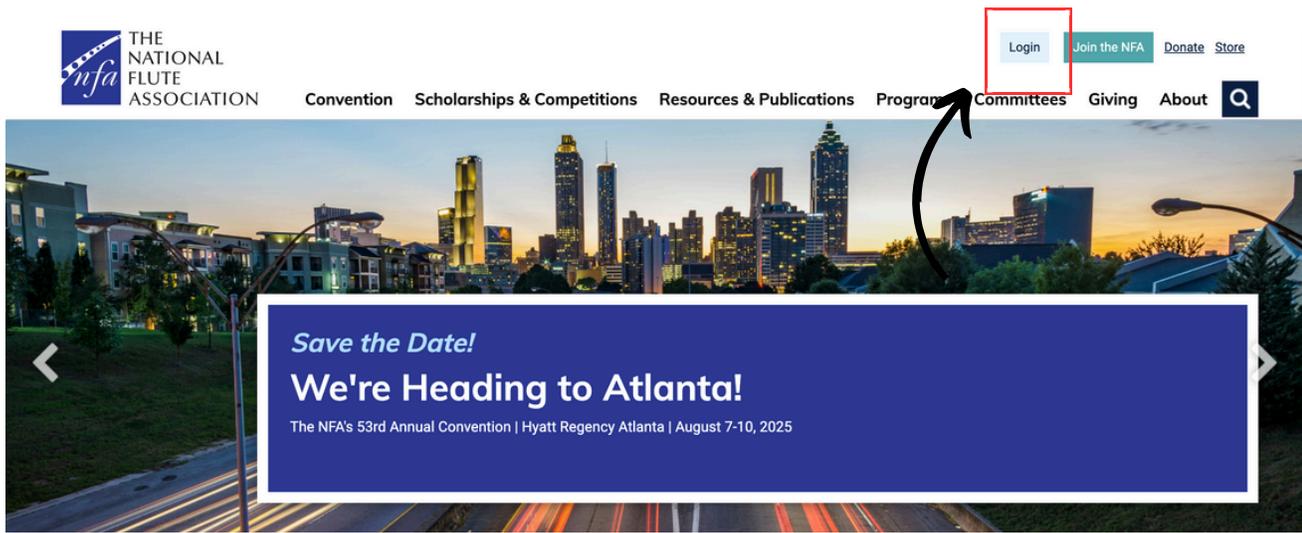
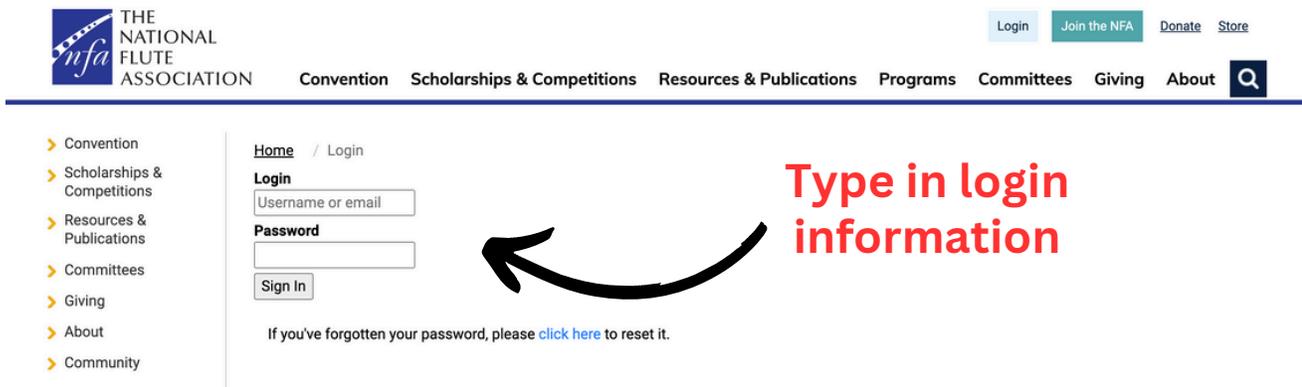


