

2021 Innovations Conference Proposal Submission Instructions

1. Log into your account at www.league.org.
 - If you do not remember your username and/or password, click on "Forgot Password?" and enter the email address you used to create the account. You will receive an email with a link to reset your password.
 - If you need to create an account,
 - a. Click on "Create an Account" at the top, right of www.league.org.
 - b. Read the directions.
 - c. In the right column, find your institution in the dropdown menu and click on "Found My Institution."
 - d. Follow the prompts from there and hit "Submit."
2. Once you are logged in, click on the "Submit a Proposal" button on the Innovations Conference website (www.league.org/inn2021) or click the dropdown arrow next to "My Account" at the top, right of the home page and select "Innovations 2021 Submittal."
3. Click on "Create New Proposal." Please note: As you move through the proposal form, you may need to scroll to the top of each page to continue.
4. After carefully reading the information on the Instructions page, hit "Next."
5. 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
- Presentation Plan: 500

**All fields are required.*

6. If you will have co-presenters, add them as instructed on the Co-Presenters page, and hit "Next." Contact Judy Greenfield at greenfield@league.org if a co-presenter does not appear in the "Search for a Customer" list.
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 Robin Piccirilli at piccirilli@league.org to ensure that the submission was successful.