

# APATX Conference Session Submittal How-To

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**BIG STATE.  
BIG PLANS.**

NOVEMBER 6-8, 2019  
WACO, TEXAS  
#APATX19



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APATX



# SUBMIT A SESSION

APATX19 | WACO, TX | NOV 6-8, 2019

The Call for Session Proposals for the APA Texas Chapter 2019 Conference will open on February 15, 2019. The APATX19 conference will be held November 6-8, 2019, at the Waco Convention Center in Waco, Texas. The conference program will include approximately 55 sessions including Law and Ethics, Short Course for Elected and Appointed Officials, and other topics to be determined based on the proposed sessions. Session durations will be 1.5 hours. Preference will be assigned to sessions that are eligible for AICP Certification Maintenance (CM) credits. Panel discussions with multiple speakers that offer best practices and "lessons learned" are encouraged. Be sure to provide all the information requested in the ZoomGrants application. Incomplete proposals will not be accepted. Please review the Speaker Policies, Code of Conduct, and Speaker Guide below before submitting. All session submittals must be submitted through ZoomGrants using the "Submit" button below. New to ZoomGrants? View the "how-to" to see a step-by-step process for submissions.

**SUBMIT VIA ZOOMGRANTS**

Call for Session Proposals Begins February 15, 2019  
**Call for Session Proposals Deadline May 3, 2019**

[View Past Conference Sessions](#)

[2018 Program](#)

[2017 Program](#)

[2016 Program](#)

## Step 1

- Visit [www.apatx19.com](http://www.apatx19.com)
- Click on "Submit via ZoomGrants"



## Step 2

- Create a New ZoomGrants Account; or if you already have a ZoomGrants Account from last year, you can log-in
- Preview the Call for Proposals

The screenshot shows the APATX website interface. The header includes the APATX logo and the text "Powered by ZoomGrants™". Below the header, there is a navigation bar with "Open Programs" and "How do I do this?". The main content area features "Open Programs" and "APATX18 Conference Session Proposals" with a sub-header "5/1/2018 - Organizations Only". At the bottom of this section, there are "Apply" and "Preview" buttons. The "Preview" button is circled in red, with a red arrow pointing to it from the "Preview the Call for Proposals" bullet point. To the right, there is a "New ZoomGrants™ Account" form with fields for Email, Password, First Name, and Last Name, and a radio button for "Organization" under "Account Type". This form is also circled in red, with a red arrow pointing to it from the "Create a New ZoomGrants Account" bullet point. Above the form, there is a section for "Existing ZoomGrants™ Users" with fields for Email and Password, and a "Log In" button. This section is also circled in red, with a red arrow pointing to it from the "or if you already have a ZoomGrants Account from last year, you can log-in" part of the first bullet point. The text "Existing User" is written in red above the login section, and "New Account" is written in red above the registration form.