2025 Convention Proposal Instructions

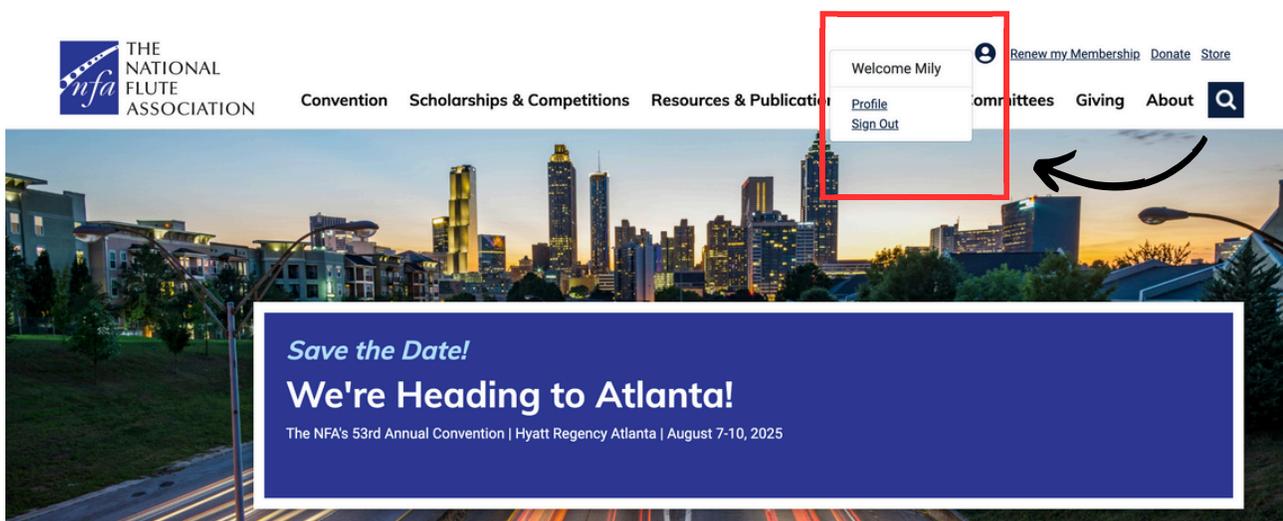
1) Go to our website www.nfaonline.org and click on “login” on the top right corner.



2) Login - If you have difficulties remembering or resetting your password please contact Mily Harrod, at mharrod@nfaonline.org.



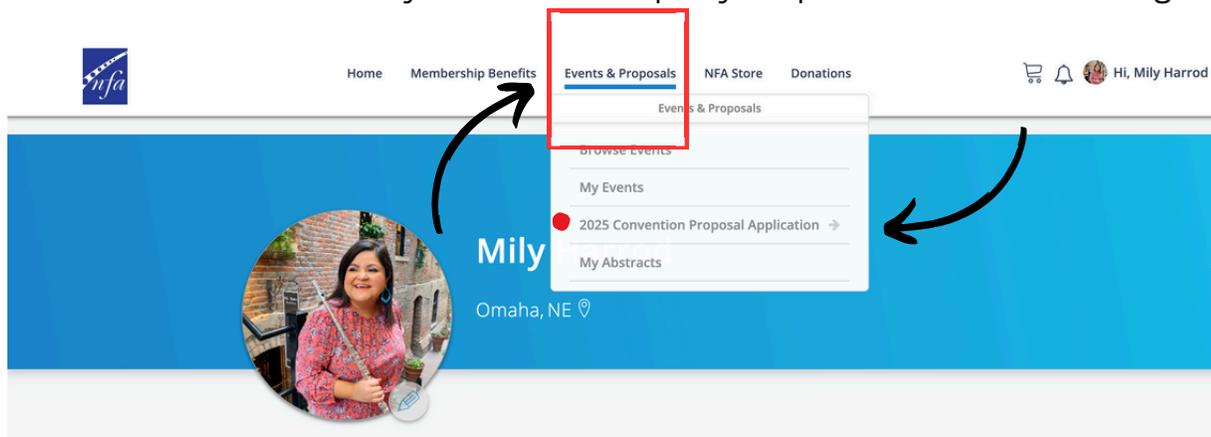
3) The system should now have  symbol, click on , then click profile.



