

ASLE 2025 Pre-Conference Workshop Proposal Submission Instructions



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/CALOMYCD7XS80JC/>

Once there you will see this proposal start screen:

2025 ASLE Biennial Conference
Collective Atmospheres: Air, Intimacy, and Inequality
July 8-11, 2025
University of Maryland, College Park
Pre-Conference Workshop Submissions

If you would like to apply to lead, or co-lead with one other person, a pre-conference workshop on a particular topic, please submit it here. The workshops will be held on the morning of Tuesday, July 8, prior to the start of general sessions in the afternoon. This year, we are calling for workshop proposals and will choose between 6-8 in-person and 2-3 virtual workshop topics from those submitted. The workshops should be geared to an audience of fifteen participants.

Proposals should include:

- 1) a 300 word-max description of the proposed workshop theme and structure within the three hour time frame;
- 2) Your (and your co-leader's if applicable) particular qualifications to lead it, including a brief bio.

Deadline for proposals for workshops is October 24, 2024 at 11:59pm EST

Email *

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.

The screenshot shows a 'Login Required' modal window with a close button (X) in the top right corner. The modal contains the text: 'It looks like you already have an account. Please login to confirm your identity.' Below this text are two input fields: 'Email *' with the value 'amynbill@ne.rr.com' and 'Password *' with a masked password '.....'. At the bottom of the modal are two links: 'Request a One Time Login Code' and 'Forgot Your Password?'. A blue 'Login' button is located at the bottom right of the modal. In the background, a submission form is visible with a progress bar at the top showing three steps: 'Start', 'Session', and 'Cospeakers'. The 'Start' step is currently active. The form text includes: 'Collective Atm...', 'July 8-11, 2025', 'University of Mary...', 'For more details, ple...', 'This form can be us...', a bulleted list with items like 'Individual Pres...', 'Pre-Formed Pa...', and 'Individual Pres...', 'If you wish to propo...', 'Complete details ab...', a link 'conference/', and 'DEADLINE: Propos...'.

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.

< Start



Session Details

Please provide details about the session you are proposing

Proposal title * ⓘ

Submit your proposal description/abstract of 300 words (2000 characters) or less here * ⓘ

Next Step

< Session



| | |
|--|--|
| First Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Email * | Preferred Personal Pronouns |
| <input type="text"/> | <input type="text"/> |
| Company * | Professional/educational title or status |
| <input type="text"/> | <input type="text"/> |
| State/Province | City |
| <input type="text"/> | <input type="text"/> |
| Speaker Role | |
| <input type="text" value="Select..."/> | |
| <p>Add Co-Speaker</p> | |

Next Step

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/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.

Select Statuses *

Please tell us a little bit more about yourself, select all that apply. We use this data to create well-balanced sessions and improve our event planning. Answer as yourself, not for any other co-presenters.

- First-time ASLE proposal submitter
- Previous ASLE Conference presenter
- Undergraduate Student
- Graduate Student
- Post-Doc
- Lecturer
- Adjunct Professor
- Assistant Professor
- Tenured Professor
- Retired/Emeritus
- Independent Scholar/Writer/Artist
- Other
- Prefer not to say

[Next Step](#)

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.

Basic Details



Profile Picture (5 MB max size)

Optional: upload a picture of yourself that can be displayed on the conference website. Recommended size: 300 x 300 PNG or JPEG

Choose File No file chosen

Your bio (100 words or less)

Rich text editor with a toolbar containing icons for bold, italic, underline, link, and image. The text area contains the following bio: "Amy McIntyre has been Managing Director of ASLE since 2004. She previously worked with the Monadnock Institute of Nature, Place and Culture, the New England Center for Civic Life (both at Franklin Pierce University), and the Children's Museum of Portsmouth (now Children's Museum of NH)."

Form fields for personal details:

- First Name *: Amy
- Last Name *: McIntyre
- Email *: amynbill@ne.rr.com
- Preferred Personal Pronouns: she/her/hers
- Speaker Role: Panelist
- Company *: ASLE
- Professional/educational title or status: Managing Director
- State/Province: Keene
- City: NH

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”.

Contact Details (all fields optional)

Form fields for contact details:

- Personal Website: [Empty field]
- Company Website: <https://www.asle.org/discover-asle/leadership-staff>
- Facebook, Instagram or other social media URL: <https://www.facebook.com/asle.org/>
- LinkedIn: [Empty field]
- Country: USA

Next Step

Thank you for your application!

We will review proposals for Pre-Conference Workshops after the deadline on **October 24**, and inform you of our decision by **November 24, 2024**.

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

Regards,
ASLE Conference Committee

[Edit Submission Here](#)

[Start New Application](#)

Share to: [X](#) [f](#) [in](#) [✉](#)

Application Summary

Application ID: PROEM6M5K6D
Name: Amy MCINTYRE
Email Address: info@asle.org

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:

Thank You for Submitting!



Collective Atmospheres: 2025 ASLE Conference <no-reply@pheedl.com>
To Amy McIntyre



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Amy,

Event: Collective Atmospheres: 2025 ASLE Conference
Proposal: dfjdkfjsdkjf;js;df
Status: Pending Review

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

We will review proposals for Pre-Conference Workshops after the deadline on **October 24**, and inform you of our decision by **November 24, 2024**.

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

Regards,
ASLE Conference Committee

[Edit Submission Here](#)