ASLE 2025 Conference Proposal Submission Instructions



Ready to submit?

Please consult the Step-by-Step Instructions sections in this document, arranged by proposal type, and read about how to submit before using the online form. Submission link is found in the Step-by-Step sections below and at the ASLE Website.

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General notes for all submissions

Abstracts should describe the research, project, or creative content concisely, and be written for a broad, multidisciplinary audience. Please provide sufficient information so that we can judge the quality of your proposal and its relevance to the conference audience.

The full CFP, proposal details and general submission guidelines are available at: https://www.asle.org/conference/

All submissions are due by the proposal deadline, **January 3, 2025**, and must be submitted via the links Pheedloop platform. Submitters should hear about their status by February 27, 2025.

All accepted submitters are expected to register for ASLE 2025 after notification of acceptance and once the registration portal opens.

Individual Presentations

A proposal for an individual presentation (to be placed on a panel by organizers) should be a summary abstract which gives a brief description of the presentation in 300 words (2000 characters) or less, and should include.

- Working title for the presentation (you will be able to edit this later)
- Brief overview of the topic background
- Specification of content type (e.g. theoretical contribution, project description, pedagogical experience, presentation of artistic work, personal or institutional experience, etc.)
- Statement of content, including presentation's main focus.

Pre-Formed Panel Sessions

A proposal for a full panel session should be a summary abstract which gives a brief description of the session in 300 words (2000 characters) or less. This might include applicability to the conference theme, how it connects to the mission and goals of ASLE and the broader environmental humanities community, and/or scholarly and creative merits.

For traditional panels, paper jams, and roundtables where presenters DO have separate formal talk titles/abstracts, this submission requires two steps:

- 1. Panel chair/organizer should select the panel format and submit the panel abstract for session. Please include presentation titles and authors for all other panelists in the provided fields, so we can check them against submissions in step 2.
- 2. Other panelists (including the panel organizer if they are also presenting) must also submit their individual abstracts (300 words/2000 characters or less) as a separate proposal. Please have them select "Individual Abstract that is part of a Pre-Formed Panel" and include the panel session title in the appropriate field. Full panel sessions will be considered completed and go to review once all panelists have submitted their abstracts as separate proposals.

For roundtables where presenters DO NOT have a separate formal talk title/abstract, and for discussion symposia, step 2 is not required, but all discussants and their contact information must be listed in the "Cospeakers" section of the submission form.

Note: tentative titles are fine and can be updated later by presenters in their individual Proposal Portal (pre-decision) or Speaker Portal (post-acceptance).

Pre-Conference Workshops

A proposal to lead a Pre-Conference Workshop should be geared to an audience of fifteen participants, keep in mid a three hour time frame, and include no more than two co-leaders.

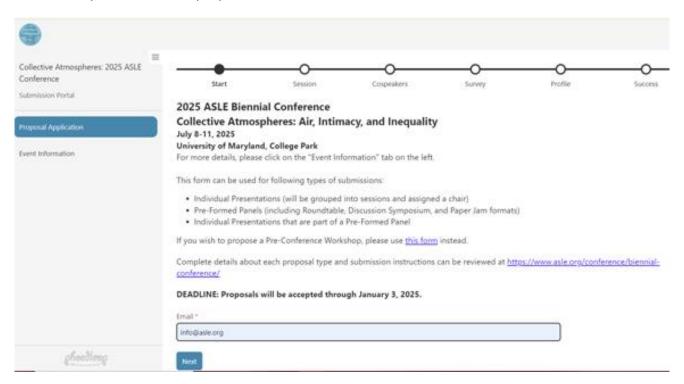
Proposals should include a description of the proposed workshop in 300 words (2000 characters) or less, including theme and structure within the three hour time frame, and your (and your co-leader's if applicable) particular experiences and qualifications to lead it, including a brief bio.

Please refer to the <u>Submission Form</u> for this call for details on proposing to lead a Pre Conference Workshop.

