


How to Submit a Proposal on ProposalSpace

CREATE A PROPOSAL SPACE ACCOUNT

- 1 Navigate to <https://proposalspace.com/calls/d/1844>



AI Summit 2026 Call for Presentations

UF

Start a proposal


To start a proposal for this call, first sign in to your ProposalSpace account.

[SIGN IN](#)


Don't have an account? [Register for free.](#)

Community: [Our Blog](#) | [Facebook](#) | [Bluesky](#)
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BBB ACCREDITED BUSINESS
BBB Rating: A+
As of 12/15/2025
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Capterra 5

2

Click "Register for free."



AI Summit 2026 Call for Presentations

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BBB Rating: A+
As of 12/15/2025
[Click for Profile](#)



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3 Type "Your Name"

Click the "Your Email" field. Submit your email

Create a password

Follow remaining steps

The screenshot shows the ProposalSpace website's account registration page. At the top, there's a navigation bar with the ProposalSpace logo, links for Features, Pricing, and Active Calls, and buttons for 'CREATE AN ACCOUNT' and 'SIGN IN'. Below this is a blue header with the text 'Account Registration'. The main content area is titled 'Sign up for a free account' and includes two bullet points: 'You only need one account, even if you manage multiple calls or have multiple roles, like author and reviewer. If you already have an account, you can sign in here.' and 'Organizational accounts are not needed; Your account should be for you as an individual.' Below the text, there's a link to 'Sign up with email or use a Google or Facebook account. More info...'. The registration form has two tabs: 'SIGN UP WITH EMAIL' (selected) and 'USE GOOGLE OR FACEBOOK'. Under the 'SIGN UP WITH EMAIL' tab, there's a message 'All items are required.' followed by three fields: 'Your Full Name' (with a placeholder 'Erin Ferraro'), 'Your Email' (with a placeholder for an email address), and 'Your New Password (minimum 4 characters)' (with a placeholder for a password). At the bottom of the form, there's a checkbox labeled 'I agree to abide by the ProposalSpace Terms of Use:'.

4 Click "Create My Account"

☒ I agree to abide by the ProposalSpace Terms of Use:

Date of Last Revision: April 20, 2017

This document is a legal agreement ("Agreement") between you and ProposalSpace LLC ("ProposalSpace") describing the terms and conditions applicable to your use of this Web site (the "Site"). Please examine this Agreement carefully and understand its contents fully before using the Site. By using the Site, you are agreeing to be legally bound by these Terms of Use. We reserve the right, at our sole discretion, to change, modify, add, or delete portions of these Terms of Use at any time without further notice. If we do

CREATE MY ACCOUNT

START A PROPOSAL

5 Start a Proposal


Click the "Proposal Nickname*" field. Create a nickname for your proposal.

✔ Welcome back, Erin!

Start a Proposal

AI Summit 2026 Call for Presentations

UF



Submission Deadline: Monday, January 5, 2026 at 11:00 PM EST

ⓘ Note that this page is for starting a new proposal. If you previously started a proposal and would like to edit it, you can find it on your [Dashboard](#).

To start your proposal, give it a nickname and click the Continue button. (The nickname is for your reference only. You may change it at any time.)





Proposal Nickname*

CONTINUE

Clicking the Continue button will create a draft proposal and save it to your ProposalSpace account.

CANCEL

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6 Click "Continue"

✔ Welcome back, Erin!

Start a Proposal

AI Summit 2026 Call for Presentations

UF



Submission Deadline: Monday, January 5, 2026 at 11:00 PM EST

ⓘ Note that this page is for starting a new proposal. If you previously started a proposal and would like to edit it, you can find it on your [Dashboard](#).

To start your proposal, give it a nickname and click the Continue button. (The nickname is for your reference only. You may change it at any time.)

Proposal Nickname*





Learning How to Submit a Proposal

CONTINUE

Clicking the Continue button will create a draft proposal and save it to your ProposalSpace account.

CANCEL

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7

A helpful tour is available if you'd like.
Click "Start the tour!"

