



ACCEPTED SUBMISSIONS GUIDE

Congratulations on being accepted to present at ILA's 24th Global Conference!

Below you will find deadlines, instructions, and resources for next steps.

TO DO NOW:

- 1) Register for the conference by Friday, 12 August** (early bird rates end on 27 July!)
- 2) Check/edit your submission information by Monday, 11 July**
- 3) Check/edit personal information by Monday, 11 July**

Quick Links (click to go directly to topic)

- [Register for the Conference](#) (Due by Friday, 12 August)
- [Edit Your Submission Information](#) (Due by Monday, 11 July)
- [Check and Edit Personal Information](#) (Due by Monday, 11 July)
- [Reading Reviews and Comments](#)
- [Scheduling](#)

Questions?

For questions about your submission, contact us at Global2022CFP@ilaglobalnetwork.org or +1.202.470.4818 ext. 106.

For general conference or registration questions, contact us at Global2022@ilaglobalnetwork.org or +1.202.470.4818 ext. 107.

Register for the Conference (Due Monday, 12 August)

As noted in the [requirements](#) and [terms](#) sections of the Call for Proposals (CFP), **all presenters, chairs, and commentators are required to register and pay published conference fees** in order to be listed in the conference program.

In addition, the ILA does not waive conference registration fees, offer honoraria or scholarships, or reimburse presenter expenses.

Failure to register for the conference by Monday, 12 August, may result in your submission or your name being removed from the program.

Registration is open at <https://ilaglobalconference.org/registration/>. To get the best rates, register by 27 July!

Questions about the registration process? Reach out to our conference registrar at <mailto:Global2022@ilaglobalnetwork.org> or call +1.202.470.4818 ext. 107.

Complimentary Conference Registration(s) With Your Organization's Sponsorship!

Maximize your organization's exposure at the conference by becoming a conference sponsor or advertiser. **All sponsorships include complimentary registration(s) to the conference.**

Please share sponsor and advertising information with decision makers at your organization: <https://ilaglobalconference.org/sponsor-and-advertise/>.

No longer able to present?

We are sorry to learn your plans have changed and you can no longer attend/present.

If you are presenting as part of a group, please notify the original submitter so they can edit the submission information and remove you by 11 July. If your plans change after 11 July, please send a message as soon as possible to Global2022CFP@ilaglobalnetwork.org with "unable to present" in the subject line.

Need to withdraw your submission from the program? Please send a message to Global2022CFP@ilaglobalnetwork.org with "withdrawing submission" in the subject line as soon as possible.

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Check/Edit Your Submission Information (DUE MONDAY, 11 JULY)

1) **Check/edit the TITLE, SHORT DESCRIPTION, DETAILED ABSTRACT (or uploaded paper if you submitted a Paper proposal), REFERENCES, and QUALIFICATIONS** (for Panels and Workshops) to ensure that the content:

- fits with the assigned presentation format (format descriptions can be found in the [Call for Proposals](#))
- takes into consideration applicable comments/suggestions from reviewers and the program committee (see [below](#) for how to find and read comments).
- fits with the selected presentation mode (online vs onsite)

When perusing the program, most attendees are looking for engaging titles that capture their attention and distinctive, specific, and compelling short descriptions. Think of the short description as a 30-second elevator pitch where you describe the focus of the presentation, why it's important, and what people will learn if they attend.

2) **Check/edit your PRESENTATION MODE** (online vs onsite).

Have plans changed and you (or your group) need to switch from onsite to online or vice versa? Please update this section and adjust the online timeframes (more on this below).

IMPORTANT: The ILA will try to accommodate requests received after 11 July but cannot guarantee that a change in mode will be possible. If you need to change presentation mode after 11 July, please email Global2022CFP@ilaglobalnetwork.com.

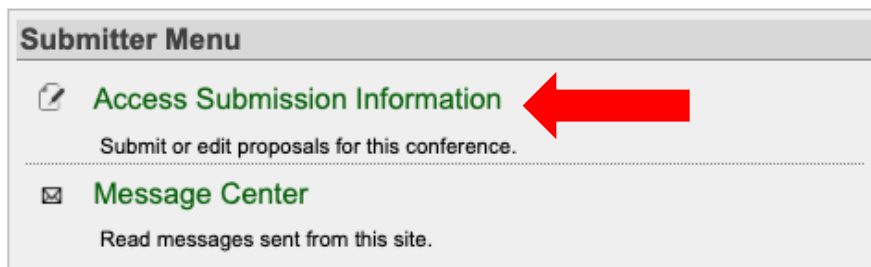
3) **Check/update the LIST OF PARTICIPANTS (presenters, chair, commentator, co-author)**. Remove or add participants, as needed.

