PLTW Summit Proposal Portal and Call For Proposals FAQ

1. **What is the PLTW Summit Proposal Portal?**
2. **Who can submit a proposal to design and facilitate a workshop during the PLTW Summit?**
3. **When can I access the PLTW Summit Presenter Portal?**
4. **When does the Call for Proposals (CFP) open and close?**
5. **I am on www.pltw.org/summit. Where do I find the Proposal Portal and Call for Proposals (CFP)?**
6. **Why do I need to create a login?**
7. **How do I create a login for the Proposal Portal?**
8. **What do I need to include when I submit my proposal?**
9. **Can I download a list of proposal criteria?**
10. **How do I submit a proposal?**
11. **Can I add more than one presenter?**
12. **I have started my application, but I need to finish it at a later date. What are my options?**
13. **When will I know the status of my proposal?**
14. **I forgot to add something to my proposal. Can I still make changes once I have hit submit?**
15. **After I submit my proposal, what do I do?**

1. **What is the PLTW Summit Proposal Portal?**
   The PLTW Summit Proposal Portal is a secure web-based system that houses the submission point for your proposal.

2. **Who can submit a proposal to design and facilitate a workshop during the PLTW Summit?**
   Everyone is welcome to submit a proposal for PLTW Summit. Learn more about the PLTW Summit Call for Proposals (CFP) here.

3. **When can I access the PLTW Summit Proposal Portal?**
   The PLTW Summit Proposal Portal opens December 2016 and will continue to be open throughout PLTW Summit 2017 as a resource for accepted workshop presenters.

4. **When does the Call for Proposals (CFP) open and close?**
   The 2016 PLTW Summit Call for proposals opens on Tuesday, Jan. 17, 2017, and will close on Friday, Feb. 17, 2017.

5. **I am on www.pltw.org/summit. Where do I find the Proposal Portal and Call for Proposals (CFP)?**
   Click "Submit a proposal for PLTW Summit" to be redirected to the PLTW Summit 2017 Proposal Portal. Make sure your browser allows pop-ups.

6. **Why do I need to create a login?**
   Creating a login allows you to create, submit, and refine your workshop for PLTW Summit 2017. Registering for the PLTW Summit Proposal Portal is the only way to submit a workshop proposal for PLTW Summit 2017, and each workshop speaker must register for the PLTW Summit Proposal Portal.

7. **How do I create a login for the Presenter Portal?**
   1. Visit the PLTW Summit Proposal Portal.
   2. Click "New user? Register now!"
      - For workshops with multiple speakers, each speaker will need to register separately, but only the lead facilitator will need to submit the proposal.
   3. Fill out the form in its entirety.
   4. Review PLTW Call for Proposals (CFP) overview document.
   5. Now you are ready to submit!

8. **What do I need to include when I submit my proposal?**
   Use the PLTW Summit 2017 Workshop Proposal Worksheet to find all of the PLTW Summit Call for Proposals (CFP) questions. In addition, don't forget to have all your speakers fill out the Co-facilitator Worksheet. As the lead facilitator, you will need to add their information into the proposal.

9. **Can I download a list of proposal criteria?**
   Yes, the PLTW Summit 2017 Workshop Proposal Worksheet is a tool to help you

create, collect, and organize workshop information before you submit your proposal through the PLTW Summit 2017 Proposal Portal.

10. How do I submit a proposal?

1. Log in to the PLTW Summit Proposal Portal.
    a. If you haven't created a login, please refer to follow the instructions listed under the FAQ "How do I create a login for the Presenter Portal?"
2. Make sure you have all the information needed to complete your proposal.
    a. Utilize the PLTW Summit 2017 Workshop Proposal Worksheet as a tool while creating your application.
    b. Make sure you have Co-facilitator Worksheets for all speakers involved in the workshop. You will need to add information for all speakers into the portal.
3. Select "Add a New Submission."
4. Fill out the application in its entirety.
    a. Should you need to stop in the middle of your application, hit "Save & Continue Later" You will be able to continue your application at a later date.
    b. The PLTW Summit 2017 Call for Proposals (CFP) closes Feb. 17, 2017. Be sure to submit your materials before the deadline.
5. Once you've entered all information, please hit "Save & Submit."
6. Congratulations on submitting a workshop proposal!

11. Can I add more than one presenter?

Yes. Make sure you collect additional speakers' Co-facilitator Worksheets for an easy transition into the proposal. To add more than one speaker, you will need to do the following:

1. Access your submission.
2. Select "Additional co-facilitators and panelists"
3. Add the following information from your speakers' Co-facilitator Worksheets:
    - Applicant type
    - First name
    - Last name
    - Email address
    - PLTW affiliation
    - School or organization name
    - Title
    - Biography
    - Headshot (upload form)
4. Select "Save."
5. Repeat process until you've added all speakers.
6. Continue filling in your application.

Note: Co-facilitators, panelists, students, and any other speakers will need to create a PLTW Summit Proposal Portal login prior to being added to the proposal.

12. I have started my application, but I need to finish it at a later date. What are my options?

At any time during your application process, you can select "Save & Continue Later." You will be able to make changes to the application any time before Friday, Feb. 17, 2017. For inclusion in the review and acceptance process for PLTW Summit 2017, you must submit your application by Friday, Feb. 17, 2017.

Note: If you select "Save & Submit" on the last page of the application, you will not be able to return to the document to edit or add content.

13. When will I know the status of my proposal?

You will be notified of the status of your presentation in March 2017.

14. I forgot to add something to my proposal. Can I still make changes once I have hit submit?

After you select "Save & Submit" on the last page of the application, you will not be able to change any information in your proposal. If your proposal is accepted, you will have opportunities to refine your workshop with your PLTW workshop session coach.

15. After I submit my proposal, what do I do?

Invite your colleagues and network to submit a proposal. Check the PLTW Summit Proposal Portal homepage for news and updates designed specifically for facilitators at PLTW Summit 2017.