Pheedloop Submissions Portal Step-by-Step Instructions: Individual Abstract and Individual Abstract that is part of a Pre-Formed Panel

Follow this link to the submission form: https://site.pheedloop.com/portal/event/EVEHBVWXVKRHO/submission/CALUD7HKOXK272E/

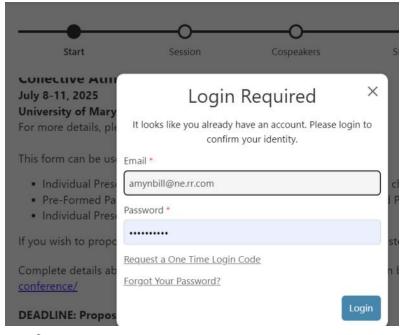
Once there you will see this proposal start screen:



Enter your email address in the field provided, and click "Next" button.

If you have never submitted a proposal for an ASLE event via Pheedloop using this email, the system will ask you to fill in your professional and contact information. If you have submitted in this platform before, the system may recognize you and autofill this information. But most likely you will see a popup window asking you to log in.

If you don't remember your password, you can ask to reset it, and then continue after logging in.

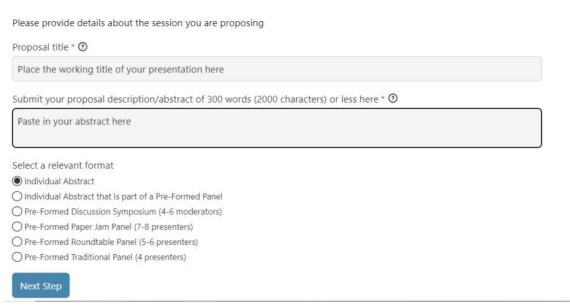


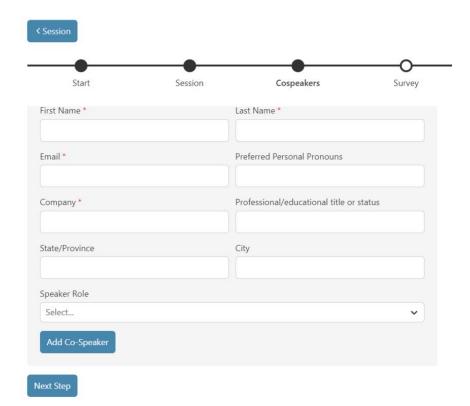
Once you have completed the Start screen fields, click the "Next" button at the bottom to advance to the Session section.

Here, fill in your proposal title, abstract, and choose the "Individual Abstract "or "Individual Abstract that is part of a Pre-Formed Panel" format.

Once you have completed the Session screen fields, click the "Next Step" button at the bottom to advance to the Co-Speakers section.

Session Details





Most individual presenters will just skip this section, unless you have a co-speaker for your presentation.

If you do not have an co-speakers, don't fill in anything, and advance to the Survey section by clicking on the "Next Step" button.

If you do have a Co-speaker, fill in their information, and click the "Add Co-Speaker" button to save it to your proposal. Choose "Panelist" from the Speaker Role dropdown menu. If you have more than one co-speaker, repeat this step for others. Once all are saved, click the "Next Step" button.

In this section, start out by choosing your attendance type and content type. Please be aware that there will not be hybrid part-virtual panels at conference, individual abstracts will be grouped into either all in-person or all virtual panels.