The screenshot shows the 'Learning How to Submit a Proposal' page for the 'AI Summit 2026 Call for Presentations' at the University of Florida. A popup window titled 'Welcome! Would you like a tour?' is displayed. The popup text reads: 'It looks like this is the first proposal you've created in ProposalSpace. Would you like a quick tour highlighting how to use the site to manage your proposals? (You can exit the tour any time by clicking the X at the top of this popup window. To take the tour later, just select the "Page Tour" item from the menu in the top, right-hand corner of the page.)'. There are two buttons: 'NO Maybe later' and 'YES Start the tour!'. The 'YES' button is highlighted with an orange circle. The background shows a sidebar with 'PROPOSAL CONTENTS', 'PRESENTERS', 'ADD A PRESENTER', 'HISTORY', 'PRINT...', 'COPY', and 'DELETE'. The main content area has input fields for 'Email Address (required)' and 'College/Organization (required)'.

8

Where to find your proposals

All of your proposals are available from your Dashboard. To get to it, click the Dashboard link in the breadcrumbs at the top of the page.

The screenshot shows the 'ProposalSpace' dashboard for 'Edit Proposal 1844-125203'. A tip popup titled 'Tip 1 of 6' is displayed with the heading 'Where to find your proposals'. The text reads: 'All of your proposals are available from your Dashboard. To get to it, click the Dashboard link in the breadcrumbs at the top of the page.' There is a 'NEXT Show the next tip' button. The background shows the breadcrumb 'Dashboard > Edit Proposal 1844-125203' and a progress bar at the bottom indicating '0% COMPLETE' with the text 'This proposal is missing answers for 6 items. Show me.'.

9

Proposal Nickname

If you want to change a proposal's nickname, click the edit icon here.

Only you and others working on a proposal can see the nickname.

✓ Proposal created and saved as draft!

Learning How to Submit a Proposal

AI Summit 2026 Call for UF

Submission Deadline: Monday, J
Status: Incomplete draft

Tip 2 of 6


Proposal nickname
If you want to change a proposal's nickname, click the edit icon here.
Only you and others working on a proposal can see the nickname.

BACK
Show the previous tip

NEXT
Show the next tip

PROPOSAL CONTENTS

PRESENTERS

 ADD A PRESENTER

Proposal Contents

➔ Name (as you would like it to appear on the agenda) (required)

10 Proposal Navigation

All of the major sections of your proposal are listed in the table of contents.

Clicking an item in the table of contents will scroll the page to that section.

In some cases, hovering your mouse over an item will reveal additional actions.

Tip 3 of 6

Proposal Navigation

All of the major sections of your proposal are listed in the table of contents.

Clicking an item in the table of contents will scroll the page to that section.

In some cases, hovering your mouse over an item will reveal additional actions.

BACK
Show the previous tip

NEXT
Show the next tip

PROPOSAL CONTENTS

PRESENTERS

+ ADD A PRESENTER

Proposal Contents

→ Name (as you would like it to appear on the agenda)

0% COMPLETE

missing answers for 6 items. [Show me.](#)

ges last saved 2:52:45 PM.

11 Proposal Editing and Saving

To edit an answer in a text field, just click on the field. To save your answer, click the check mark to the right of the field. (Also, clicking anywhere outside the field will save your answer.)

Answers in any other type of field (checkboxes, radio buttons, etc) are saved immediately.

