Welcome to Confex's proposal submission site!

If this is your first time (or not), below are some steps on how to submit a proposal.

The link to the proposal submission site is https://cswe.confex.com/cswe/2021/cfp.cgi.

Step 1. This is the home page. On the left side of the home page, you can read more about the call. On the right side you will see all 40 tracks, including tracks for invited proposals. You can click on the review scope of 2021 APM tracks. You click any of the 40 tracks.

To submit to an invited track, look for the track (e.g., Hot Topic or Field Education Institute)

Step 2. Here you will enter proposal information. Enter the title (12 words maximum), the submitter's email address, preferred presentation format (for peer-reviewed), and choose up to one additional track.
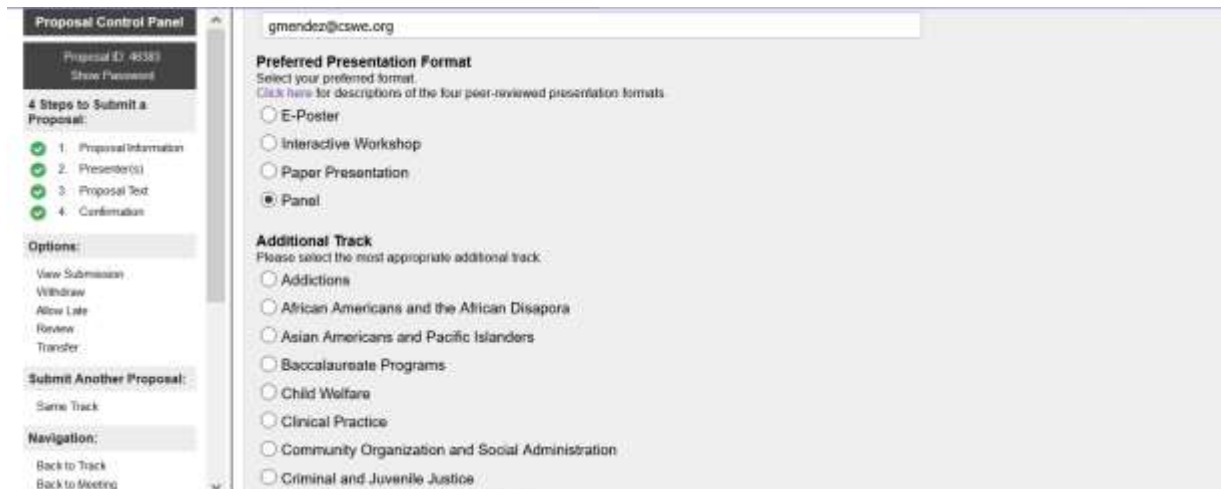
Step 3. The overview should be no more than 50 words. Check the boxes for proposal agreements (read attached documents).

Note: There is a new section regarding Continuing Education credits (posters-> N/A), References and Objectives, including a question about presentation method.

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Step 4. Objectives. Submit at least one objective (50 words max.)

Step 5. Add presenters. Search for a person in the database by one of three identifiers before adding a new name. If the name does not appear then it will say "No matches found."

To add a presenter that is not in the database, fill in the prompts below. Disregard the waiver request accepted and Reg ID. Then click save and continue. **Note: There are new limits to peer-reviewed proposals for number of presenters. Refer to Proposal Categories to learn more.**

Step 5. After presenters have been added under the presenter tab, click on the next step: Proposal Text. Follow the guidelines on the page. Then click save and continue.

Step 6. Add proposal text. There is a new word limit of **500 words**. Make sure to read the guidelines carefully when submitting the proposal.

Step 7. You will arrive at the confirmation page. Make sure everything is accurate as much as possible. You may print the page for your reference. You will receive an automated email confirming your submission.

If you still need assistance, please e-mail APMProposals@cswe.org.

Thank you and best of luck!