

AASL 2025 Proposals

Getting Started

How to set up an account and start a submission

Setting up your account

Before starting your submission, you will need to set up your account.

1. Visit this page [insert link] and click the “My Account” button in the upper right corner of the page.

[Home](#) [My Account ▼](#)

2. This will take you to the “Login or Create an Account” page

Login or Create an Account

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You will be asked to provide the following information:

[Login](#)

[Create a New Account](#)

- Full name*
- Email address*
 - Please use the email that is most accessible to you throughout the year. There will be communications regarding the conference during the summer months.
- Phone*
- Position Title
 - If you are currently retired or unemployed, you can enter the previous title you held, retired, or N/A
- Organization/School
- Address*
 - Street Address
 - Line 2
 - City
 - Country
 - State
 - Zip code
- Create a Password*
- Retype Password*

Click the green “Register” button at the bottom of the page.

[Back](#)

[Register](#)

You will then be taken to the home page. This page contains important information to review, including a description of the different types of submissions, dates, and deadlines, and instructions and tips for submitting. To begin your submission, click “Now Accepting Proposals.”

Submitting a Proposal (Starting a Submission)

1. Click the “Now Accepting Proposals” link on the home page

Join a Community of School Librarians Dedicated to Transforming Learning!

The AASL National Conference is the only national conference dedicated solely to school librarians and their unique role in education

[Now Accepting Proposals](#)

2. For your first submission, you will select “Click here to begin a new Submission.” After you have started and saved a submission, you will see two options.




Note: You have already started an Application that is not yet complete.

[Click here to review your past Submission\(s\)](#)

[Click here to begin a new Submission](#)

[example of page once a submission has been started- click “Click here to begin a new Submission” to get started on your first submission and any subsequent submissions]

Note that after you have started and saved a submission, all of your applications (submissions) will appear in the box on the left-hand side of the page.

Welcome Allison Cline	
Home	
 My Applications	
All (3)	
Incomplete (3)	
 My Profile	
 Change Password	

3. You will be taken to the “Applicant Information” page, which pulls information from your profile.

[Home](#) / [My Applications](#) / 4010 - New Application

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Applicant Information Proposal Information

4. Review the information, and at the bottom of the page click the green “Save and Next” button to start your proposal submission.

Save

Save and Next

5. Proposal Information [note, once you select the type of proposal the additional fields will appear].

Proposal information to enter:

- Title* (200 character limit)
- Proposal Type* (select from- Concurrent, IdeaLab, Poster, or Research Empowering Practice)

The following fields will appear based on the proposal type selected:

Field	Concurrent	Research	IdeaLab	Poster
Program Description* (750-word limit)	X	X	X	X
Learning Objectives* (750-word limit)	X	X	X	X
Program Description for promotional purposes* (150-word limit)	X	X	X	X
Program outline* (750-word limit)	X	X		
Grade level* (select up to 4) <ul style="list-style-type: none"> - PreK-2 - 3-5 - 6-8 - 9-12 - Not grade specific 	X	X	X	X
Session Strand* (choose 1) <ul style="list-style-type: none"> - Collaboration - Collection Development - Design & Create - Leadership & Advocacy - Literacy - Teaching & Learning - Other 	X		X	X
Please rate level of difficulty* <ul style="list-style-type: none"> - Advanced - Basic - Intermediate 	X	X		
Why should someone attend your session?* (150 word limit)	X			
What strategies will you use to engage participants?* (150 word limit)	X			
What will someone take away from your session?* (150 word limit)	X			
Why is your session timely or appropriate for this conference? * (150 word limit)	X		X	X
Are you affiliated with a publisher or vendor?* <ul style="list-style-type: none"> - I am affiliated with a publisher or vendor - I am not affiliate with a publisher or vendor 	X		X	X
Recording and material permissions (check all that apply)* <ul style="list-style-type: none"> - I grant AASL/ALA a license to record/distribute my presentation in any medium - I grant AASL/ALA a license to distribute supporting material in any medium 	X	X	X	X

- I do not grant AASL/ALA permission to record my presentation or distribute my supporting materials				
I understand that, if accepted, I will need to register for the AASL National Conference in order to present my session. If I, or any of my co-presenters, are not a member of the school library or library profession, I will submit a request for a waiver to give my presentation.* (check box) I understand	X	X	X	X
Please list yourself, or your co-presenters, who may require a waiver.	X	X	X	X
Presenter EDI Statement - AASL is dedicated to equity, diversity, and inclusion to ensure we serve and represent the entire community. In this optional section, please detail any information AASL may want to consider when looking to meet this core value. Such areas may include, but are not limited to, ethnicity, gender or sexual identities and expressions, religion, disability status, nationality, immigrant/refugee/new American, etc. Consider including both personal information as well as community served. If you have nothing to add to this section, please type N/A in the field below.	X	X	X	X
Keywords* (minimum of 1 required)		X		
Program Format* (select one) - Research Paper Presentation (2-3 presenters/papers will be presented during a session with time for Q&A) - Research Presentation (60-minute presentation of just your research, application and implications)		X		
What will someone take away from your IdeaLab/Poster?*(150 word limit)			X	X

Once you have finished the submission you can:

- "Prev" - return to previous page
- "Save" - which keeps as "incomplete" and allows to continue to edit and review before submitting.
- "Save and Finalized" - which submits for review. You will see a pop-up screen to reiterate this, but once you hit "Save and Finalize" you will be not able to edit.



If you accidentally hit "Save and Finalize" and need to make edits, please contact aasl@ala.org. Please do not submit a duplicate proposal, even if it is slightly different. Duplicate proposals significantly extend the process of getting submissions ready for the review process and delay results for all participants.