Proposal Format Confirmation *

| Please confirm your submission format, so that we can customize the information required | | | | |
|--|------------|--|--|--|
| Individual Abstract | | | | |
| Abstract that is part of a pre-formed panel | | | | |
| Traditional Full Panel (4 presenters) Discussion Symposium (4-6 moderators) | | | | |
| | | | | |
| Roundtable Panel WITHOUT presenter abstracts (5-6 presenters) | | | | |
| Paper Jam Panel (7-8 presenters) | | | | |
| Other Panel Formats Considered * | | | | |
| Please indicate if you are willing to have your proposal placed in other panel formats, such as a Roun presenters) or Paper Jam (7-8 presenters) | table (5-6 | | | |
| Yes | | | | |
|) No | | | | |
| Keywords * | | | | |
| lease provide up to six keywords that describe your abstract's theme | | | | |
| conference, test, forms, speaker | | | | |
| | | | | |
| Please confirm your submission format, so that we can customize the information required | | | | |
| O Individual Abstract | | | | |
| Abstract that is part of a pre-formed panel | | | | |
| ○ Traditional Full Panel (4 presenters) | | | | |
| O Discussion Symposium (4-6 moderators) | | | | |
| O Roundtable Panel WITH presenter abstracts (5-6 presenters) | | | | |
| O Roundtable Panel WITHOUT presenter abstracts (5-6 presenters) | | | | |
| O Paper Jam Panel (7-8 presenters) | | | | |
| TATE OF THE PROPERTY OF THE PR | | | | |
| Panel Title and Organizer * | | | | |

Additional Proposal Information

| Iell us in | more detail about your session and yourself. |
|------------|---|
| Attendar | nce Type * |
| O In-Pe | rson |
| O Virtua | al |
| Proposal | Content Type: * |
| Please ind | licate the primary category of content in your proposal |
| O Scho | larly |
| O Creat | tive |
| O Hybri | id |
| O Peda | gogy |
| O Intera | active/Performance |
| O Othe | r |

Then confirm your Individual Abstract or Individual Abstract that is part of a Pre-Formed Panel submission format. Other questions will appear below to complete.

Note for Individual Abstracts: answering "Yes" to "other panel formats considered" will likely increase your chances of acceptance to the conference.

For abstracts that part of a pre-formed panel, complete the panel title and organizer field so we can match your abstract with your panel.

Finally, complete the Survey section by choosing your status(es). This will help organizers plan for balanced panels/ streams.

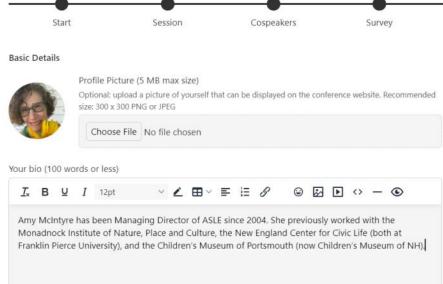
When finished, click the "Next Step" button to advance to the Profile section.

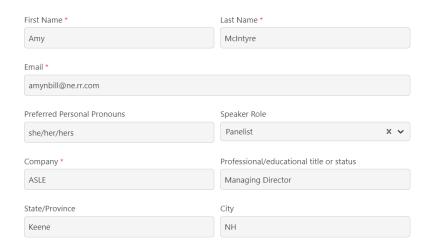
| Select 3 | Statuses * |
|----------|--|
| | ell us a little bit more about yourself, select all that apply. We use this data to create well-balanced sessions and e our event planning. Answer as yourself, not for any other co-presenters. |
| ☐ First | t-time ASLE proposal submitter |
| ☐ Prev | vious ASLE Conference presenter |
| ☐ Und | dergraduate Student |
| ☐ Gra | duate Student |
| ☐ Post | t-Doc |
| ☐ Lect | turer |
| ☐ Adji | unct Professor |
| ☐ Assi | istant Professor |
| ☐ Ten | ured Professor |
| ☐ Reti | ired/Emeritus |
| ☐ Inde | ependent Scholar/Writer/Artist |
| Oth | ner |
| ☐ Pref | fer not to say |
| | |



To start the Profile section, we suggest you upload a photo of yourself that can be displayed on the Speakers page and in thumbnail next to your presentation on the event website. You can elect to leave this blank.

Please do provide us with a short bio, in 100 words or less.





This next section should autofill most fields for you, based on your account in Pheedloop,

Please fill in any remaining fields, including the pulldown "Speaker Role" field—choose "Panelist" from the list.

