

How to Submit a Proposal

The Montessori Event 2021

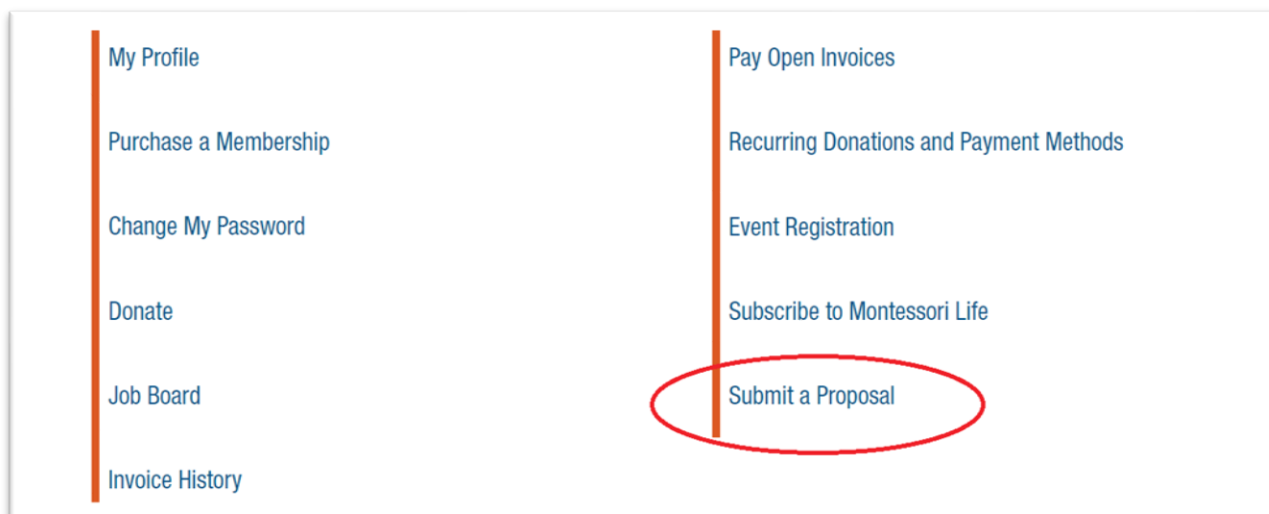
Instructions for submitting a proposal

Preparing Your Proposal

All proposals must be submitted online. Prior to filling the online submission form, we recommend that you put your information in the Presentation Worksheet. This will ensure that you have the information for all of the required fields.

<https://conference.amshq.org/Get-Involved/Call-for-Proposals>

1. Login to your AMS Profile
<https://account.amshq.org/amsssa/>
2. From the main menu, choose "Submit a Proposal"



3. Click "Create New Conference Proposal" to start a new proposal.

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Submission History

Conference Proposal: Call For Proposals
For: Call For Proposals

Submittal #	Topic	Presenter	Status	Create Date
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[CREATE NEW CONFERENCE PROPOSAL](#)

You do not yet have any submissions

4. Read the instructions for the Call for Proposals:
 - Qualifications for Presenters
 - Rules of Participation
 - AMS Presenter Policies
5. Go through each section in the left-hand side menu to answer all questions. To proceed through the pages, click “Next” at the bottom of each page.

Instructions

- Author Profile
- Candidate Additional Information
- Co-Author
- Category Detail
- Category Choice - Workshop
- Status

Call for Proposals

Guidelines for Submitting your Proposal

Qualifications for Presenters

Individuals submitting proposals must meet the following qualifications:

- For topics related to Montessori curriculum: Credential/s at level of tar

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6. Your proposal is ready for submission when all sections have been completed and only check marks appear under Status. Only then will “Submit” appear in the left-hand menu, and you can submit your proposal.

Category Choice - Panel	Summary	
Status		
Submit		
	Item	Status
	Must choose a category - Category Details	✓
	Title of presentation has been answered	✓
	Detailed Workshop Description Completed	✓

Proposal sections to be completed

All fields are required—do not leave any blanks. If the field does not apply, enter N/A.

Author Profile: This is the information on your AMS profile. If this information is changed, it will be changed on your profile.

It is important to provide a valid phone number and email address. You will be emailed over the summer regarding your proposal. Be sure to provide an email address that you check regularly.

Candidate Additional Information: Share information regarding your degrees and Montessori credential(s), lead teaching experience, experience presenting to adults, and any additional information that would be helpful in evaluating your ability to present to the Montessori community.

Co-Author: Add co-presenters for your proposal. Co-authors/presenters are different from panelists—panelists will be added later when you select “Panel” as your submission category on the Category Detail page.

For detailed instructions, go to page 4.

Category Detail: Review all options and select the category for your proposal submission.

Once you make a selection, a new menu option for that “Category Choice” will appear in your left-hand menu. You may go back and change your selection later, but be sure to save your work on a separate word document so you do not lose your answers—we recommend using our worksheet, found on our website.

If you will have panelists, choose “Panel” from these options. You will provide panelist names on the next page, and “Category Choice – Panel” will appear in your menu.

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Category Choice Description: This is the page to enter your proposal information: title, description, language for presentation, target audience, etc. All fields are required; do not leave any blanks.