★ All changes must be made **by 11 JULY**. All Academic will close to editing on 12 July.

★ Be sure to read through the [The ILA Style Guide & Top 10 Tips](#) before finalizing any edits, especially the guidelines on how to properly capitalize your submission's title.

Instructions for Submitters:

- 1) Login to All Academic (ILA's submission management system) at <https://convention2.allacademic.com/one/ila/ila22/> with your ILA credentials.
- 2) Under Submitter menu, click on "Access Submission Information".



- 3) In the "Submissions" tab you will see the submission(s) you made, accept or reject status, presentation format (which might be different from your originally submitted format), and you will be able to [read reviewers' and program committee comments](#) via a link that will open a popup or new window/tab.

IMPORTANT: The person who submitted the original proposal is the only one with editing access. If you do not find the submission title listed in the Submissions tab, then you do not have editing access to that submission.

If someone other than the submitter requires editing access, please email Global2022CFP@ilaglobalnetwork.org with "editing access" in the subject line. In the body of the email, please include the title of the submission and the name(s) of the person(s) who require editing access (if different from the sender). **Note:** all participants listed on the proposal can read reviewers' ratings and comments; editing access is not required. See the section on [reviews and comments](#) below for details.

- 4) Click on "edit" to open the submission.

##	Summary	Status	Action
1	JP Test - IRD, *Neil JORDAN; *Julie Polzer Individual Submission type: Interactive Roundtable Discussion (IRD)	Accepted	edit review summary

Click on one of the editing links on the right side of the submission to open the submission information in editing mode. Note that if you click on "Edit Participant" it will bypass the first page of the submission where title, short description, etc. can be edited.

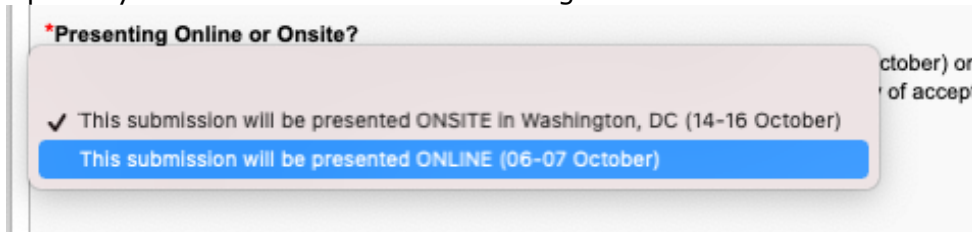
Title JP Test - IRD	Edit Title
Short Description Short description goes here.	Edit Short Description
Detailed Abstract Detailed abstract goes here.	Edit Detailed Abstract
References References go here.	Edit References
Streams and Specialties Leadership Development - Other Aspects of Leadership Development	Edit Streams and Specialties
Preferred ONLINE Timeframes N/A – This submission will be presented ONSITE	Edit Preferred ONLINE Timeframes
Presenting Online or Onsite? This submission will be presented ONSITE in Washington, DC (14-16 October)	Edit Presenting Online or Onsite?
Acknowledgement of Terms Yes	Edit Acknowledgement of Terms
Approach Theoretical Approach	Edit Approach
Participant (Presenter) Individual Test Profile, test@test.com; ila (Presenter) Julie Polzer, jpolzer@theILA.org; International Leadership Association	Edit Participant

Resend Confirmation

Changing Presentation Mode (Online Vs Onsite)

Be sure to check in with all participants listed on the submission to confirm the presentation mode. If you need to switch modes, please do **BOTH** of these steps.

1. Update your selection under "Presenting Online or Onsite?"



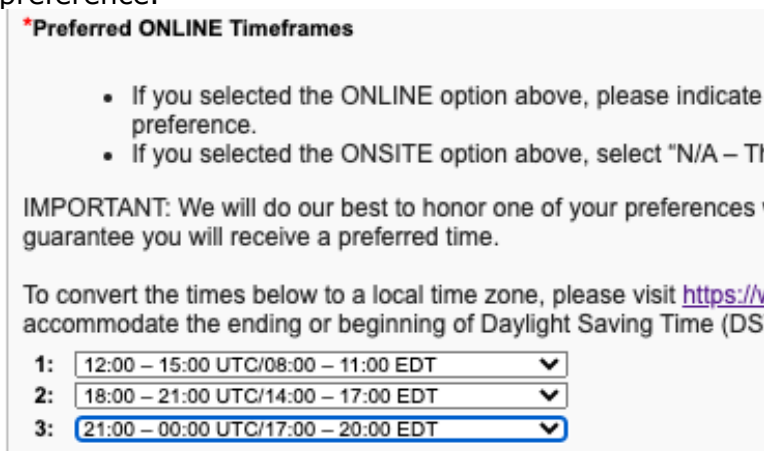
*Presenting Online or Onsite?

