It all starts HERE!

Do you have an All Academic login from previous years?  
- Yes: 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: Create one! Be careful use an active e-mail account that you will continue to check and to use correct capitalizations and spellings.

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

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

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 BLENDED
- Your proposal is NOT in a docx format

Did you also want to submit your proposal to the General Convention? 
- Yes: Under the "Submit a Proposal" menu, click on "Submit Proposal to the Annual Convention." 
- No: Under the "Submit a Proposal" menu, click on "Submit Proposal to the Graduate Student Summit." 

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’re all set! Make sure to check your email to receive updates from All Academic along with checking the UCEA Convention and GSS websites. Access the Convention website HERE. Access the GSS website HERE.

Visit HERE for tips for graduate students on preparing exemplary conference proposals and presentations.