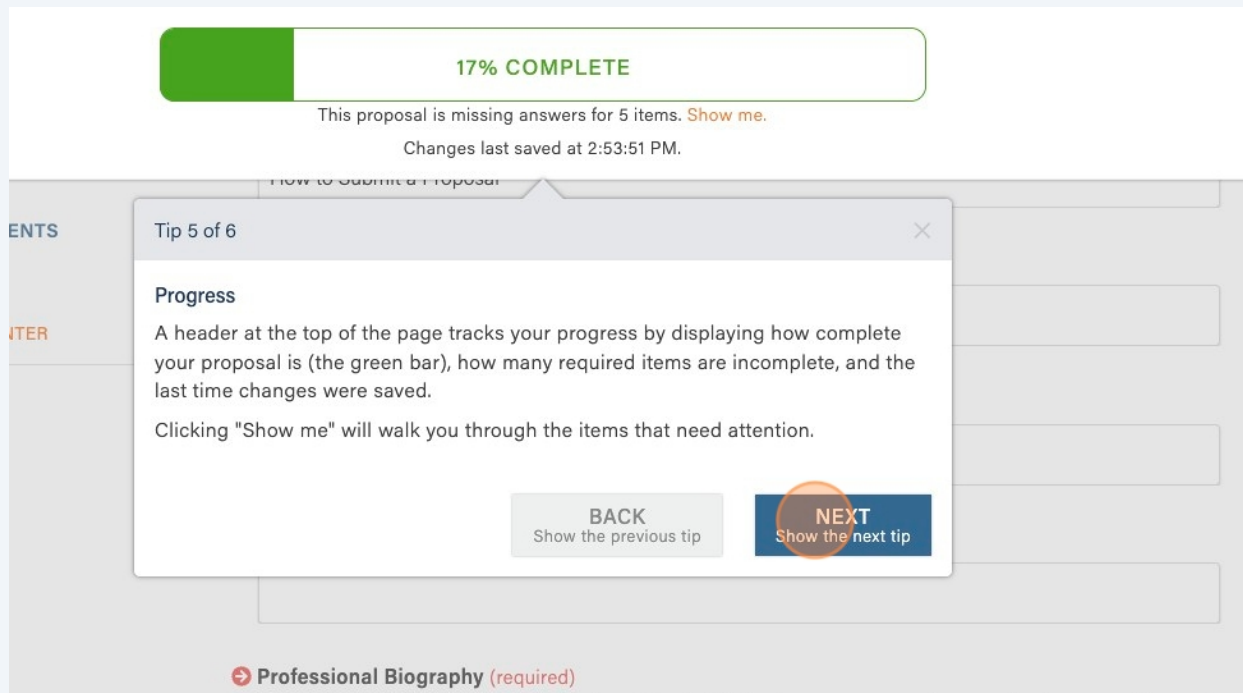
The icon to the left of the question changes to indicate when the answer is being saved and when the save is complete.

The screenshot displays the 'Proposal Contents' editing interface. At the top, a green progress bar indicates '0% COMPLETE'. Below it, a message states: 'This proposal is missing answers for 6 items. [Show me.](#) Changes last saved 2:52:45 PM.' On the left, a sidebar contains the following options: 'PROPOSAL CONTENTS', 'PRESENTERS', '+ ADD A PRESENTER', 'HISTORY', 'PRINT...', 'COPY', and 'DELETE'. The main content area is titled 'Proposal Contents' and features a list of items. The first item, 'Name (as you would like it to appear on the agenda) (required)', has a text input field containing 'How to Submit a Proposal' and a green checkmark icon to its right. A modal tip box, titled 'Tip 4 of 6', is overlaid on the interface. The tip is titled 'Editing & Saving' and contains the following text: 'To edit an answer in a text field, just click on the field. To save your answer, click the checkmark to the right of the field. (Also, clicking anywhere outside the field will save your answer.)', 'Answers in any other type of field (checkboxes, radio buttons, etc.) are saved immediately.', and 'The icon to the left of the question changes to indicate when the answer is being saved and when the save is complete.' At the bottom of the tip box are two buttons: 'BACK Show the previous tip' and 'NEXT Show the next tip'.

12 Progress

A header at the top of the page tracks your progress by displaying how complete your proposal is (the green bar), how many required items are incomplete, and the last time changes were saved.

Clicking "Show me" will walk you through the items that need attention.



