How to Submit a Session Proposal

WARNING: While creating and editing a profile and submission, use the navigation at the bottom of the submission form - `previous` `next` - do not use the back/forward arrows in the browser, as this may cause you to lose your information. Once you've entered a Session Title, you can 'save & continue later'. **We recommend saving your work frequently.**

Have the following ready before submitting your proposal:

1. Profile information for the Lead **and** Co-Presenters:
   a. Title and Organization
   b. Email
   c. City, State
   d. Bio
   e. Headshot (**square 1000 X 1000 pixels)**
2. Submission Information:
   a. **SESSION TITLE:** (Short and sweet: 15 words max!)
   b. **PUBLIC PROGRAM DESCRIPTION:** This will be included in the official NAA26 schedule and should be written in a way that will attract participants and provide a clear understanding of the topic, goals, and takeaways. (75 words max)
   c. **SESSION PLAN OUTLINE:** Provide a broad overview/agenda with key segments and timing, content/key points, engagement strategies and activities, and resources you will share/use for each. (250 words max)
   d. **SESSION RELEVANCE**: Describe why this topic is valuable for afterschool and youth development professionals (100 words max)

Creating a Profile

Note: You only need to create a profile once.

1. Click "Login" on the top banner.
2. Select "New User? Click Here."
3. Fill out the "Profile" form with all required information. This information will be used to allow you to log in and for us to send all communications related to your submission.
4. Click "Save."

Editing a Profile

1. Click "My Profile" on the top banner.
2. When changes are complete, click "Save".

Submitting a Proposal

1. Log in and click the "Submissions" button on the top banner.
2. Click "add new." The submission form will appear.
3. Complete the Information in all sections
    o Pre-Submission Questions & Acknowledgements
    o Presenter Information including Additional Presenters
        ▪ Select "Add New" to add additional presenters. Complete all required information for **each** presenter (including yourself if you are a presenter). If your session is selected, the presenter's information will populate the mobile app, including headshots.
    o Session Information
    o Submission Acknowledgment
4. If you have filled out all the required information, click "Save & Submit", otherwise click "Save & Continue Later" and make sure to submit the application on or before 11:59 p.m. ET October 20, 2025.
5. You will receive a confirmation email that your session proposal application has been received from presenters@naaweb.org.

Editing a Proposal

1. Once you have submitted your proposal you will be allowed to edit your proposal up until the deadline, October 20, 2025. To edit your submission, click "Submissions" on the top banner.
2. Select the submission you would like to edit by clicking on the session title.
3. Make updates.
4. Click "Save & Submit"

Contact presenters@naaweb.org with any questions about the Call for Presenters process.