Preview Proposal

Existing User

New Account

APATX18 Conference Session Proposals  
5/1/2018 - Organizations Only

Preview

New ZoomGrants™ Account

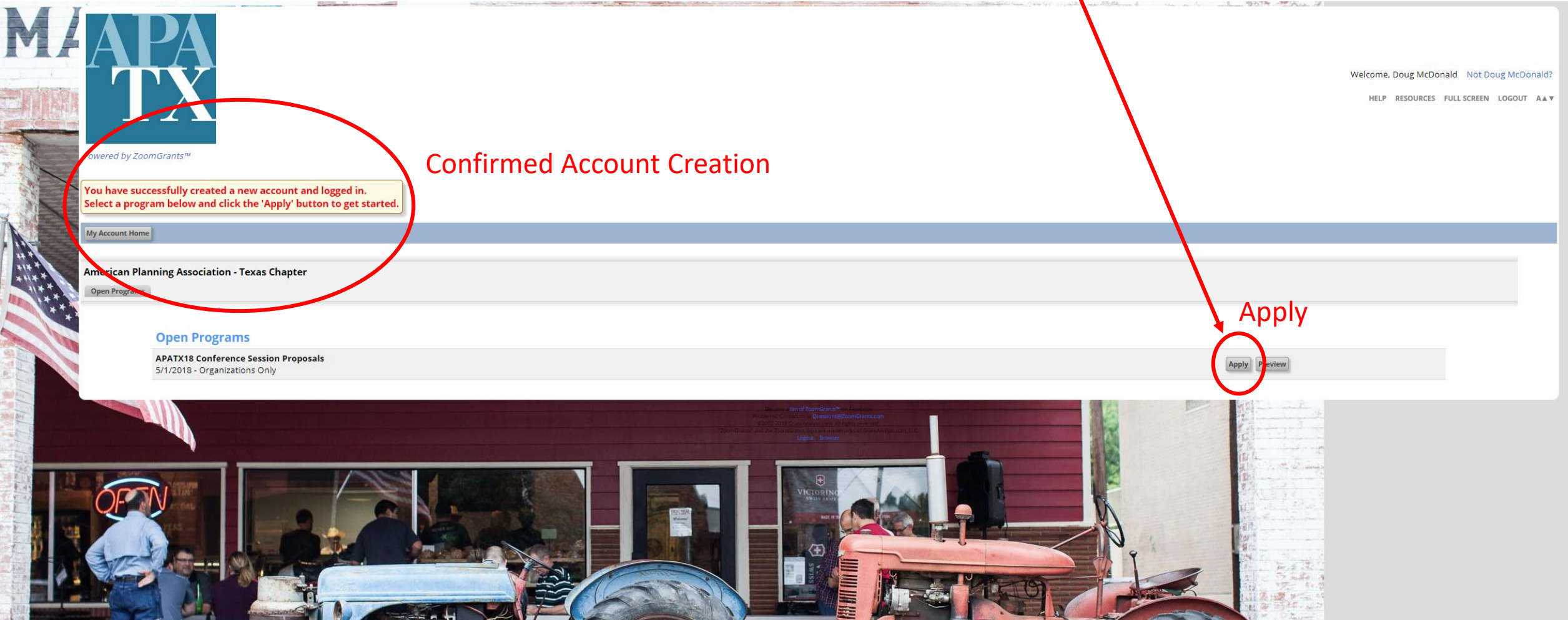
Email  
Password  
First Name  
Last Name  
Account Type: ☒ Organization  
New Account

Existing ZoomGrants™ Users: Email  
Password  
Stay logged in? (Admins and Reviewers only) Log In  
Forgot password  
HELP RESOURCES



### Step 3

- After you create an account, you can APPLY to submit a proposal. You do not have to have your proposal ready at this time – ZoomGrants allows you to work on the proposal, save, and come back at a later date.



# Step 4

- Review Policies and Conditions, Past Programs, and Conference Description using the Tabs on top of the page
- Complete Session Coordinator Information
- Add any Collaborators (other people who you want to allow access to your session proposal for editing purposes)

APATX18 Conference Session Proposals

Deadline 5/1/2018

Open Programs

Conference Description

Speaker Conditions

Speaker Policies

Past Conference Programs

Contact Admin

\$ 0.00 requested

Session Coordinator Information

Session Proposal Questions

Presentation

Application Status: Not Submitted

Submit Now

Print/Preview

Archive this Application

Activity Log

Session Coordinator Information

(answers are saved automatically when you move to another field)

APA Member Number

Applicant Information

First Name

Last Name

Telephone

Email

greatplaces@apatexas.org

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

Telephone

Fax

Website

Non-US

United States

Apply

Secondary Session Coordinator (in case we cannot reach you)

First Name

Last Name

Title

Email

Collaborators

Enter session collaborators, if desired (ability for other individuals to access/edit session proposal)

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	Editing Access	Status
	Application	

Email Address

Add to Additional Contacts (below)

Invite

# Step 4 - Continued

- Tabs at the top of the page can expand by clicking on the tab or become hidden by clicking “hide this”.

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Thank you. Your application has been created. You may get started now.

