

# Know before you submit

Before you submit your proposal, review a few key tips:



All **required fields** noted with an (\*) in all sections must be completed.



You can exit and enter the proposal submission process multiple times to edit and complete your proposal. Just select the “**save and quit**” button at the bottom of the page. Please note that **the page will time out after 30 minutes of inactivity** and you will lose the information you entered on that page.



Use **spell check** before entering the information and make sure you enter the information correctly.



Do not use all capital letters.



Please do not use **bullets**.



Please **limit panel participants to four per session**, a moderator, and up to three panelists.



When submitting a proposal, please enter the **names and complete contact information for each presenter** participating in the session. The proposal submitter will serve as the **primary contact** through the decision date in November/December 2020, will receive all correspondence regarding the proposal, and is responsible for communicating pertinent information to all presenters. After decision notices are sent, the lead presenter will be the primary contact.