✓ This submission will be presented ONSITE in Washington, DC (14-16 October)

This submission will be presented ONLINE (06-07 October)

2. Update your selections under "Preferred ONLINE Timeframes"

- If you are **switching from onsite to online**, please indicate which 3 presentation timeframes will work best for all participants listed on the submission, in order of preference.



*Preferred ONLINE Timeframes

- If you selected the ONLINE option above, please indicate preference.
- If you selected the ONSITE option above, select "N/A – This Submission will be presented ONSITE".

IMPORTANT: We will do our best to honor one of your preferences and guarantee you will receive a preferred time.

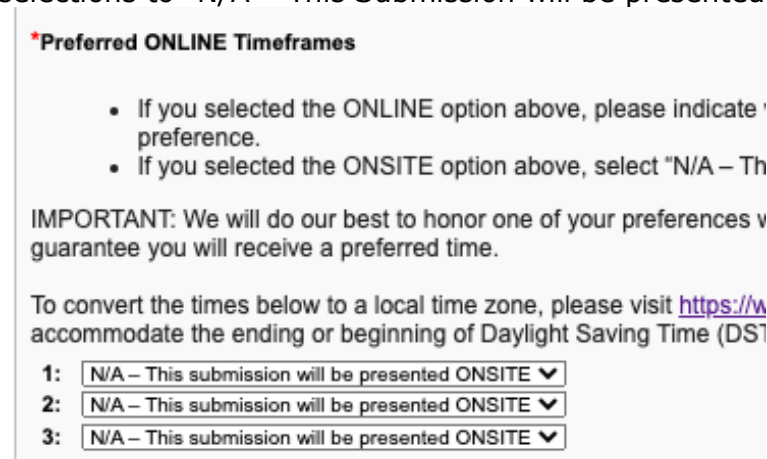
To convert the times below to a local time zone, please visit <https://www.timeanddate.com> to accommodate the ending or beginning of Daylight Saving Time (DST).

1: 12:00 – 15:00 UTC/08:00 – 11:00 EDT ▼

2: 18:00 – 21:00 UTC/14:00 – 17:00 EDT ▼

3: 21:00 – 00:00 UTC/17:00 – 20:00 EDT ▼

- If you are **switching from online to onsite**, change all three of your timeframe selections to "N/A – This Submission will be presented ONSITE".



*Preferred ONLINE Timeframes

- If you selected the ONLINE option above, please indicate preference.
- If you selected the ONSITE option above, select "N/A – This Submission will be presented ONSITE".

IMPORTANT: We will do our best to honor one of your preferences and guarantee you will receive a preferred time.

To convert the times below to a local time zone, please visit <https://www.timeanddate.com> to accommodate the ending or beginning of Daylight Saving Time (DST).

1: N/A – This submission will be presented ONSITE ▼

2: N/A – This submission will be presented ONSITE ▼

3: N/A – This submission will be presented ONSITE ▼

For Paper Submissions

To upload a revised paper, click on "Upload Paper".

Title Test - JP Paper 3	Edit Title
Short Description Tested	Edit Short Description
Streams and Specialties Arts & Leadership - Art & Social Activism	Edit Streams and Specialties
Preferred ONLINE Timeframes N/A – This submission will be presented ONSITE	Edit Preferred ONLINE Timeframes
Presenting Online or Onsite? This submission will be presented ONSITE in Washington, DC (14-16 October)	Edit Presenting Online or Onsite?
Acknowledgement of Terms Yes	Edit Acknowledgement of Terms
Approach Theoretical Approach	Edit Approach
Participant (Presenter) Julie Polzer, jpolzer@theILA.org; International Leadership Association	Edit Participant
Paper ila22_proceeding_1925836.docx (Final Version)	Upload Paper
<input type="checkbox"/> Resend Confirmation <input type="button" value="Save Submission"/>	

Click "Choose File" to open your computer's browser, select the file you want to upload, click on "Open", and then click on "Accept and Continue". You will receive a submission confirmation email.

Upload Paper (Please read the instructions carefully).