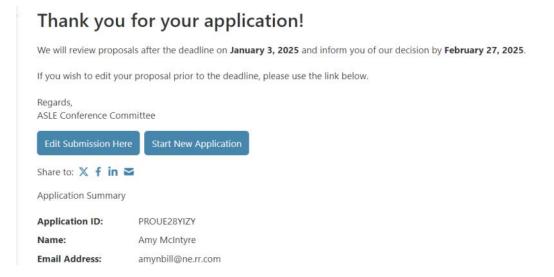
All fields in the final section below are optional, but we do request you provide your country for our demographic counts. When done, click "Next Step" button.

Contact Details (all fields optional)

| Personal Website | Company Website |
|---|--|
| | https://www.asle.org/discover-asle/leadership-staff, |
| Facebook, Instagram or other social media URL | LinkedIn |
| https://www.facebook.com/asle.org/ | |
| Country | |
| USA | |

Next Step

Your submission is now complete! You should see a success screen that looks like this:



You should also receive a confirmation email at the address you used to submit. Please check junkmail and clutter folders in case it lands there!

Contact us at 2025asleconf@gmail.com if you don't receive this email.

If you want to edit your proposal at any time prior to the deadline, just click on that "Edit Submission Here" button. You might want to open the Proposal Portal link via the button and then bookmark it in your browser for easy access. The portal allows you to edit all sections of your submission via the menu on the left side of screen:

Amy,

Event: Collective Atmospheres: 2025 ASLE Conference Proposal: Pre-Formed Discussion Symposium testing

Status: Pending Review

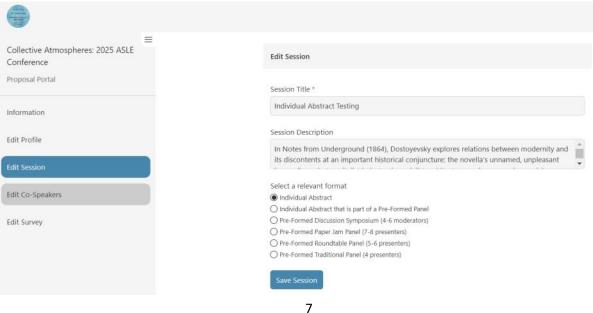
Thank you for submitting a proposal for the 2025 ASLE Conference.

We will review proposals after the deadline on January 3, 2025 and inform you of our decision by February 27, 2025.

If you wish to edit your proposal prior to the deadline, please use the link below.

Regards. ASLE Conference Committee

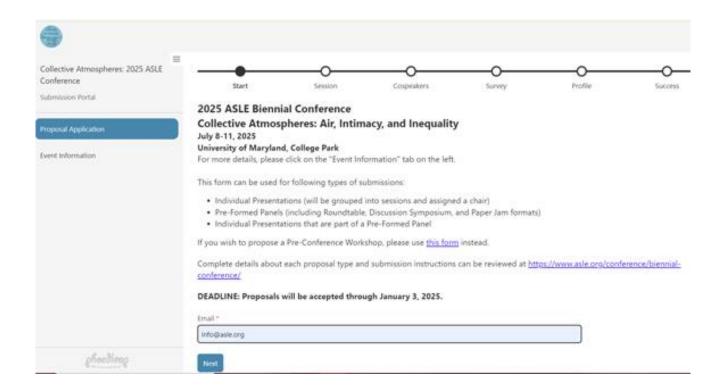
Edit Submission Here



Pheedloop Submissions Portal Step-by-Step Instructions for Pre-Formed Panels

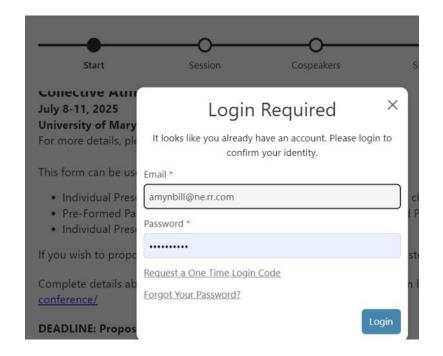
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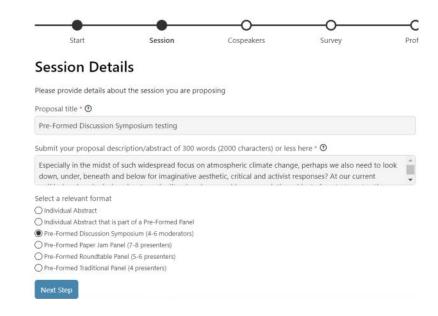
If you don't remember your password, you can ask to reset it, and then continue after logging in.



