

**School Leadership Summit 2014  
How to Submit Your Proposal:**



Please follow these instructions carefully. It is your responsibility to make sure your presentation proposal is submitted correctly. You must be signed up on the Admin 2.0 network and logged in to submit your proposal.

1. **VERY IMPORTANT: [Join the conference presenters](#) group to receive general emails for those who have submitted proposals.**

2. **Copy the following text (highlight and ctrl-c on your computer from the site):**

Your Name and Title:

School, or Organization Name:

Co-Presenter Name(s):

Area of the World from Which You Will Present:

Language in Which You Will Present:

Target Audience(s):

Short Session Description (one line):

Full Session Description (as long as you would like):

Websites / URLs Associated with Your Session:

3. **Open a new forum discussion post (use the link [here](#))**
4. **Title your discussion post with the title of your proposed session.**
5. **Paste the template text (ctrl-v) into the body of the forum discussion post.**
6. **Fill in the session information according to the template. If you separate your answers with a blank line and bold the questions, it will make your proposal easier to read.**
7. **In the "Category" drop-down field, check to make sure the category is "School Leadership Summit Submissions & Waitlist."**
8. **In the tags field, use the strand tag code for the strand to which you are submitting your proposal.**  
Vision in a Changing World - "Vision"  
Teaching and Learning in a Changing World - "TeachLearn"  
Professional Learning in a Changing World - "ProfLearn"  
Data-driven Reform in a Changing World - "DataDriven"  
Ethical and Responsible Use in a Changing World – "Use"
9. **Click the "Save" button**

You are able to modify your proposal after it has been saved and up until it has been accepted. If you need to change your proposal after that time, please email <mailto:steve@hargadon.com>.