Click on the "Browse" button to select the file you wish to upload (your document).

You may upload one of the following formats: **Microsoft Word (.doc format will be converted to pdf more reliably than .docx format), Adobe PDF, Rich Text Format(rtf).**

Individual files cannot exceed 10 MB.

After you have completed this form you may upload your document by clicking the "Upload and Continue" button. You will receive confirmation of your completed upload by email within twenty-four hours.

All files will be converted to Adobe Acrobat. If you want to check the converted file you may return to this site in 72 hours.

No file chosen

- 5) **IMPORTANT: You must click on the "Accept and Continue" button at the bottom of each page until you reach the "Review your submission information." page, then click "Save Submission" at the bottom of the page to save edits/changes.** If you exit the proposal before clicking on "Save Submission", your edits will not be applied.

A Few Important Reminders:

- Attendees will have access to the title, short description, detailed abstract, references, qualifications (for Panel and Workshop submissions), paper (for Paper submissions),

and list of participants for each submission. Please make sure all of these items are ready for public perusal.

- **Capitalize the title properly:** Capitalize the first word of the title, the last word of the title, all principal words (i.e. nouns, pronouns, verbs, adverbs, adjectives, subordinating conjunctions, and prepositions that are used adjectivally or adverbially), and all words that are longer than three letters.
- If you blinded your submission for review purposes, edit the sections and include participant identifying information.
- **For Panel Discussion and Workshop sessions:** Make sure all presenters and chairs are listed in the Participants section, not just under Qualifications. And don't forget to update the Qualifications section if there there are changes to the presenter lineup.
- If there are any **presenter changes after 11 July**, email us at Global2022CFP@ilaglobalnetwork.org with "presenter change" in the subject line.
- If you need to **change the presentation mode (online vs onsite) after 11 July**, email us at Global2022CFP@ilaglobalnetwork.org with "presentation mode change" in the subject line. Remember, if you change your presentation mode after the deadline, we'll do our best to accommodate you, but we cannot guarantee that space in the program will still be available.

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Check and Edit Personal Information (DUE MONDAY, 11 JULY)

Presenters', Chairs', Commentators', and Co-authors' (non-presenting contributors) names and information (primary and secondary job titles, departments, organizations) for the online program, PDF program, and conference app will be pulled directly from profiles in the ILA database. **Submitters will not be able to edit other participants' information.**

IMPORTANT: Each participant (presenter, co-author, chair, or commentator) listed on a submission is responsible for confirming and updating their own personal information **by 11 July.**

Check/edit your personal information directly in your ILA profile

1. Log in at <https://ila.memberclicks.net/edit-profile> with your ILA username and password.

Need to update your ILA Record?

Please log in here to update your name; mailing or email address; job title, department, organization; member community interests; or to adjust your privacy settings.

Your login credentials are the same username and password you use to log in to any portion of the ILA website.

If you have forgotten your password, [please click here to reset it](#)

If you have forgotten your username, [please retrieve it here](#)

If you want to change your username or need further assistance with your login information, please [click here to contact us](#).

Wish to change your ILA Intersections Settings?

ILA member may click on "ILA Intersections" just below our logo above to add or update you: delivery frequency of HubILA, the ILA community discussion listserv; your ILA member directory privacy settings; or your bio, languages, education, and job history.

Questions? In need of clarity?

Please contact ILA at ila@ilaglobalnetwork.org or +1 (202) 470-4818 and press 0.

Username

Password

[Forgot Password](#)

[Forgot Username](#)

2. Check/update your personal information. If you have a second job/affiliation, please complete/check this section too. Please do not use all caps or all lower case.
3. Click on the "Submit" button at the bottom of the page to save any changes.

If you press submit and do not advance, a mandatory field was left blank. Please scroll up and complete all items marked with a red *.

Note: Please allow up to 24 hours for changes to appear in All Academic.

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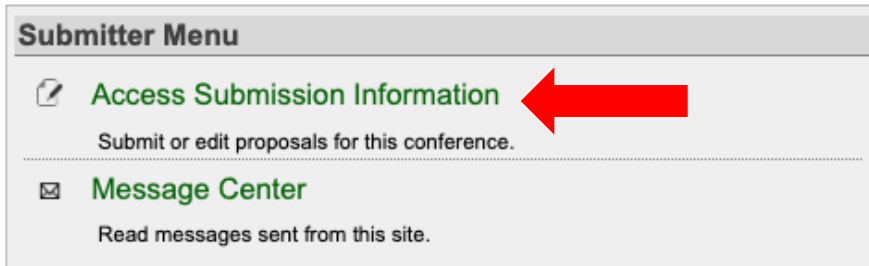
Read Reviews and Comments

As part of our proposal evaluation process, we ask reviewers to provide feedback. It is likely that you'll find most of the comments to be very constructive. In rare occurrences, the comments may fall short of that goal. You may also see comments from the conference program committee including suggestions for how to edit your submission information or how to best focus your presentation.