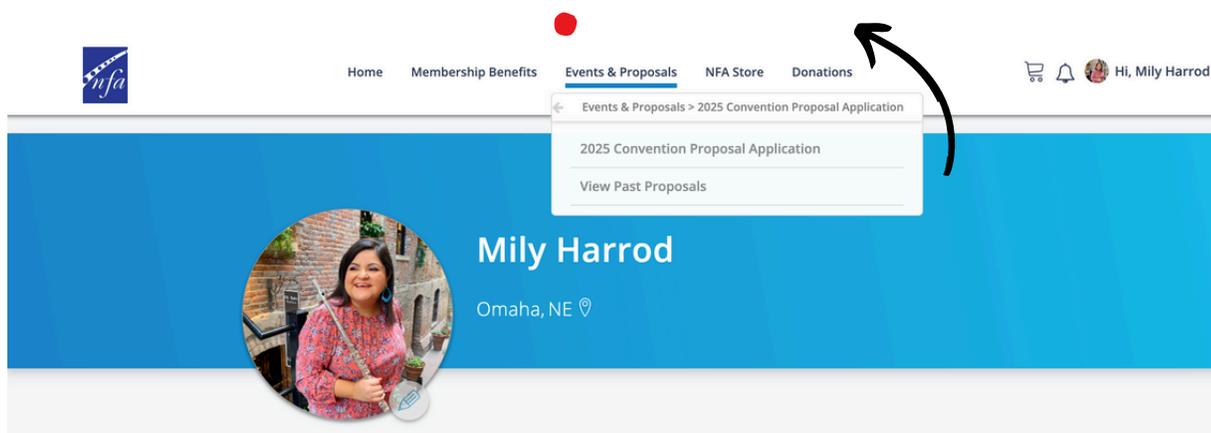
4) You should be in your NFA portal now. Click "Events & Proposals." Click "2025 Convention Proposal Application."

Tip: If your portal does not load, try clearing your cache and cookies from your browser and then try steps 1-3 once more.

Tip: If you do not see "2025 Convention Proposal Application", that means you are not an active member. Please renew your membership in your portal before continuing.



5) Click "2025 Convention Proposal Application" to access the application form. You can view your past submitted proposals under "View Past Proposals."



6) Read through the application instructions on our [website](#) before filling it out. You cannot save and keep working on the application later, you must fill out all fields, and you will be timed out for inactivity.

Tip: There is a PDF sample will all of the application fields you can download [here](#).

Compose Form Preview Form

Convention Proposals

Welcome to the 2025 Proposal Application:
Before you begin, please read the following.

- 1) Have your application fields ready to enter before you begin this form.
- 2) You will be timed out for inactivity.
- 3) Be sure to complete all required fields (*) and read all instructions carefully. No additional materials may be submitted via email.

Read through detailed instructions on our 2025 Convention Proposal page on our [website](#).

If you have any questions or problems with your proposal, email Mily Harrod, NFA Membership Manager, at mharrod@nfaonline.org

If you have any specific ADA requests, email Daniel Pozzebon, NFA Convention Director, at dpozzebon@nfaonline.org

Personal Information

7) There are some additional notes/instructions if you hover over the blue comment box.

