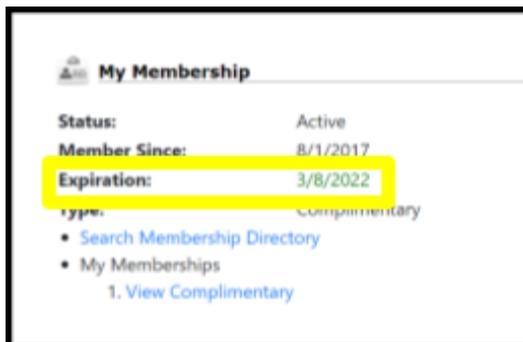


2023 Proposal Submission Instructions

Note: Submissions must be completed in one sitting. It is NOT possible to save a draft.

1. Check that you have a current NFA membership.

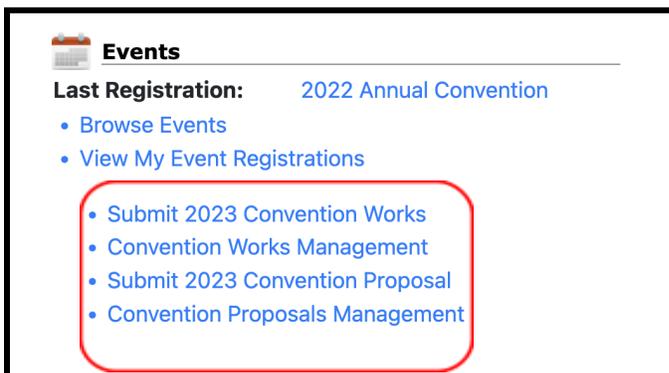
- a. Log into your nfaonline.org account and select your [Profile](#) in the top right corner.
- b. Check the expiration date in the “My Membership” section. Make sure the expiration date is later than the date of your submission
- c. If your membership has expired or you are a new member:
 - i. To renew a previous membership, [click here](#).
 1. Log into your account.
 2. Select a membership level and follow the steps to renew your membership.
 - ii. To become a member, [click here](#).
 1. Follow the steps to create your Profile.
 2. Once created, go to the “My Membership” section and select “Join/Renew.”
 3. Select a membership level and follow the steps to renew your membership.



2. Visit your [Profile](#).

3. Under “Events,” you’ll see four bullets grouped together. (If your membership is inactive, these bullets will not appear for you.)

- a. You will use the bullets that begin with “Submit...” to share your 2023 proposal information.
 - i. “Submit 2023 Convention Proposal” will be used to share information about your proposed session, such as event title, description, information about presenters or performers, equipment requests, etc.
 - ii. “Submit 2023 Convention Works” will be used to submit programming information on the works you’re proposing to present in your session, such as composer, arranger, publisher, timing, etc.
- b. The bullets that end with “...Management” allow you to see and edit your proposal that you have submitted.



4. To begin your proposal, select “Submit 2023 Convention Proposal.”

- a. Please note that this form must be completed and submitted first to share information about your session such as event title, description, request equipment, etc.



- i. A second form will be completed later to share information on the works to be performed on your proposed session.

- b. Complete all applicable and required fields in the following sections:

- i. Personal Information
- ii. Event Information
- iii. Program Details
- iv. Performer/Presenter Bios
- v. Equipment Requests
 1. Items in the left column (with check boxes next to them) are pieces of equipment that you may request only one of (for example, one piano or one conductor’s podium).
 2. Items in the right column include input fields where you may type in the quantity requested, such as 3 wired microphones or 2 chairs for performers.
- vi. Supporting Materials
 1. This may include:
 - a. Performance Proposals: Preference is for a recording of the proposer performing the actual work(s) being proposed. When this is not possible, an example in a comparable style, genre, or historical period would suffice. For premieres, or pieces not yet recorded, recordings of the composer's other works and/or PDFs of score may be included.
 - b. Panel/Lectures/Workshops: May include detailed outlines, videos of prior presentations, PowerPoint presentations, etc. Be as detailed as possible.
 2. Supplemental Material may be shared through a link to an online folder such as DropBox, Google Drive, OneDrive, or Box.net. Access must be set so that anyone with a link can view the files. All links must be accurate and functioning at the time of review and lead directly to the video.

3. You will receive a link to Box.net in your Convention Proposal confirmation email after you submit this form, if you choose to use Box to upload additional materials.
- c. Once you've completed the form, click "Continue & Confirm" at the bottom of the page
 - i. Make sure you have filled out all required fields marked with a red asterisk.
- d. On the next screen, you'll be able to review your proposal. YOUR PROPOSAL FORM HAS NOT YET BEEN SUBMITTED. If you notice anything you'd like to change, click "Previous" at the bottom of the page to return and make the correction.
- e. Once all has been confirmed, click "Save Changes" to submit.
 - i. You will know your proposal has been submitted when you reach a confirmation page that reads "Your form submission has been received."

[Home >](#)

Convention Proposals

This form consists of three web pages. Please continue all the way through otherwise your submission will not be received. The pages consist of 1) a page to type your responses 2) review the submission and 3) a confirmation page. You'll see this note on all three pages.

Your form submission has been received.

5. You'll now receive a confirmation email of your proposal form submission. YOUR PROPOSAL IS NOT COMPLETED WITHOUT SUBMISSION OF THE CONVENTION WORKS FORM. Please review your confirmation email for information about the next step.
6. **Return to your Profile and select "Submit 2023 Convention Works"**

- a. The purpose of this second form is to share the programming information for the works to be presented at your proposed session. This form can be submitted as many times as necessary to complete your entire program.
 - i. For example, if you have three pieces on your program, please submit the works form three times. If you have five pieces on your program, please submit the works form five times.



Events

Last Registration: [2022 Annual Convention](#)

- [Browse Events](#)
- [View My Event Registrations](#)
- [Submit 2023 Convention Works](#)
- [Convention Works Management](#)
- [Submit 2023 Convention Proposal](#)
- [Convention Proposals Management](#)

- b. We will be able to connect the works to their corresponding proposal only through the use of the confirmation number you have received in your confirmation email from your submitted proposal.
 - i. Copy and paste that five-digit number from the confirmation email into the convention proposal confirmation number field.
 - ii. Make sure you have completed all required fields
 - c. Click “Continue & Confirm” at the bottom of the page.
 - d. On the next screen, you’ll be able to review your work submission. **THE FORM HAS NOT YET BEEN SUBMITTED.**
 - e. Once all has been confirmed, click “Save Changes” at the bottom of the page to submit.
 - f. You will know it has been submitted when you reach a confirmation page that reads “Your form submission has been received.” Please note that there is no confirmation email once the Works form has been submitted.
 - g. Submit the Works form again for additional pieces you have on your proposed program.
- 7. Each NFA member may submit up to three proposals, but each must be in a different category.** To submit an additional proposal, repeat steps 4, 5, and 6.
- 8. Congratulations; you have submitted a National Flute Association Convention proposal!** We will let you know by January 30, 2023 if your proposal has been accepted. Thank you for your submission.