13 Missing Information

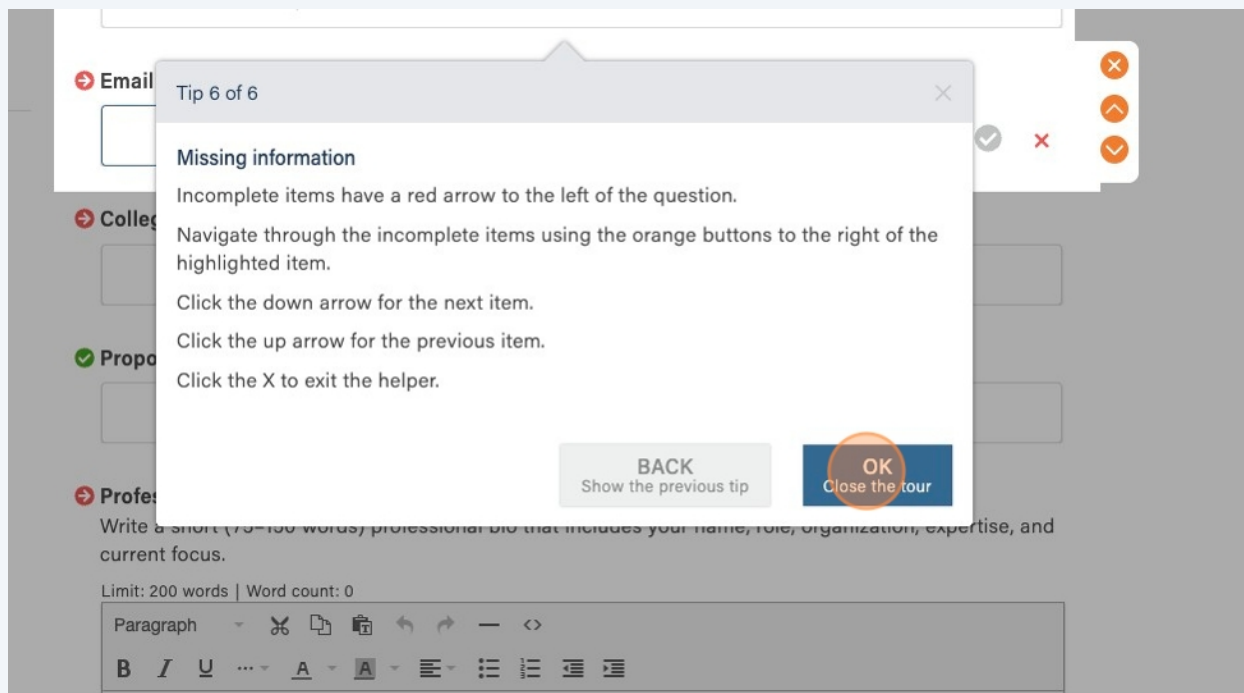
Incomplete items will have a red arrow to the left of the question.

You can just navigate through the incomplete items using the orange buttons to the right of the highlighted item.

Click the down arrow for the following item.

Click the up arrow for the previous item.

Click the X to exit the helper.



14 Proposal Contents

Name (as you would like it to appear on the agenda) required

Email Address (required)

College/Organization (required)

Proposed Presentation Title (optional)

Professional Biography

PROPOSAL CONTENTS

PRESENTERS

➕ ADD A PRESENTER

🕒 HISTORY

🖨️ PRINT...

📄 COPY

🗑️ DELETE

Proposal Contents

✔️ Name (as you would like it to appear on the agenda) (required)

➕ Email Address (required)

➕ College/Organization (required)

✔️ Proposed Presentation Title (optional)

➕ Professional Biography (required)

Write a short (75–150 words) professional bio that includes your name, role, organization, expertise, and current focus.

Limit: 200 words | Word count: 0

Paragraph

B *I* U ... **A** **A** [List Icons]

17 Proposal Submission (required)

Please briefly describe the proposed presentation based on your project or research, including its purpose, approach, and impact. Keywords: Include 3-5 AI-related keywords that best describe your presentation. Limit 2 pages.

PROPOSAL CONTENTS

PRESENTERS

ADD A PRESENTER

HISTORY

PRINT...

COPY

DELETE

BACK TO TOP

himenaeos orci varius natoque penatibus et magnis dis parturient montes nascetur ridiculus mus donec rhoncus eros lobortis nulla molestie mattis scelerisque maximus eget fermentum odio phasellus non.

Topics Related to your Presentation (Choose all that apply) (required)

AI Across the Curriculum – Integrate AI literacy and applications into diverse academic programs.

