation.

For Dedicated Sessions:

Dedicated sessions *must* have 5 individual presenters/presentations. You must complete each speaker’s information in order to submit your proposal. *Note: Submissions must be made by the proposed session chair (moderator). The session chair may, or may not, be one of the five speakers.*

3. Once you have completed the *Session Information*, you are able to submit your proposal. Click “Submit” to finalize. *Note: You may edit your proposal at any time after hitting “Submit.”*



Submittal 1: Testing a dedicated session [View or Print Submittal](#)
(RegistrantID: 6252035)
Category: Coastal Ecological Restoration - General

- [Submittal Lead \(Testing Testing\)](#)
- [Session Information](#)

Your submission will NOT be official until you click on the submit button.

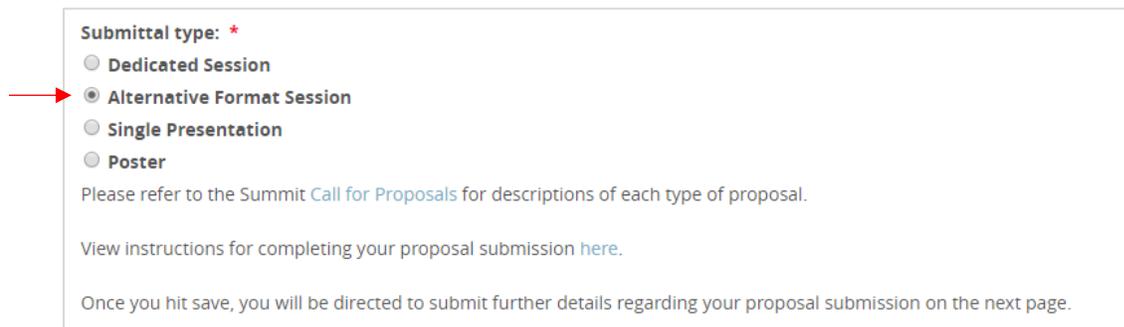
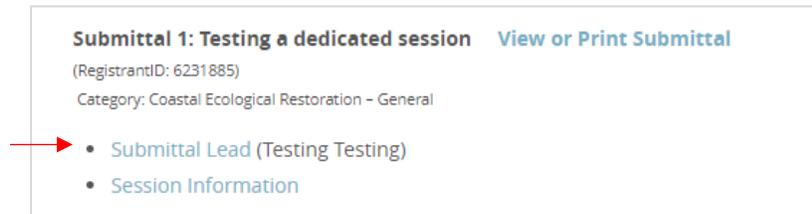
Editing a Proposal

1. You may edit your proposal at any time by logging in using your email and RegistrantID.

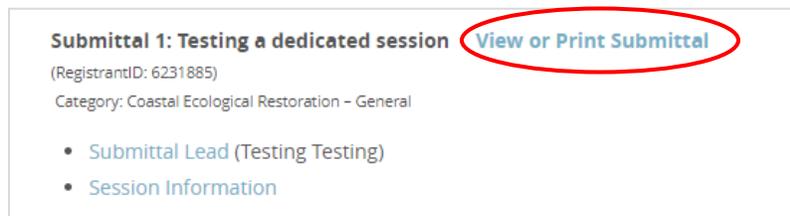
Note: The last day to edit oral presentations is April 3, 2020. The last day to edit poster presentations is July 17, 2020.

2. You may edit the type of proposal by clicking “Submittal Lead”. This will prompt you to confirm your contact information and type of proposal. Simply recheck the type of proposal you would like to submit. You will then need to update the *Session Information* by clicking “Session Information.” Click “Save” when you have finished.

Note: You will NOT need to hit “Submit” after updating a proposal. Your edits are automatically submitted.



3. To download a PDF summary of your submission, click “View or Print Submittal”.



Submitting Multiple Proposals

1. You may submit multiple proposals for consideration. Once you have completed your first submission, you will be prompted with the following button, click this to begin a new proposal.



2. You will be prompted to confirm your contact information and select the proposal type. Click “Save”.

Note: If you have updated any contact information, please check the box at the bottom to update your information for each proposal.

→ **Submittal type: ***

- Dedicated Session**
- Alternative Format Session**
- Single Presentation**
- Poster**

Please refer to the Summit [Call for Proposals](#) for descriptions of each type of proposal.

View instructions for completing your proposal submission [here](#).

Once you hit save, you will be directed to submit further details regarding your proposal submission on the next page.

- Update all other sessions with my provided Primary Presenter information**

3. Follow the steps above to complete your *Session Information* and to submit your proposal.
4. Each new proposal is given a unique RegistrantID. We use this information to individually track each proposal within our system. Please keep track of each proposal and its corresponding RegistrantID.

*Note: If you have submitted multiple proposals, you may log in with **ANY** RegistrantID to access **ALL** of your proposals.*

If you have any questions regarding this process, please email program@estuaries.org.