

## ***Online Proposal Submission Instructions***

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The Proposal Form is accessed at the Symposium Web site. It is an Adobe Acrobat (PDF) form that is to be completed online.

- You must submit your proposal online at:  
<http://www.pen.ntid.rit.edu/techsym2010/proposal.pdf>.
- Once you begin the process of submission you must finish it – you cannot save and go back.
- A reference copy of the Online Proposal Form can be downloaded to assist in the preparation process for submitting an online proposal. It may be convenient to prepare sections of a proposal in a word processor before going online, and then paste them into the online form. Download the reference copy of the proposal form at:  
<http://www.pen.ntid.rit.edu/techsym2010/proposalreference.pdf>.
- Note:
  - a. Mac users must use Safari as the browser to successfully complete the form.
  - b. There is only one field for City, State and Zip Code information for co-presenters.
- Print a copy of your proposal before submitting it.
- To submit your proposal, click on the “Submit” button on the bottom right of the second page of the form.
- You will receive an email confirming your submission.

If you are submitting more than one proposal, submit each proposal separately. Include the coordinating presenter’s name and title of the proposal in the body of the email. Please keep a copy of your proposal. You will receive confirmation from the Symposium office that your proposal arrived successfully. If you do not receive confirmation within seven working days, contact the Symposium Office at [techsym@rit.edu](mailto:techsym@rit.edu) .