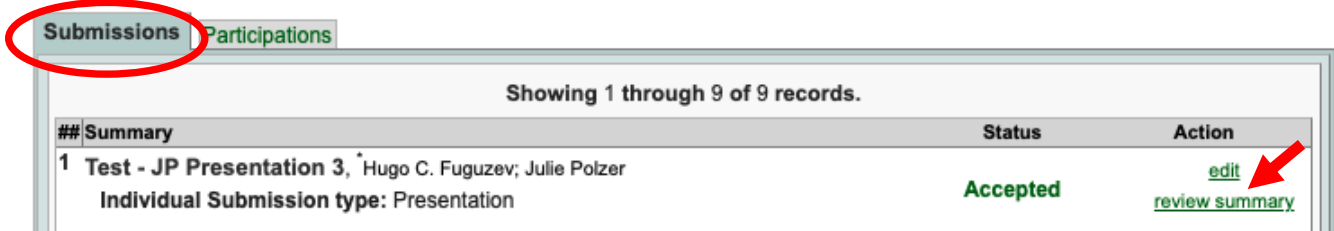
We encourage you to take these comments into consideration as you think about how/if the submission information needs editing and as you begin to prepare for your session.

To read review ratings and comments:

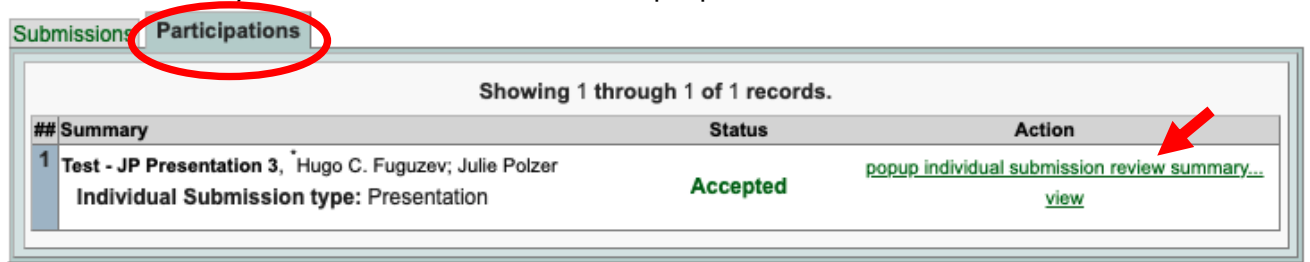
- 1) Login to the Call for Proposals system at <https://convention2.allacademic.com/one/ila/ila22/> with your ILA credentials.
- 2) Under Submitter menu, click on "Access Submission Information".



- 3) If you are the **SUBMITTER**, make sure the **Submissions tab** is selected, then click on the "review summary" link next to the title of the proposal.



If you are **NOT THE SUBMITTER**, select the **Participations tab** and then click on the "review summary" link next to the title of the proposal.



- 4) The review summary will open in a popup, a new window, or a new tab.

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Scheduling

Scheduling will get underway in mid-July, and **we will email details about your personal schedule in late July/early August**. Please be advised that scheduling shifts and changes are very likely to take place up until the conference.

Onsite Presenters

Due to the complex nature of scheduling so many sessions and presenters, we are unable to accept scheduling requests for the onsite conference. **Please plan your travel to and from Washington, DC so that you are available to present on any of the concurrent session days:**

All day Friday, 14 October

All day Saturday, 15 October

Sunday morning, 16 October

BUT...you won't want to miss Thursday's full- and half-day Emersion Sessions or the Thursday evening Welcome Reception & Author Meet & Greet or Sunday afternoon's awards luncheon and Emersion Session, so keep that in mind when making your travel arrangements!

Online Presenters

The online conference will take place on Thursday, 06 October and Friday, 07 October, with plenaries, special events, networking opportunities, and roundtables, posters, and concurrent sessions scheduled for delegates across the globe and across time zones. **Please put holds for both of these days on your calendar.**

We are unable to accept scheduling requests for specific days of the online conference but will make every effort to schedule you during one of the preferred timeframes you selected.

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