

2027 Innovations Conference Proposal Submission Instructions

**ALL PRESENTERS ARE REQUIRED TO HAVE A LEAGUE ACCOUNT
IN ORDER TO BE INCLUDED ON A PROPOSAL.**

The individual who submits a proposal to present is automatically designated as the Key Presenter and will receive all correspondence regarding the proposal. This designation cannot be changed. The Key Presenter is the principal contact and is responsible for coordinating all correspondence among Co-Presenters and the League as well as managing and facilitating the presentation.

1. Download and carefully read the Proposal Guidelines at www.league.org/node/569377.
2. Log in to your account at www.league.org.
 - If you have an account, but do not remember your username and/or password, click on "Forgot Password?" and enter the email address used to create the account. You will receive an email with a link to reset your password. DO NOT create another account.
 - If you do not yet have an account, create one at www.league.org/user/login?destination=home.
3. Once you are logged in, click on the "Submit a Proposal" button on the Innovations Conference website (www.league.org/inn2027). After carefully reading the information on the Instructions page, hit "Next." *Please note: As you move through the proposal form, you may need to scroll to the top of each page to continue.*
4. Answer all questions and fill out all fields* on the Proposal Details page, then hit "Save."
Maximum word counts are as follows:
 - Proposal Title: 10
 - Proposal Description: 150
5. Answer all questions and fill out all fields* on the Proposal Questions page, then hit "Next."
6. If you have Co-Presenters, add them as instructed on the Co-Presenters page and hit "Next." If a Co-Presenter does not appear in the "Search for a Customer" list, they must create a League account at www.league.org/user/login?destination=home. (*Sponsor proposals must include at least one community college co-presenter to speak to the success of the partnership.*)

DO NOT SUBMIT YOUR PROPOSAL UNTIL ALL CO-PRESENTERS HAVE BEEN ADDED. Please exit the proposal, ask your Co-Presenters to create accounts, then return to the proposal as indicated below to finalize submission. **Do not** start a new proposal.

To get back to your "In Process" proposal:

1. Log in to your account at www.league.org.
2. Hover over the "My Account" dropdown in the top, right corner of the page and select "2027 Innovations Proposal Submission."
3. On the landing page, click on "Details" to the right of your submittal to access your in-process proposal.
4. Use the tabs to the left to navigate and complete your proposal.
7. Make sure each status is checked on the Status page.
8. Hit "Submit" to send your proposal to the League.
9. Upon submission, a confirmation email will be sent to you and to each of your Co-Presenters, if applicable. If you do not receive notification from our office, please follow up with events@league.org to ensure that the submission was successful.

**All fields are required.*