The screenshot shows a form titled "Event Information" with three input fields: "Proposed Session Title *", "Full Description: *", and "Program Book Description: *". A tooltip box is positioned over the first field, containing the text: "Make your title concise and inviting by summarizing the content of your event in a few words. Titles may be adjusted for clarity and space limitations. If you are submitting a single work, just input N/A." Three blue comment box icons are visible on the right side of the form, with black arrows pointing to each of them.

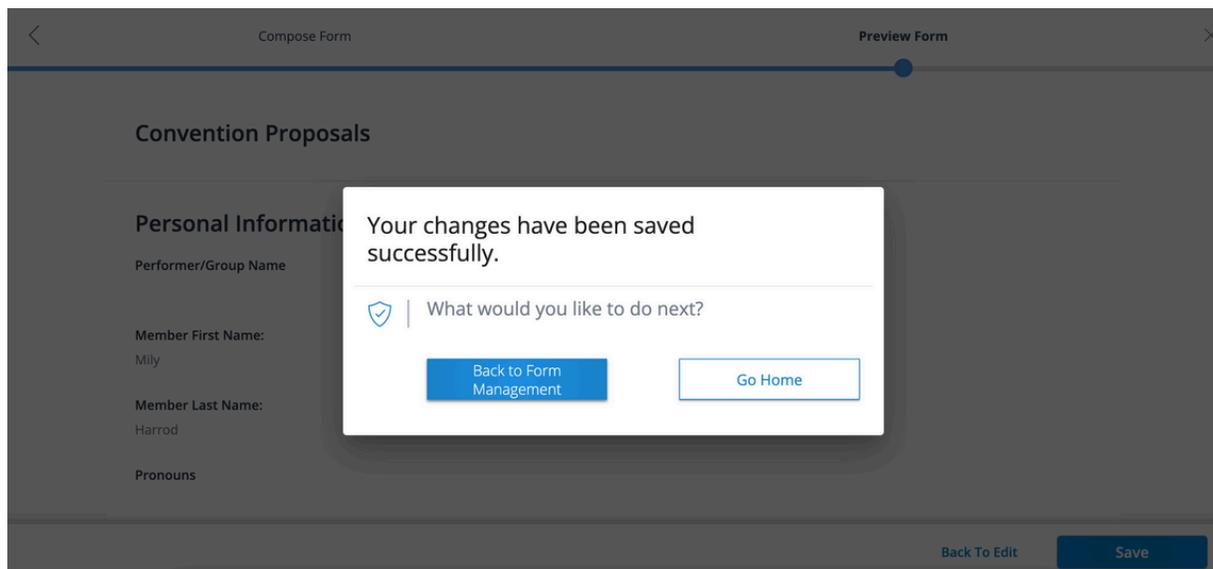
8) Once all the required fields are filled in, hit "Preview."

The screenshot shows the "Preview Form" screen. At the top, there is a progress bar with "Compose Form" on the left and "Preview Form" on the right. Below the progress bar, there are two input fields: "30 minutes" and "Additional equipment request comments:". A large black arrow points from the right side of the screen down to a blue "Preview" button at the bottom right. Below the input fields, there is a text block that reads: "Please hit 'Preview' button once you fill in all fields." followed by a smaller line of text: "After viewing the preview, please hit 'save' to submit your proposal. After you hit 'save,' you will receive a confirmation email a..."