Status: Your proposal is considered complete when all items in the summary have a “check mark” in the status column. If there is an “x”, you must go back to that item and complete it.

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Steps for Adding a Co-Author

Follow these steps to add co-presenters. Panelists are listed differently than co-presenters—you may add panelists by selecting the Category: Panel and answering the appropriate question.

1. In the Co-Author section, click on “Add Co-Presenter”

The screenshot shows a sidebar menu on the left with the following items: Instructions, Author Profile, Candidate Additional Information, **Co-Author** (highlighted with an orange bar), Category Detail, Category Choice - Workshop, and Status. The main content area features a green header with the text "Call for Pr". Below this is a section titled "Add Additional Presenters" with the text: "If you have no additional co-authors, you can Co-authors are anyone who will be pre on another page. To add additional aut selecting "Enter New Co-Presenter Infi adding a co-author, you can submit m". At the bottom of the main content area, there is a section titled "Co-Presenter" with a button labeled "Add Co-Presenter".

2. You will then see this pop-up window with 2 options (be sure to enable pop-ups in your browser). Choose 1 of the 2 following options: “Select Co-presenter” or “Enter New Co-Presenter Information”. The instructions for each are below.

The screenshot shows a pop-up window titled "Adding Co-Authors" with a green header. Below the header is a section titled "Instructions" with the text: "If the individual is a member of AMS, choose Select Co-Presenter. If the individual is new to AMS, choose Enter New Co-Presenter Information. If you are presenting a panel style workshop, do not add panelists here, instead, there will be another place to add them." At the bottom of the pop-up, there are two buttons: "Select Co-Presenter" and "Enter New Co-Presenter Information".

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2-A: "Select Co-Presenter"

Choose this to search for a name in the AMS database. Search by first or last name. If the person you are looking for is not listed, go back a page to choose the "Enter New Co-Presenter Information." Select the person you are looking for and click Save

Search for Existing Customers [X]

Search **Customer Name** ▼ demel [P] [←] Page 1 [→]

Customer ID	Customer Name	Company Name	City	State	Country Code
109269	Demelza Benbow	Nyasa Junior Academy	Limbe		MWI
106534	Jennifer Demel		New York	NY	USA

2-B: "Enter New Co-Presenter Information"

Choose this to enter a new presenter who does not exist in our database. Enter all the information in the available fields and choose either Save or Next.

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Adding Co-Authors

Instructions

If the individual is a member of AMS, choose Select Co-Presenter. If the individual is new to AMS, choose Enter New Co-Presenter Information. If you are presenting a panel style workshop, do not add panelists here, instead, there will be another place to add them.

Change Co-Presenter

First Name

Jennifer

Middle Name

Last Name



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3. Once you have searched for and added your co-presenters to your list, click “Edit Co-Presenter” next to each person to add Montessori experience and background information.

Co-Presenter

[Add Co-Presenter](#)

				Last Name	First Name	City	State	Country	
				Demel	Jennifer	New York	NY	United States of America	Edit Co-Presenter

4. A new tab will open where you will add your co-presenter’s information/attributes.

Complete ALL “Associated Customer Information” section, and then click Next on the bottom of the page.

Co-Presenter: Jennifer Demel
Submitted for: TEST TEST
Collection: Additional Co-Author
Subcollection: MT_PROP_AC
You are Currently Editing Submittal #: 1255
Submittal Status: Pending

[Instructions](#)
[Associated Customer Information](#)
[Submit](#)

Call for Proposals

Additional Information

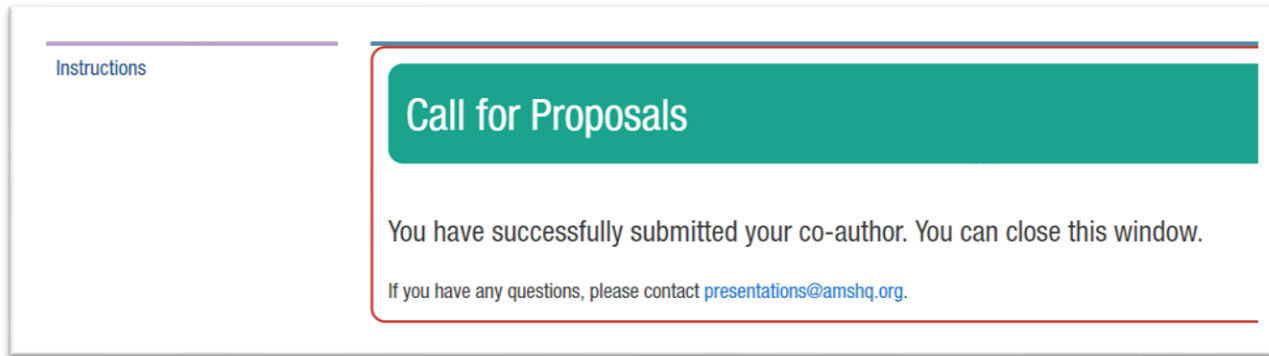
Please answer questions about your educational experience. When you in a separate word document, and then paste them into the form.

Montessori Experience

What Montessori credential(s) do you hold?

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5. After clicking next at the bottom of the page, you will see this message, and you may close this page.



6. You will then go back to your proposal form to continue on to the next section (refer to page 3 of these instructions). Complete all sections and review your work on the Status page.