

Instructions for Submitting a Proposal for the SLA Annual Conference

1. Visit <https://sla-events.smapply.org> to register as a new applicant or log in using your existing account credentials. If you need assistance, you can access the [Survey Monkey Apply FAQ](#) page which provides instructions on how to register, reset a password, change roles, manage your account, etc.
2. Click on the Program you wish to submit a proposal for – either **2021 SLA Annual Conference Education Sessions** or **2021 SLA Annual Conference Continuing Education Courses**.
3. Click on the green Apply button.
4. Type in your session title.
5. Click to open either the Education Session Proposal Form or Continuing Education Course Proposal Form and complete the form.
6. As you complete the form, you have the option to click the buttons at the bottom for “save and continue editing” (to save as you go) or “mark as complete.”
7. After you click “mark as complete,” the page will refresh and two buttons will appear: **Review** and **Submit**. If you would like to review your proposal or download a copy of your completed application, click Review and then the “download” button at the top right. Click submit when you are ready to submit your proposal.
8. For CE course proposals, submitters will also need to upload a course syllabus before they are able to submit.
9. Even after submitting, you can still go back in and edit your proposal up until the Feb 15 deadline.
10. To create additional proposals, click on Programs at the top and choose the program you wish to submit to. Then repeat the process.