



## 2019 USITT Submit a Proposal Instructions

We would like to begin creating the schedule for conference sessions at the 59<sup>th</sup> annual USITT Conference and Stage Expo in Louisville, KY. March 20 – 23 2019.

If you have a topic you'd like to present in 2019 please follow the instructions below.

**The deadline to submit your proposal is June 15, 2018.**

**Guidelines:** We'd like to suggest that you first read our guidelines before submitting a proposal. For complete guidelines please read the **2019 USITT Call for Proposal Guidelines**

Click here to sign in and [submit your proposal](#). If you do not already have an account please use the link to create a new account on the page. <https://s15.a2zinc.net/clients/USITT/USITT2019/Public/speakers.aspx>

*\* If you have an account but have forgotten your password please use the "retrieve your password" function.*

**Creating an account:** *This is an individual and personal account for each presenter. This is different than your USITT website log in information.*

### Submitting a Proposal:

- 1) After signing in, click on the **Submit a Proposal** link at the top of the page. Instructions will then guide you step by step through the process but are also detailed here.
- 2) Enter your **Proposal Title** and click *next*.
- 3) Your next step is to **Add Presenter(s)**. There are three ways you can add presenters. Please follow options 1: (add yourself as a presenter), 2: (search and add a presenter who has presented previously at USITT) and/or 3: (add a **new** presenter) until you have completed this field. Click Save when complete.

*\*Note: Name, title, email and presenter type are required. You may have to edit an existing contact if any of the required fields are blank. The Presenter Status column will be checked when complete. Please be prepared to add detailed biographical and contact information for all your **new** presenters at the time of submittal.*

- 4) Proceed to the drop down questions pertaining to session details. After computer and format, choose the **Track** of the Commission you would like to consider your proposal.

*\*Note: If you are an **EXHIBITOR** please choose the **Exhibitor Track** during this step and no other. Our individual commissions will be able to review your submission and will be in contact if they are interested in a collaborative effort. We will add all **Exhibitor Sessions** on a first come first serve basis and as space and time allows.*

*\*Note: If you are **NOT** an **EXHIBITOR** and are not involved with a specific Commission, you are receiving these instructions because you expressed interest to the National Office about the submission process. If this is correct, you must choose the **USITT MEETINGS & SPECIAL EVENTS Track**. Your submission will be reviewed, approved and added on a first come first serve basis and as space and time allows.*

- 5) The four drop down questions are followed by three required fields where you will provide a description, learning objectives and your sessions technical requirements.  
*\*Note: These fields have character limits but please provide us with as much information as possible at this time.*
- 6) The last step required of the submitter is to read and check the USITT 2019 Terms and Conditions (T&C's).  
*\*Note: By checking this box you are acknowledging the responsibility that you and your fellow presenters will follow and be held to the conditions as defined in the USITT Speaker Release.*
- 7) You can then save your proposal from the **Save as Draft** button or complete the submission process by clicking **Save and Proceed**.  
***\*Note: You can return and edit your submission ONLY while it has been saved as a draft and the status at the top of the page displays In-Progress. You can return and continue at any time before the deadline on June 30, 2018 but note that your proposal will not be reviewed until you've finished editing and clicked Save and Proceed.***
- 8) When you have clicked **Save and Proceed** your proposal details will open on the next page where you have the option to print or start a new proposal. You may submit up to 2 proposals.
- 9) A confirmation of your successful submission will also be delivered in an email entitled: **Proposal Submitted Successfully** from Conference Manager, [christine@usitt.org](mailto:christine@usitt.org).

Thank you for your interest and support of USITT. We look forward to another successful year in 2019! See you there!

If you have any questions please do not hesitate to contact:

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USITT National Office

or

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