

Here you will find instructions on how to submit a Proposal to an Area Chair using the online submission database. Reminder **ONLY ONE PROPOSAL CAN BE SUBMITTED FOR THE 2012 CONFERENCE**

- Enter your Paper Title in this section of the screen. Make sure your Presentation Title is exactly how you want it to appear in the conference program. Do not put your title in quotes, bold, all italics, or all caps.

### Create Presentation

Presentation Title:

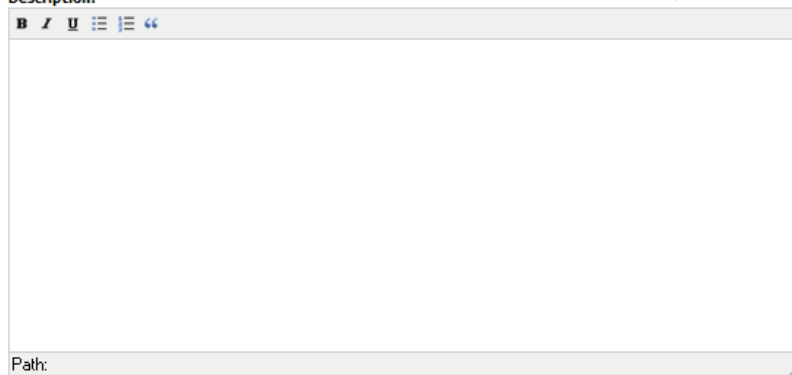
A rich text editor box for the presentation title. It features a toolbar with 'B' (bold) and 'I' (italic) icons. The main area is empty. A small upward-pointing arrow is visible in the top right corner of the editor.

[Disable rich-text](#)

- Type (or copy paste) your abstract into the box provided. Again, include your paper title in this section. Do not insert any personal information.

Description:

Show summary in full view

A rich text editor box for the description. The toolbar includes 'B' (bold), 'I' (italic), 'U' (underline), 'List' (bulleted), 'List' (numbered), and 'Quote' (left and right) icons. The main area is empty. Below the editor is a 'Path:' label.

[Disable rich-text](#)

- HTML tags will be transformed to conform to HTML standards.

- If you would like to submit a panel or roundtable proposal please contact the Area Chair directly. This process is for individual presentations only.
- Select the Topic Area from the drop-down menu

Topic area: \*

A drop-down menu with the text '- None -' and a downward-pointing arrow on the right side.

- Your name should autocomplete. If it does not appear, click on the plus sign to add your name, affiliation and contact information exactly as you wish it to appear in the Conference Program.

Presenter: \*

A presenter selection interface showing two rows. The first row has a plus sign on the left, a text input field containing 'Sally Sanchez [nid:676]', a search icon, and a green plus icon. A red arrow points to the green plus icon. The second row has a plus sign on the left, an empty text input field, a search icon, and a green plus icon.

- Click Save once you have entered your information in the boxes.

- Here's how to attach any documents required by the Area Chair (CV, bibliography, etc.)

- Click the save button.
- You will receive an email from the database noting that you have submitted a paper.
- You have until **December 15** to make any title corrections, name changes, and affiliation changes. Reminder: Do not put your title in quotes, bold, all italics, or all caps.

Questions regarding submissions can be sent to the area chairs. You can find their contact information by visiting the following link [www.swtxpca.org](http://www.swtxpca.org). All other inquiries about the database system can be sent to [swtxpca@gmail.com](mailto:swtxpca@gmail.com).