Submitting a proposal for the UCEA General Convention and/or Graduate Student Summit

It all starts HERE

Do you have an All Academic login from previous years?

Yes

Be sure to use it so you do not have duplicate accounts!

No

Create one! Be careful use an active e-mail account that you will continue to check and to use correct capitalizations and spellings.

Click on Volunteer to be a Chair or Reviewer? You MUST sign up to review at least 6 proposals to have any of your proposals reviewed or accepted!

Under the "Submit a Proposal" menu, click on "Submit Proposal to the Annual Convention"

General Convention only

Now you are ready to submit. From the Main Menu, click on "Submit or Edit a Proposal"

Grad Student Summit only

Under the "Submit a Proposal" menu, click on "Submit Proposal to the Graduate Student Summit"

Which events are you submitting your proposal to?

Both

Read the descriptions for all the proposal types and select the correct one from the list to continue.

Excellent! First, submit to the GSS

Now, submit to the General Convention.

Carefully complete ALL required fields. Then click on 'Accept and Continue'

Follow directions to enter co-presenters as needed and continue.

Upload your proposal. Make sure ALL of the following are true:
- You are absolutely sure you are selecting the correct file
- Your proposal is BLINDED
- Your proposal is NOT in a docx format
- Your proposal is in Microsoft Word (EXCEPT docx). Adobe PDF, Word Perfect, Plain Text, Rich Text Format(rtf)

Read the "Important Information about your email confirmation"

Did you also want to submit your proposal to the General Convention?

Did you volunteer to be a reviewer?

Yes

Go back to the Main Menu and click on Volunteer to be a Chair or Reviewer. You MUST sign up to review at least 6 proposals to have any of your proposals reviewed or accepted!

No

You are all set! Be sure to check both your e-mail and the All Academic site for updates (in case messages are prevented from getting through due to spam blockers). Visit HERE for more information on the UCEA Convention, Day on the Hill, registration, and accommodations. Visit HERE for more information on the Graduate Student Summit.

Visit HERE for Convention and Summit submission/review process FAQ
Visit HERE for tips for graduate students on preparing exemplary conference proposals and presentations