

**How to Submit Session Proposals**

1. Log in to [PDT Call for Proposal Portal.](https://s15.a2zinc.net/clients/aga/pdt2025/Public/MyBriefcase.aspx?From=CallForPapers&FromID=2589)
2. Start by submitting your proposal title, then click “next.” NOTE: Please keep your session title to less than ten words. Keep it catchy!
3. The next page will show you the following on the top page:

Graphical user interface, application, email

Description automatically generated

1. Scroll down to “Add Speaker(s)” and click on “Option 1: Add you as speaker/moderator/submitter” to expand the details.

1. Once it expands, review your information, and update as needed. Select the “speaker types” on the bottom of the page accordingly, then click “save.” If you are not sure whether you are speaking or moderating at this point, select “Proposal Submitter.” We will change your status later.

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

1. If you have a speaker confirmed for the proposing session, click on “Option 2: Search existing contacts in our database” to expand, then type in the last name and click on the search icon. The search result will appear to the right of the last name field, then click on the down arrow icon to select the correct person. Once you have selected the correct speaker, assign the speaker type via the “select” field and click “Add” to add the speaker.   
     
   If you have more than one person to add, repeat the same steps for the next person until all have been added.

Graphical user interface, text, application, email

Description automatically generated

1. If you cannot find a speaker in our database, click “Option 3: Add/Edit Speaker” to expand, fill in the required fields, and select the speaker types. Once done, click “Save” to automatically add the person to your session.
2. Continue with session details to complete all required fields. Both radio buttons on the bottom of the page must be selected before you “Submit Session.” Description for NASB Field of Study can be accessed here —- [NASBA Fields of Study](https://www.agacgfm.org/getattachment/Events/PDT/Agenda/Speaker-Moderator-Resource/Fields-of-Study-Document-December-2019.pdf.aspx?lang=en-US).
3. A summary of the completed proposed session will appear for your review. You may edit the proposal, print your proposal, or submit a new proposal.
4. Click “New Proposal” in the upper right corner to submit another session.

Graphical user interface, text, application

Description automatically generated