**How to submit your CCCC Program Proposal**

1. **Click here to enter your proposal:** [**https://center.uoregon.edu/NCTE/FORMS/CFP/cfp\_login.php?formid=2157353**](https://center.uoregon.edu/NCTE/FORMS/CFP/cfp_login.php?formid=2157353)
2. **If you submitted a proposal last year you will already be in the dbase and you only need to enter your email and password from the previous year. If you are a first time submitter you will need to create a New Account.**
3. **You should now be on the page labeled as HOME. Click on Begin a new entry.**
4. **You need to select a cluster that best fits your proposal and then click next.**
5. **Select the Program Format of your proposal. Please keep in mind that if you are an individual and submitted a proposal for just yourself you will need to mark it as “individual”. This means your proposal will be placed with other presenters to “create” a concurrent session. If you are an individual and submitted a poster session you will be placed in a “poster session” with other individuals who submitted a poster session.**
6. **Indicate which Level Emphasis your submission is.**
7. **All other fields are not required but do help us in identifying what type of presentation this should be labeled as.**
8. **Please make sure you INDICATE if you will need an LCD projector, internet, or sound!**
9. **Click next**
10. **Enter the title of the session (or your individual presentation title).**
11. **Please enter a short description of your concurrent session (if you are the submitter) (or, if an individual proposal, your presentation)**
12. **Enter the complete description of your concurrent session (or if an individual, your presentation)**
13. **Click next.**
14. **Add Participants. If you are an individual, you will still need to enter yourself as a presenter. For concurrent session (3 or more, follow the instructions). Notice that lower on the page it will show you the current participants. Please check anything that would apply for each participant (first-time presenter, graduate student, etc.) AND, please make sure you have them listed with the appropriate role (Chair, speaker, respondent, etc.) AND, that if they are a speaker there is a presentation title listed for each.**
15. **If you wish to have someone take a look at your proposal, now would be the time, and you can request a Coach by click on the “Request a Coach).**
16. **You should now be able to click on submit to finish your submission process. You will still be able to go back in and make corrections/additions/changes to your submission until the deadline date for submissions.**