

# This Way To Sustainability Conference



California State University, Chico

## — Instructions for Proposal Submissions —

For a video demonstration of the process, [click here](#).

1. Follow the link provided on our website, newsletter, announcement, or other resource to submit your proposal.
2. Sign in or Register for Free to create a ProposalSpace account.
3. You are now on the “Start a Proposal” screen, here you can see the title of the event as well as the submission deadline.
4. Type in your Proposal Nickname, this is for your personal reference within your Dashboard, and is not viewable to the conference organizers.
  - a. Click the orange “Continue” button once you are done.
5. The next page header will be your Proposal Nickname, followed by the conference name, submission deadline, and status of your proposal. You will also see a progress bar to let you know how much of the proposal application you have completed.
6. Scrolling down, you will see the Instructions for this Proposal, including the Theme and Tracks. There is also contact info if you have questions.
7. You are now at the “Proposal Content”.
  - a. Type in your “Title”
  - b. Select your first Track Preference for your proposal with the drop down menu.
  - c. Select your second choice Track Preference with the drop down menu.
  - d. Select whether you prefer to do a poster, a presentation, or both(either).
  - e. Upload a PDF of your presentation abstract by clicking on the “Add File” button and selecting the file from your computer.
    - i. If the file selected is incorrect, you can click “replace” or “remove” and try again.
  - f. Last step is to add the Presenters.
    - i. Click “Add A Presenter”
    - ii. Click “Myself” if you are the presenter.

- iii. You can then click “Add Another Presenter” if you are presenting with other people.
  - 1. Type in their information.
    - a. If they have a ProposalSpace account, it will appear and you can click on their name.
    - b. If they do not already have a ProposalSpace account, you can “Add the Person Manually”, and fill in their information.
  - g. Scroll back up and check that what you have entered is correct.
  - h. If your Proposal is complete, an orange “Submit Proposal” button will be at the top of the page.
    - i. Once submitted, you will no longer have access to edit your proposal without contacting an admin.
- 8. You will receive an email verification that your proposal has been submitted.
- 9. If you request to make changes, or the conference organizers feel something is missing from your proposal, you will receive an email that your proposal has been “Returned to Drafts”.
  - a. You can view any comments from the organizers in the email.
  - b. You can re-access your proposal by logging into ProposalSpace, and clicking on “Dashboard”. Scroll down until you see your proposal, and click on it to make changes.
- 10. Once your proposal has been accepted or rejected, you will receive an email notification letting you know.
- 11. For more information, visit our website: [www.csuchcio.edu/twts](http://www.csuchcio.edu/twts)
- 12. Thank you for your interest in presenting at This Way to Sustainability!