Ready to submit?

Please scroll down to the Step-by-Step Instructions section in this document and read about how to submit before using the online submission link provided below.

General notes for workshop submissions

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. Please provide sufficient information so that we can judge the quality of your proposal and its relevance to the conference audience. The proposal should include:

- an abstract of 300 words/2000 characters or less, describing the workshop content, goals, and structure, written for a broad, multidisciplinary audience; and

- your (and your co-leader's, if applicable) particular experiences and qualifications to lead the workshop, including a brief bio.

All submissions are due by the workshops proposal deadline on October 24, 2024, and must be submitted via the Pheedloop platform. Submitters should hear about their proposal status by November 24, 2024.

All workshop leaders who are accepted will be eligible for a waiver of the conference registration fee. Leaders are expected to register for ASLE 2025 after notification of acceptance and once the registration portal opens.

The full CFP, proposal details and general submission guidelines are available at: https://www.asle.org/conference/biennial-conference/
Pheedloop Submissions Portal Step-by-Step Instructions: Pre-Conference Workshops

Follow this link to the submission form: https://site.pheedloop.com/portal/event/EVEHBVWXVKRHO/submission/CAL0MYCD7XS80JC/

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 pre-conference workshop title and workshop abstract.

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

If you do not have a co-leader for your workshop, don’t fill in anything in this screen, and advance to the Survey section by clicking on the “Next Step” button.

If you do have a co-leader, fill in their information, and click the “Add Co-Speaker” button to save it to your proposal. Under Speaker Role, click on the only choice: Workshop Leader.

Once it is saved, click the “Next Step” button.
In this section, start out by choosing your attendance type, virtual or in-person. We are planning to select 6-8 in-person and 2-3 virtual-only workshops.

Then fill us in on your/co-leader’s experiences and qualifications for leading the workshop, and any additional details that are relevant but not covered in the abstract portion of your submission.

Pre-Conference Workshop Applications
Please continue to complete information about yourself and your proposal.

Workshop Format *
☐ In-Person
☐ Virtual

Describe your (and your co-leader’s if applicable) experience and qualifications to lead this workshop. *

Additional Information
If you have any additional information on the workshop not covered in the proposal/abstract fields, please add it below.

Finally, complete the Survey section by choosing your 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.

Please fill in any remaining fields, especially the pulldown “Speaker Role” field—choose “Workshop Leader”.

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”.

First Name *  Last Name *
Amy  McIntyre

Email *
amybill@me.nn.com

Preferred Personal Pronouns  Speaker Role
she/her/hers  Panelist

Company *  Professional/educational title or status
ASLE  Managing Director

State/Province  City
Keene  NH

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: