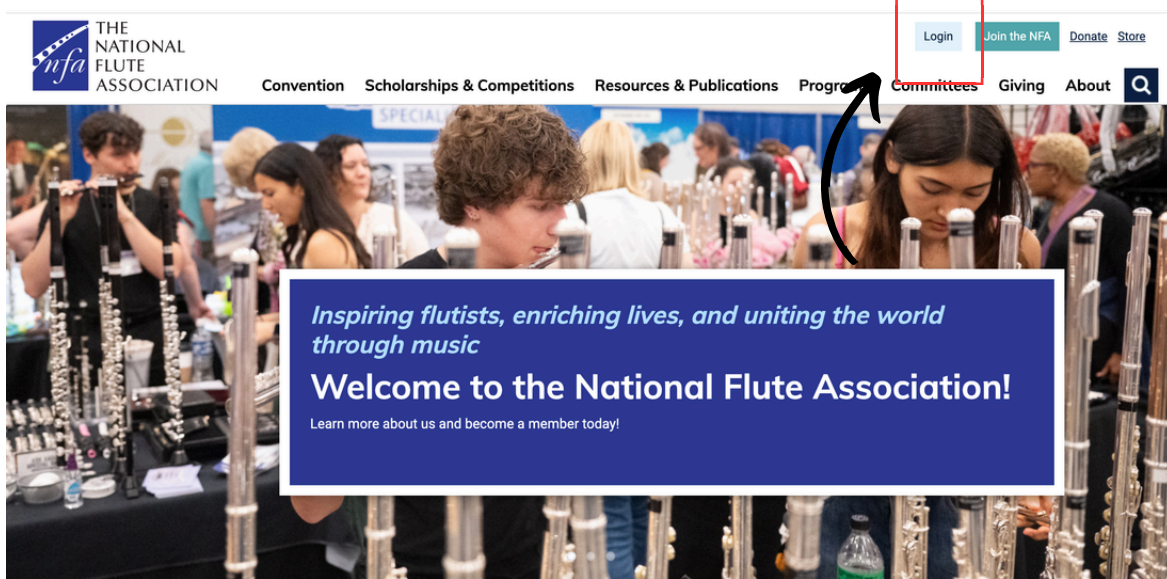
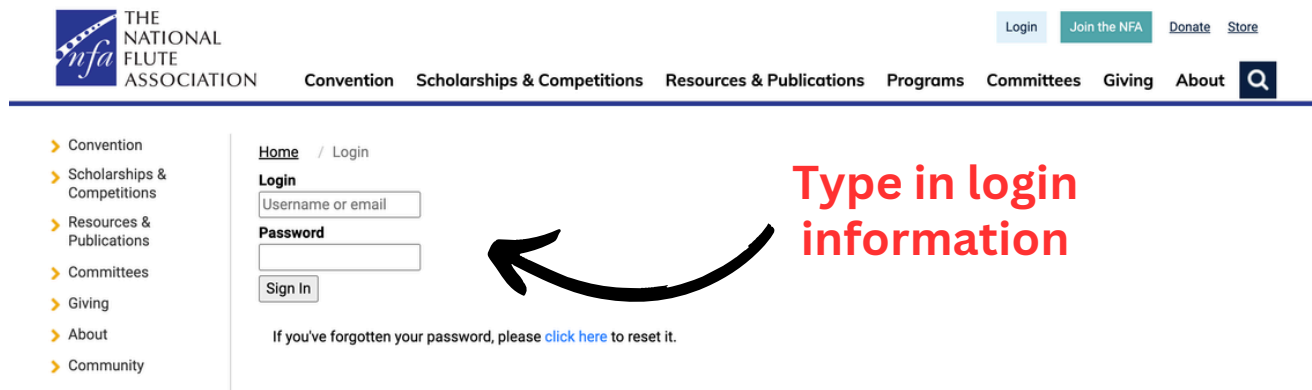


2027 Convention Proposal Instructions

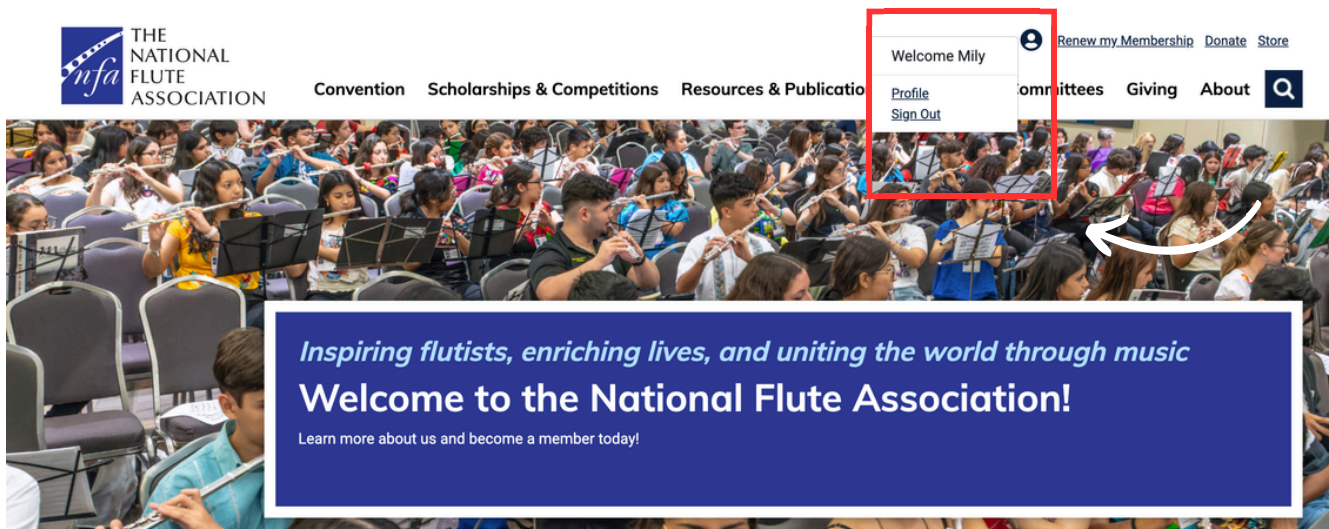
1) Go to www.nfaonline.org and click “Login” (in the top right corner).



2) Log in to your account. If you have difficulties remembering or resetting your password please contact Mily Harrod, at mharrod@nfaonline.org.

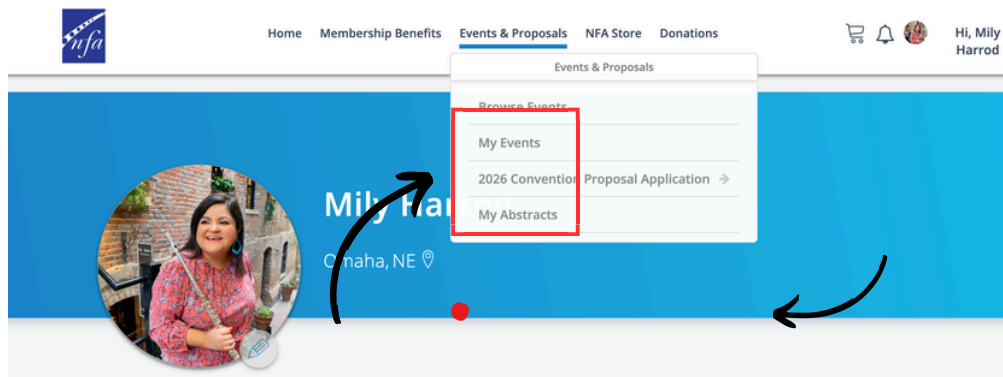


3) Click on the  symbol, then click “Profile.”



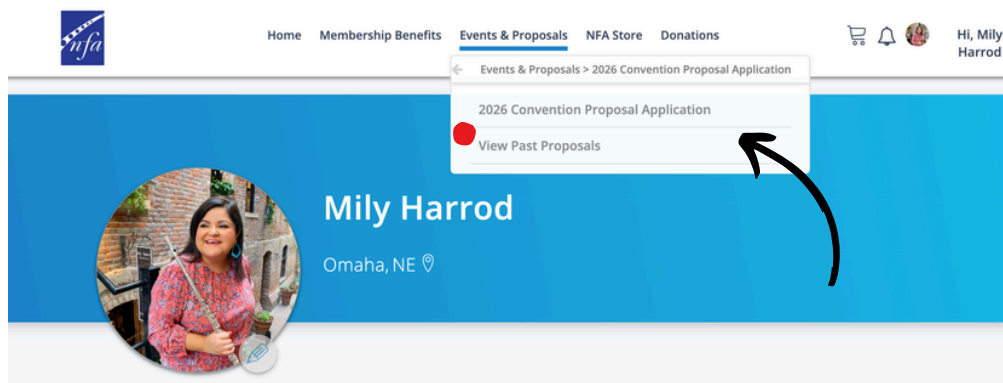
4) You are now in the NFA Member Portal. Click "Events & Proposals"

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



5) Click "2027 Convention Proposal Application" to access the application form.

Tip: If you do not see "2027 Convention Proposal Application," that means **you are not an active NFA member. Please renew your membership in your portal before continuing.**



6) Read through the application instructions on our website **before** filling out the proposal form. **Once you begin your proposal, you cannot save your work and complete it later; the form must be completed in one sitting!** You will be timed out for inactivity.

Tip: There is a PDF sample will all of the application fields you can download here.

A screenshot of the 'Compose Form' page for the 2026 Convention Proposal Application. The page has a header with a back arrow, 'Compose Form', and a 'Preview Form' link. The main content area is titled 'Convention Proposals' and includes a welcome message: 'Welcome to the 2026 Convention Proposal Application!'. It instructs the user to read the following before beginning: 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. It also provides links to detailed instructions on the website and contact information for Mily Harrod (mharrod@nfaonline.org) and Jennifer Clarke (jclarke@nfaonline.org).

7) As you complete the application, be sure to hover over the blue “speech bubble” symbol for additional notes/instructions.

< Compose Form Preview Form

2027 Convention Proposal Application

Cultivate | Create | Celebrate

Before you begin, please read the following carefully:

- **This form will not save your progress.** Have your application fields and materials ready before beginning this form.
- You will be timed out for inactivity.
- Be sure to complete all required fields (*) and **read and follow all instructions carefully.** Incomplete applications or applications missing required materials will not be reviewed.
- No additional materials may be submitted via email.
- Read through the detailed instructions on our 2027 Convention Proposal page on our website before beginning your submission.
- All links must be open and accessible to reviewers. Provide your materials as working links to one of the following accepted formats: **YouTube, Vimeo, Google Drive, or Dropbox.** Access must be set so that anyone with a link can view the files. Links from platforms such as **Spotify, SoundCloud, or other services requiring logins or special access settings will not be accepted.**

8) Once you have completed the form, click "Preview."

< Compose Form Preview Form X

30 minutes

Additional equipment request comments:

Please hit "Preview" button once you fill in all fields.

After viewing the preview, please hit "save" to submit your proposal. After you hit "save," you will receive a confirmation email a...

Preview

9) Review your application. If you need to make any changes, click “Back to Edit.” When you are ready to submit, click "Save.” This will submit your proposal!

< Compose Form Preview Form X

2027 Convention Proposal Application

Applicant Information

Performer/Group Name:

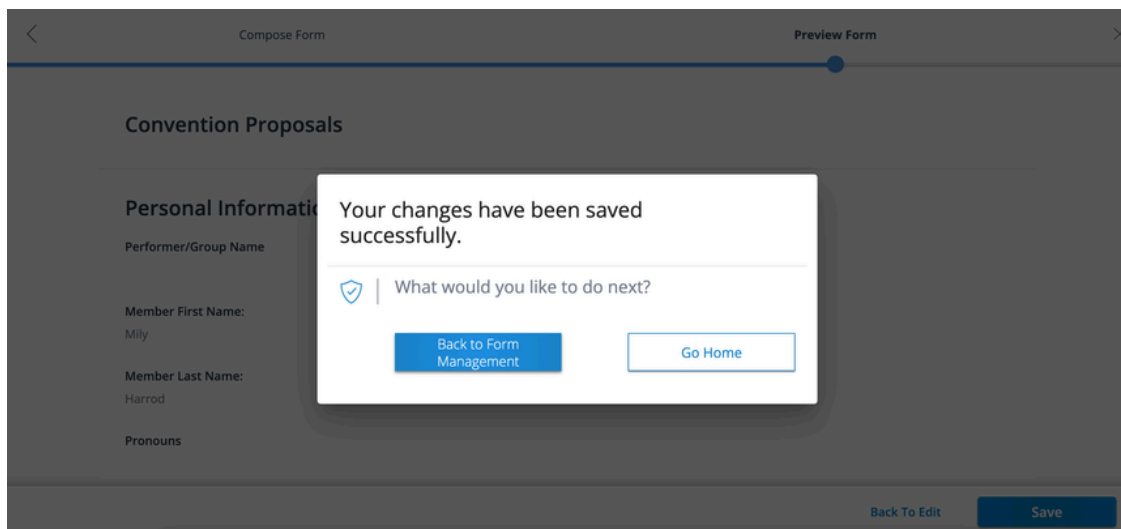
Proposal Title
TBD

Proposal Description (250 words max):
TBD

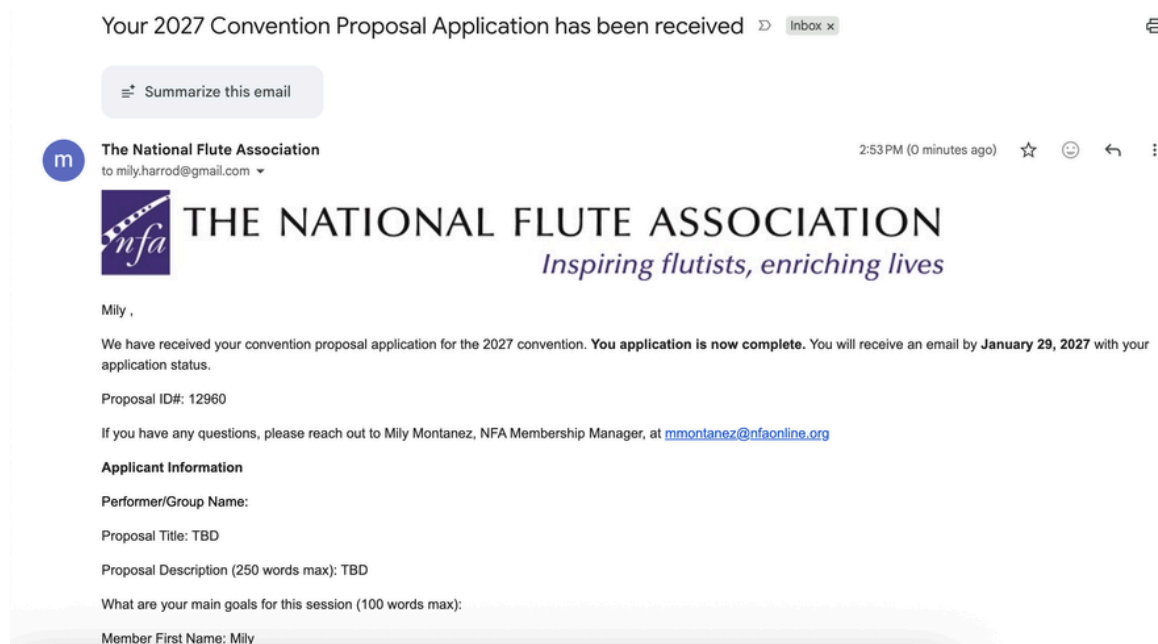
What are your goals for this session? 100 words max.

protected by reCAPTCHA Back To Edit Save

10) You will see a pop-up message that “Your changes have been saved successfully.” This means that your proposal was submitted! Click “Go Home” to exit the form.

A screenshot of a web application interface. At the top, there are two tabs: 'Compose Form' and 'Preview Form'. The main heading is 'Convention Proposals'. Below it, there's a section for 'Personal Information' with fields for 'Performer/Group Name', 'Member First Name' (filled with 'Mily'), 'Member Last Name' (filled with 'Harrod'), and 'Pronouns'. A white pop-up box is centered on the screen with the text 'Your changes have been saved successfully.' Below this text is a question 'What would you like to do next?' with two buttons: 'Back to Form Management' and 'Go Home'. At the bottom right of the form, there are 'Back To Edit' and 'Save' buttons.

11) You should receive an automatic **confirmation email** after submitting your proposal. If you do not receive this email, please email Mily Montanez at mmontanez@nfaonline.org.



12) You are done! We will review all proposals and be in touch in early 2027 with the results. Again, if you have any issues, questions, or need confirmation, please email Membership Manager, Mily Montanez, at mmontanez@nfaonline.org.