Once you have completed the Start screen fields, click the "Next" button at the bottom to advance to the Session section.

Here, fill in your proposed panel title, panel abstract, and choose the appropriate pre-formed panel format.

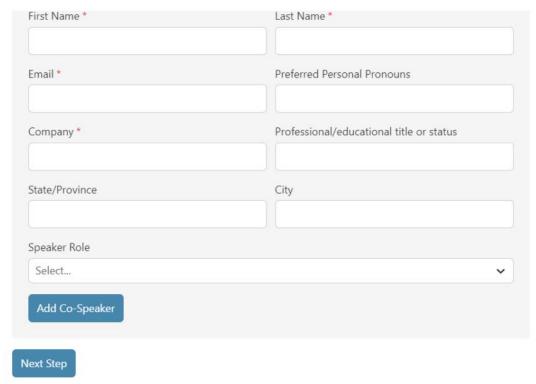
Once you have completed the Session screen fields, click the "Next Step" button at the bottom to advance to the Co-Speakers section.



Here's where the type of panel you are proposing will determine what to do in this Co-Speaker section. This section is meant to capture the contact information of people who will not be submitting their own separate abstracts, so therefore:

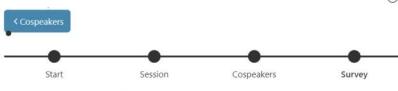
Roundtables where your presenters DO NOT have a separate formal talk title/abstract, and **discussion symposia**, please add all panelists, panel chairs, or moderators who are not you as a "Co-speaker". Fill in their information, and click the "Add Co-Speaker" button to save it to your proposal. Repeat this step for other cospeakers, choosing the appropriate Speaker Role for each. Once all are saved, click the "Next Step" button.

Traditional panels, paper jams, and roundtables where presenters DO have formal titles/abstracts they will be submitting separately, don't fill in anything during this step as the fields for this will come in the next section. Advance to the Survey section by clicking on the "Next Step" button.



In this section, start out by choosing your attendance type and content type. Please be aware that there will not be hybrid panels, presentations on your panel must be all in-person or all virtual.

Then confirm your pre-formed panel format:



Proposal Format Confirmation *

Please confirm your submission format, so that we can customize the information required

- O Individual Abstract
- O Abstract that is part of a pre-formed panel
- O Traditional Full Panel (4 presenters)
- Discussion Symposium (4-6 moderators)
- O Roundtable Panel WITH presenter abstracts (5-6 presenters)
- O Roundtable Panel WITHOUT presenter abstracts (5-6 presenters)
- O Paper Jam Panel (7-8 presenters)

Panel organizers for this format should have listed all their panelists and their panel chair's contact information in the Co-Speakers section of this application. If you did not, please use the blue Cospeakers button at the top left to go back and add them at this time.

Additional Proposal Information

Tell us in more detail about your session and yourself.

Attendance Type *

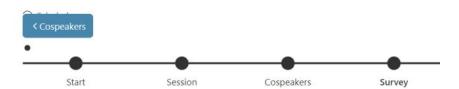
- O In-Person
- O Virtual

Proposal Content Type: *

Please indicate the primary category of content in your proposal.

- O Scholarly
- O Creative
- O Hybrid
- O Pedagogy
- O Interactive/Performance
 - Other

Discussion Symposium and Roundtable Panel WITHOUT presenter abstracts formats will see this message in red to the left, and no fields for panel chairs or panelists.