My Account HomeRefresh Page

American Planning Association - Texas Chapter

APATX18 Conference Session Proposals

Deadline 5/1/2018

Open Programs

Conference Description

Speaker Conditions

Speaker Policies

Past Conference Programs

Contact Admin

Conference Description

[hide this]

The Call for Session Proposals for the APA Texas Chapter 2018 Conference is now open. The APATX18 conference will be held October 17-19, 2018, at the Galveston Island Convention Center in Galveston, Texas. The conference program will include approximately 65 sessions in 10 tracks including Law and Ethics, Short Course for Elected and Appointed Officials, and other topics to be determined based on the proposed sessions. Session durations will be 1.5 hours. A limited amount of 1 hour session may be available. Preference will be assigned to sessions that are eligible for AICP Certification Maintenance (CM) credits. Panel discussions with multiple speakers that offer best practices and "lessons learned" are encouraged. Be sure to provide all the information requested in this application. Incomplete proposals will not be accepted.

Speaker Policies

[hide this]

As a professional courtesy, speakers are encouraged to speak in no more than two education events (sessions, mobile workshops, etc.)

The Chapter does not pay speaker fees nor reimburse travel costs for speakers.

Speakers are encouraged to register for the conference, but registration is not required if a speaker attends only their session.

Speakers may purchase a ticket for the luncheon for the day of their session.

For further information, visit the APA Texas Chapter website at [www.txplanning.org](http://www.txplanning.org).

Past Conference Programs

[hide this]

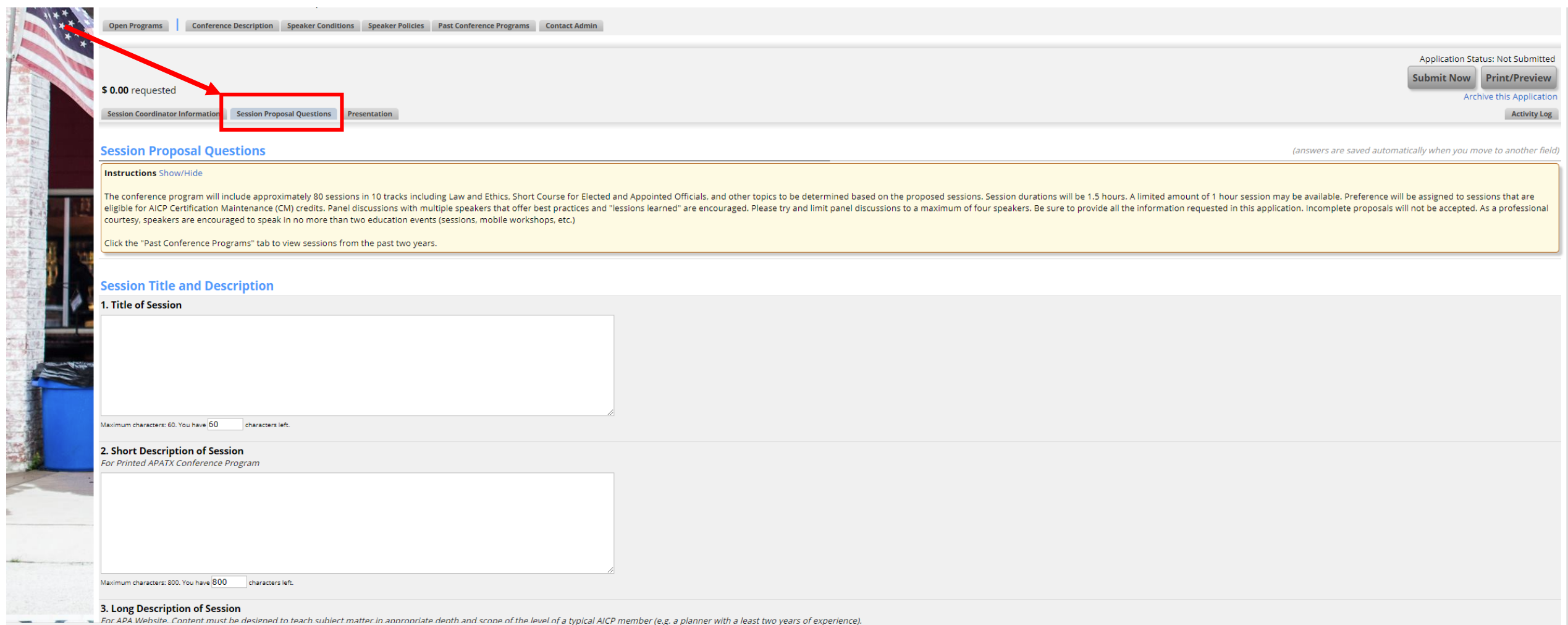
Description	File Name	Date Uploaded	File Type
<a href="#">APATX17 Final Program</a>	2017Program-final_20171009.pdf	1/11/2018 9:40:29 PM	PDF
<a href="#">APATX16 Final Program</a>	FinalProgram_UpdatedOnlineVersion103116.pdf	1/11/2018 9:41:33 PM	PDF