Preferred Presentation format(s) (optional)

Click to select...

Proposal Submission (required) (10MB max) (Allowed: .doc, .docx, .pdf)

Briefly describe the proposed presentation based on your project or research, including its purpose, approach, and impact. Keywords: Include 3-5 AI-related keywords that best describe your presentation. Limit 2 pages.

ADD FILE

Presenters

Your proposal may include any number of presenters.

ADD A PRESENTER

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18 Click "Add a Presenter"

PROPOSAL CONTENTS

PRESENTERS

ADD A PRESENTER

HISTORY

PRINT...

COPY

DELETE

BACK TO TOP

✓ **Topics Related to your Presentation (Choose all that apply)** (required)

AI Across the Curriculum – Integrate AI literacy and applications into diverse academic programs. ▾

✓ **Preferred Presentation format(s)** (optional)

Click to select...

✓ **Proposal Submission** (required) (10MB max) (Allowed: .doc, .docx, .pdf)

Briefly describe the proposed presentation based on your project or research, including its purpose, approach, and impact. Keywords: Include 3-5 AI-related keywords that best describe your presentation. Limit 2 pages. ⓘ

ai_across_the_curriculum_-_governance__taxonomy__and_institutional_strategy_final.pdf REPLACE REMOVE

Presenters

✓ Your proposal may include any number of presenters.

ADD A PRESENTER

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19 Add yourself and or someone else.

PROPOSAL CONTENTS

PRESENTERS

ADD A PRESENTER

HISTORY

PRINT...

COPY

DELETE

BACK TO TOP

✓ **Topics Related to your Presentation (Choose all that apply)** (required)

AI Across the Curriculum – Integrate AI literacy and applications into diverse academic programs. ▾

Click to select...

✓ **Proposal Submission** (required) (10MB max) (Allowed: .doc, .docx, .pdf)

Briefly describe the proposed presentation based on your project or research, including its purpose, approach, and impact. Keywords: Include 3-5 AI-related keywords that best describe your presentation. Limit 2 pages. ⓘ

ai_across_the_curriculum_-_governance__taxonomy__and_institutional_strategy_final.pdf REPLACE REMOVE

Presenters

✓ Your proposal may include any number of presenters.

ADD A PRESENTER

Add Presenter to Proposal 1844-125203 ✕

Would you like to add yourself or someone else as a presenter to "Learning How to Submit a Proposal"?

ADD MYSELF ADD SOMEONE ELSE

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20 Click "Submit this Proposal"

ProposalSpace™ eferraro@ufl.edu MESSAGES MENU

Dashboard > Edit Proposal 1844-125203

✓ Proposal created and saved as draft!

Learning How to Submit a Proposal

AI Summit 2026 Call for Presentations

UF

Submission Deadline: Monday, January 5, 2026 at 11:00 PM EST
Status: Incomplete draft

SUBMIT THIS PROPOSAL

Congratulations! This proposal has all the information required for submission.
Changes last saved at 2:58:00 PM.

PROPOSAL CONTENTS

PRESENTERS

Erin Ferraro

+ ADD ANOTHER PRESENTER

HISTORY

PRINT...

Proposal Contents

✓ **Name (as you would like it to appear on the agenda)** (required)

TEST-How to Submit a Proposal

✓ **Email Address** (required)

eferraro@ufl.edu

21 Congratulations, your proposal has been submitted!

Dashboard > Proposal Details (1844-125203)

Learning How to Submit a Proposal

AI Summit 2026 Call for Presentations

UF


Status: Review pending ✓


This proposal was submitted for review Monday, December 15, 2025 at 2:58 PM EST.


Congratulations!

Your proposal has been successfully submitted using ProposalSpace.

Why not take a minute to tell your friends and colleagues? Just click the icons below to post your accomplishment on social media.

 Post to Bluesky

 Post to Facebook

 Post to X

[No, thanks.](#)

PROPOSAL CONTENTS

PRESENTERS

Erin Ferraro

HISTORY

PRINT...

COPY

College/Organization

University of Florida

Proposed Presentation Title

no answer

Professional Biography