Proposal Format Confirmation *

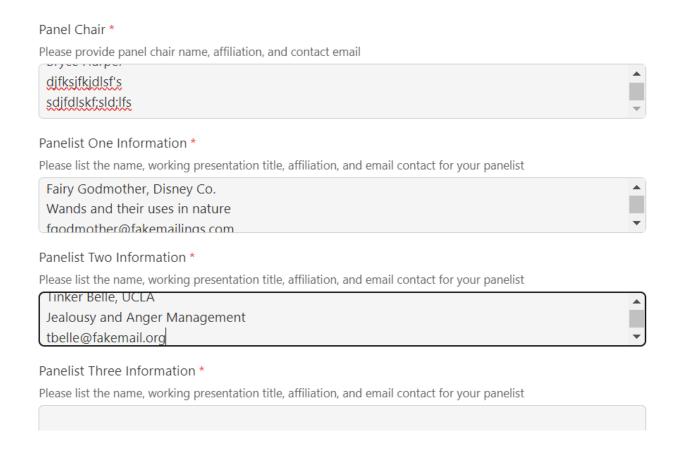
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- O Roundtable Panel WITH presenter abstracts (5-6 presenters)
- O Roundtable Panel WITHOUT presenter abstracts (5-6 presenters)
- Paper Jam Panel (7-8 presenters)

Panel organizers for this format should list all their panelists and their panel chair's contact information below, not in the previous Co-Speaker section (only exception: do add a non-presenting chair/moderator as a Co-Speaker). If you need to correct this, please use the blue Cospeakers button at the top left to go back and remove them. Make sure that all your panelists know they must submit their individual abstracts as separate proposals, and choose the "Abstract that is part of a pre-formed panel" proposal format.

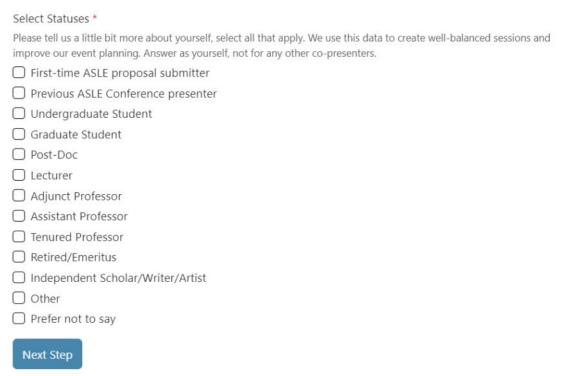
Traditional Panels, Paper Jams, and Roundtable Panels WITH presenter abstracts formats will see this message in red to the left, and below that the fields to fill out for panel chairs and panelists will appear.

For those panel formats that require it, please make sure to include the requested information for chair and all of your panelists (name, affiliation, contact email).



Finally, complete the Survey section by choosing your personal status(es).

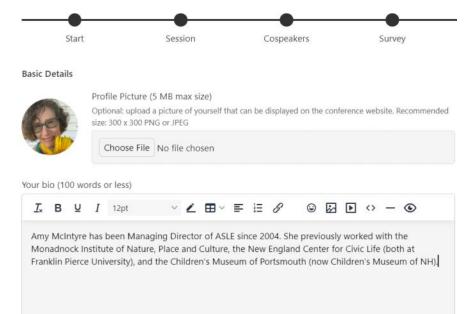
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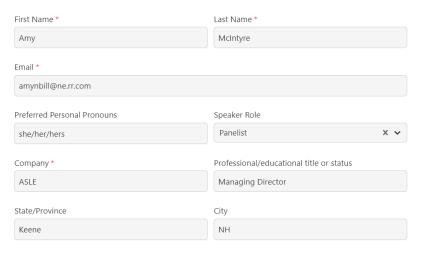


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leave this blank.





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Fill in any remaining fields, including choosing your "Speaker Role" in this panel.

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Contact Details (all fields optional)

| Personal Website | Company Website |
|---|--|
| | https://www.asle.org/discover-asle/leadership-staff, |
| Facebook, Instagram or other social media URL | LinkedIn |
| https://www.facebook.com/asle.org/ | |
| Country | |
| USA | |

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