BEST PRACTICES FOR SUBMITTING AN AWP EVENT PROPOSAL

PREPARING YOUR PROPOSAL:

You do not need to be a member of AWP to propose or participate in an event proposal. However, you must have an active AWP user account. You will be prompted to log in or create a free account when you enter the proposal system. If you already have an AWP user account but you have forgotten your password, visit our Forgot Password page.

Give yourself ample time to read the Event Proposal Guidelines and acquaint yourself with the event management submission system.

Think about creating a proposal that allows the most possible perspectives, both in terms of participants and subject matter. Proposals that seek to complicate or expand on a topic are often the most engaging and interesting for the audience.

The conference subcommittee favors proposals that include a line-up of panelists that are diverse in background, affiliation, experience, race, ethnicity, gender expression or identity, sexual orientation, socioeconomic status, religious belief, age, and disability.

- If your proposal is focused on a specific community, consider other ways that a diversity of perspective may be included. For example, panelists who work at different types of organizations, panelists from different regions, and panelists at different stages of their careers can all expand on the overall perspective the proposal offers.
- Proposals that focus on a specific small press, institution, program, or center are also wonderful, but focusing on a single case study may not be as highly ranked. Think about ways to broaden the discussion—is there another group doing similar things but in a different place? with different restrictions? A conversation across organizations and regions will offer more opportunity for unique and interesting discussion.
- AWP encourages all writers to submit, even if you haven't been published! We love to see student participation in particular.

Reach out to people you may not know! If you admire a writer who you think would be a great participant, try reaching out on social media or via email. Don't feel limited to people in your circle.

The subcommittee looks for proposals that are relevant to our current moment in time; however, consider broadening topics so that they will still feel relevant during the conference in March.

Consider revising and resending a previously rejected panel. Each year, AWP is unable to accept a number of high-quality panels because of space and resource limitations. As the composition of the conference subcommittee changes from year to year, we encourage you to resubmit if the panel topic remains relevant.

Ask for help! AWP staff are here to answer any questions or offer advice.
Email events@awpwriter.org. If you know someone who has participated before, they may also be a great resource.

SUBMITTING YOUR PROPOSAL:

For a step-by-step guide on how to use the proposal, you can watch a short video tutorial. This tutorial is especially helpful if you are having any trouble finding your way to the submission page, filling out the form, or entering text for any of the sections.

If you propose yourself as the moderator of an event, don't list yourself as a participant. All moderators are event participants.

Be sure to review all event categories to make sure you are submitting in the correct one for your event. The subcommittee will assign a lower score to your proposal if it does not fit with the category. Once proposals are submitted, the category cannot be changed. If you are unsure which category your proposal fits best, email events@awpwriter.org for assistance.

Submit on time! AWP staff are happy to provide assistance with your proposal submission and can be more helpful the more time we have to answer your questions. Don't wait to ask for help an hour before the deadline.

AFTER YOU SUBMIT:

Once you submit your proposed event, participants will receive an email confirming their willingness to participate. They must link the proposal to their own AWP user accounts within a week. If they do not receive this email, the event organizer can assist them by going to their Event Management page and clicking the "Copy Link" button next to the name of the participant who did not receive the email. The organizer can then send that link to the participant, who may use it to link their AWP account to the event proposal.

Your participants will be prompted to enter their own biographies when they link to your event. Organizers will be able to see which presenters have added their short biographies by returning to the proposal in their My Events page. If any biographies are missing, be sure to remind and assist that participant, as missing biographies will not be considered by the conference subcommittee.