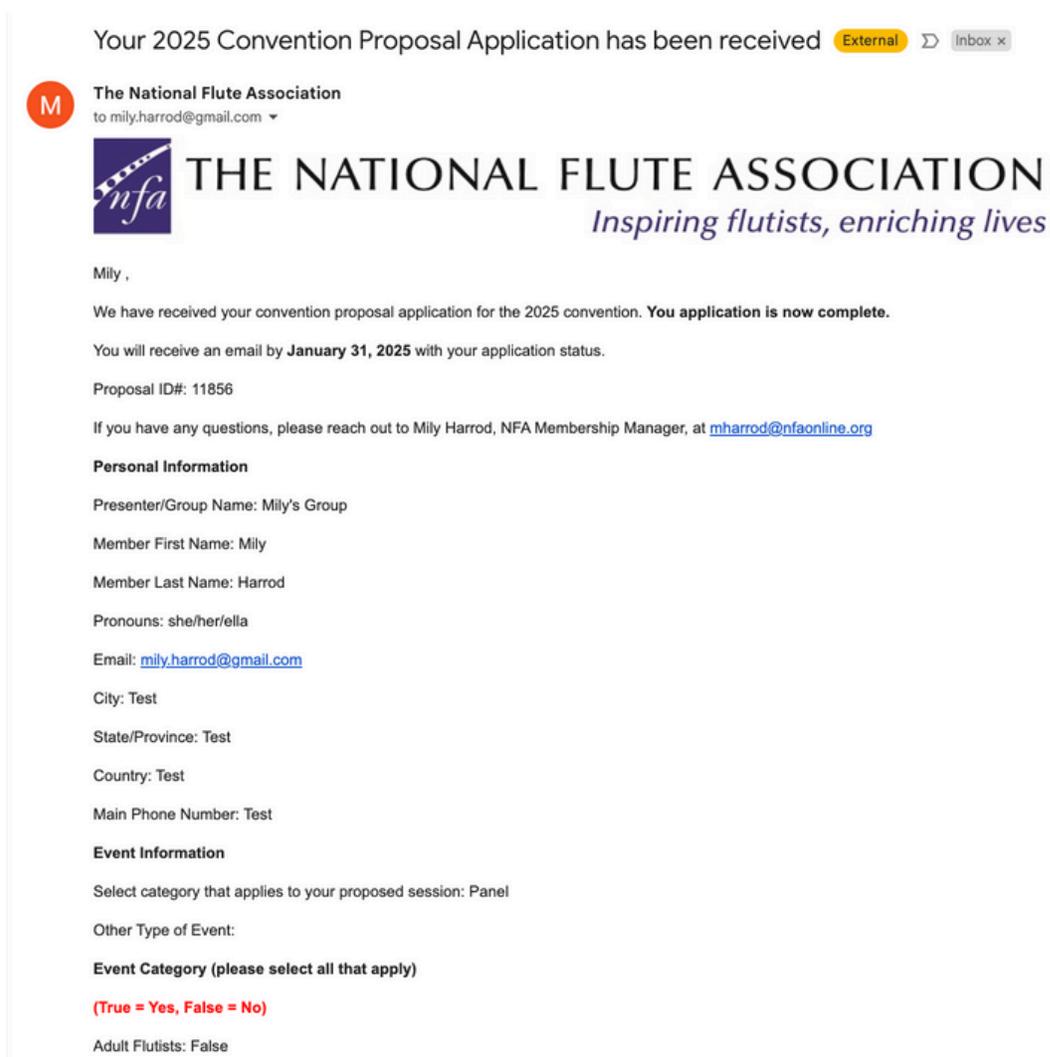
9) If your application is good to go, hit "save to submit your proposal."

The screenshot shows the "Save" screen. At the top, there is a progress bar with "Compose Form" on the left and "Preview Form" on the right. Below the progress bar, there is a section titled "Convention Proposals" and a section titled "Personal Information". Under "Personal Information", there are three input fields: "Performer/Group Name", "Member First Name:" (with the value "Mily"), and "Member Last Name:" (with the value "Harrod"). Below these is a "Pronouns" field. A large black arrow points from the right side of the screen down to a blue "Save" button at the bottom right. To the left of the "Save" button is a "Back To Edit" button.

10) You will get a pop up, then hit “Go Home.”



11) You should have received an automatic confirmation email. If you did not, please email Mily Harrod at mharrod@nfaonline.org



12) You are done!! Again, if you have any issues, questions, or need confirmation, please email Membership Manager, Mily Harrod, at mharrod@nfaonline.org.