**Welcome to the Proposal Submission Process for SLAM 2024!**

**Before you submit a proposal  
read the following information carefully.**

**What should you do first?**

**1.** Discuss your ideas with faculty member who will advise and serve as a mentor for your presentation. Please do *not* include the name of a faculty member *unless they have agreed* to *be a mentor*.

**2.** Write the project proposal! **THE PROPOSAL MUST BE LESS THAN 300 WORDS.**

Write, proofread, and spell check your project proposal and save it as a Word file so you have a copy of it. You can copy/paste the text of your proposal into the submission form when you get to that point.

**The description of your project should include:**

* your **thesis or research question** (*i.e*., the purpose of your study)
* your **methodology** (*e.g*., philosophical argument, experimental methods & materials)
* your reason for submitting this proposal.

**THE PROPOSAL MUST BE 300 WORDS OR LESS. Proposals over 300 words in length will NOT be considered.**

* To count the number of words, in MS Word, select the text you want to count and look to the bottom left of the screen where a tab indicates “Words”. This will show the number of words in you selection and the total number of words on the page.

**3.** If you are working with another student (or students), only ONE proposal submission is necessary. All presenters names should be listed on the submission form.

**What info will you need to submit?**

**Keep Reading!!**

The form asks for basic contact information, names of presenters other than the person submitting the proposal, the name of a faculty member who has agreed to mentor you in conducting AND presenting the project, a project title, project description, and choices of disciplines that apply to your project. You will also be able to choose/list audio, visual, multimedia or any other type of equipment you may need.

**\*\*\* Submissions are open NOW.**

**Proposals accepted until Feb 15th.**

**How exactly to you submit your proposal on moodle?**

1. Log in to the moodle site from the link at www.springslam.com – SLAM 2024
2. Look at the top of the page under RESOURCES. There you will see the SLAM Proposal Submission Form – download this form.
3. You may type (or copy and paste) your proposal into this form.
4. Upload the completed form just like you would for a regular class assignment in moodle.

Click on the “assignment” or proposal assignment location. This will bring you to a page that asks you to upload the proposal. Do so and you are ready to go!

**Big Time Helpful Tips!**

* Single space your proposal – if you don’t you won’t get it to fit in the form!
* Use 11 or 12 font size
* Use a clear and easy to read font
* Keep your proposal at 300 words or less – be succinct!