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/biennial-conference/](https://www.asle.org/conference/biennial-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 “Co-speakers” 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 mind 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 Submission Form 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.

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.

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

Follow this link to the submission form: https://site.pheedloop.com/portal/event/EVEHBVWXVXRHO/submission/CALUD7HKOXXK272E/

Once there you will see this proposal start screen:

![Proposal Application 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 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 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 symposiums**, 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 co-speakers, 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:

**Additional Proposal Information**

Tell us in more detail about your session and yourself.

**Attendance Type**
- [ ] In-Person
- [ ] Virtual

**Proposal Content Type**
- [ ] Scholarly
- [ ] Creative
- [ ] Hybrid
- [ ] Pedagogy
- [ ] 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.

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).

Panel Chair *
Please provide panel chair name, affiliation, and contact email

Panelist One Information *
Please list the name, working presentation title, affiliation, and email contact for your panelist

Fairy Godmother, Disney Co.
Wands and their uses in nature
fogmother@fakemailings.com

Panelist Two Information *
Please list the name, working presentation title, affiliation, and email contact for your panelist

Tinker Belle, UCLA
Jealousy and Anger Management
tbelle@fakemail.org

Panelist Three Information *
Please list the name, working presentation title, affiliation, and email contact for your panelist

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

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

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

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.
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!

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