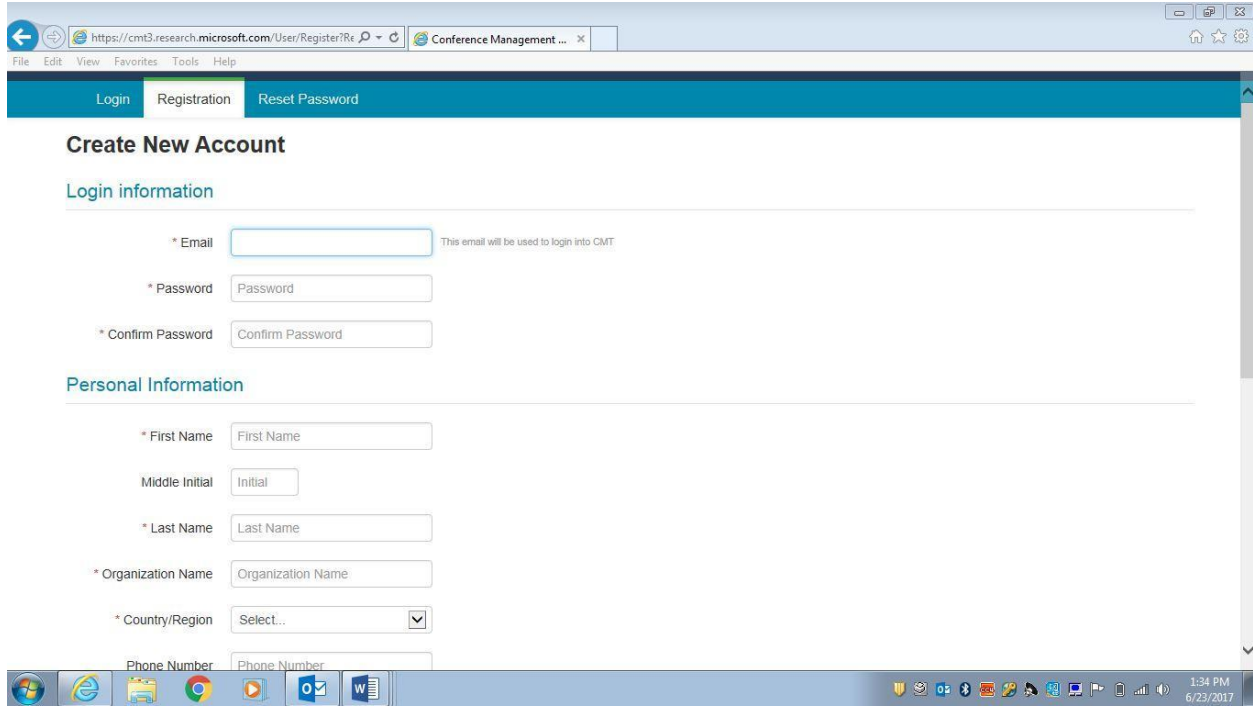


Submitting a Program Proposal

Step 1: Go to <https://cmt3.research.microsoft.com/SEAHO2019/Submission/Index>. Click Registration at the top of the main page to register for an account. Once you register for an account and verify your email, you will be able to log in and submit your proposal!



Step 2: Now that you have registered and verified your email, you are able to log in on the site! Once you log in, you will need to search for SEAHO in the search bar in the top right hand corner. Next you want to click on the Southeastern Association of Housing Officers 2019. This will save to your account so you do not have to do this every subsequent time you log in.

Name	Start Date	Location	External URL	Contact
SEAHO Test	2/27/2017	Chattanooga, TN	http://www.seaho.org/general/custom.asp?page=program_submission	✉ Email Chairs
Southeastern Association of Housing Officers 2018	3/6/2018	Biloxi, MS, USA	http://www.seaho.org/default.asp?	✉ Email Chairs
Southeastern Association of Housing Officers 2019	2/26/2019	Jacksonville, United States	http://www.seaho.org/?	✉ Email Chairs

Step 3: You are now ready to submit your proposal! Begin by clicking “Create New Submission” in the left hand corner.

Step 4: You will be asked for information on the presenters and your presentation.

On behalf of the 2019 Program Committee, thank you for taking the time to submit a program. We recommend that you write your answers in a Microsoft Word or similar document and copy/paste them onto the form below. This will prevent your work from being lost in case your web browser crashes. For questions, please contact the SEAHO 2019 Program Chair, Aubree Adams at aubreea@lsu.edu. Before submitting your proposal, please consider reviewing the resources on the SEAHO website including a sample proposal and more to ensure you submit the best proposal possible. While you are welcome to upload a file to support your submission, you will be asked to submit your program description, outline, and learning outcomes at the end of this form.

TITLE AND ABSTRACT

* Title

* Abstract
1000 characters left

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country		
<input checked="" type="radio"/>	aubreea@lsu.edu	Aubree	Adams	SEAHO	United States	✕	↑ ↓

Email

*** Please note that you must fill out all the information with the red asterisks in order to submit your program. If you happen to forget to include something, you will receive an error message letting you know what you need to add/fix before submitting. While you are welcome to upload a file related to your proposal at the top of the form, it is not required. Please keep in mind the required proposal elements should all be entered in the form portion pictured below.***

27. **Program Description ***
Your description should provide a brief overview of your program and the expected outcomes of attending. Please limit your description to 1000 characters. The description will be provided to all conference attendees via Guidebook.

28. **Program Outline ***
Please provide an outline of your program. This should provide more detail as to the topics that you plan to present and how you plan to present them. Please limit your outline to 5000 characters at maximum.

29. **Program Learning Outcomes ***

Step 5: Once your program is fully submitted, you will receive a screen with a submission summary.

Submission summary Print

Conference Name	Southeastern Association of Housing Officers 2019
Paper ID	1
Paper Title	Jacksonville, Florida Racing: How to get to the finish line.
Abstract	All the great information that you would ever hope to know about how to finish and finish STRONG.
Created on	7/19/2018, 3:46:09 PM
Last Modified	7/19/2018, 3:46:09 PM
Authors	Ready, Set, SEAHO!
Primary Subject Area	Assessment
Secondary Subject Areas	Student Development
Submission Files	SEAHO Proposal DR.pdf (190.9 Kb, 7/19/2018, 3:20:20 PM)

Submission Questions Response

1. Primary Presenter Title
Director of Awesome
2. Primary Presenter Experience Level
New Professional (1-3 years)
3. Primary Presenter State
SEAHO
4. Primary Presenter Cell Phone Number
555-867-5309
5. Additional Presenter #1 Title
[Not Answered]
6. Additional Presenter #1 Experience Level