Application Status: Not Submitted



# Step 5

- After you have completed the Session Coordinator Information, you can move to the next tab, titled, “Session Proposal Questions”
- Instructions can be shown or hidden. Be sure to watch the word counts
- Spaces for bios will adjust based on the amount of speakers selected on Question #6. If you need additional bio space, make sure you have the correct number of speakers selected on Question #6
- For Questions 22 & 23, if you are not submitting for Law or Ethics, you must put NA in the text box for the application to be submitted



The screenshot shows a web application interface for session proposals. At the top, there is a navigation bar with tabs: Open Programs, Conference Description, Speaker Conditions, Speaker Policies, Past Conference Programs, and Contact Admin. Below this, there is a section for the application status, showing "Application Status: Not Submitted" and buttons for "Submit Now", "Print/Preview", "Archive this Application", and "Activity Log". The main content area is titled "Session Proposal Questions" and contains instructions for the conference program. Below the instructions, there are three sections for session information: "1. Title of Session", "2. Short Description of Session", and "3. Long Description of Session". Each section has a text input field and a character count. A red arrow points to the "Session Proposal Questions" tab in the navigation bar.

Open Programs | Conference Description | Speaker Conditions | Speaker Policies | Past Conference Programs | Contact Admin

Application Status: Not Submitted  
Submit Now Print/Preview  
Archive this Application  
Activity Log

\$ 0.00 requested

Session Coordinator Information | **Session Proposal Questions** | Presentation

### Session Proposal Questions

(answers are saved automatically when you move to another field)

**Instructions** Show/Hide

The conference program will include approximately 80 sessions in 10 tracks including Law and Ethics, Short Course for Elected and Appointed Officials, and other topics to be determined based on the proposed sessions. Session durations will be 1.5 hours. A limited amount of 1 hour session may be available. Preference will be assigned to sessions that are eligible for AICP Certification Maintenance (CM) credits. Panel discussions with multiple speakers that offer best practices and "lessons learned" are encouraged. Please try and limit panel discussions to a maximum of four speakers. Be sure to provide all the information requested in this application. Incomplete proposals will not be accepted. As a professional courtesy, speakers are encouraged to speak in no more than two education events (sessions, mobile workshops, etc.)

Click the "Past Conference Programs" tab to view sessions from the past two years.

### Session Title and Description

**1. Title of Session**

Maximum characters: 60. You have 60 characters left.

**2. Short Description of Session**  
For Printed APATX Conference Program

Maximum characters: 800. You have 800 characters left.

**3. Long Description of Session**  
For APA Website. Content must be designed to teach subject matter in appropriate depth and scope of the level of a typical AICP member (e.g. a planner with a least two years of experience).

## **Don't Worry!**

- You can save the application and come back to work on it at a later time using your username and password.
- Your application automatically saves as you move from text box to text box.



# Step 6

- Preview/Print; or
- Submit your Proposal



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Thank you. Your application has been created. You may get started now.

My Account Home

Refresh Page

## American Planning Association - Texas Chapter APATX18 Conference Session Proposals

Deadline 5/1/2018

Open Programs | Conference Description | Speaker Conditions | Speaker Policies | Past Conference Programs | Contact Admin

\$ 0.00 requested

Session Coordinator Information | Session Proposal Questions | Presentation

Application Status: Not Submitted

Submit Now

Print/Preview

Archive this Application

Activity Log

### Presentation

Instructions [Show/Hide](#)

If your proposal is selected, you will be directed to submit your presentation through ZoomGrants in this tab.

#### Documents Requested \*

Final Presentation (if proposal is selected)

Required?

#### Uploaded Documents \*

-none-

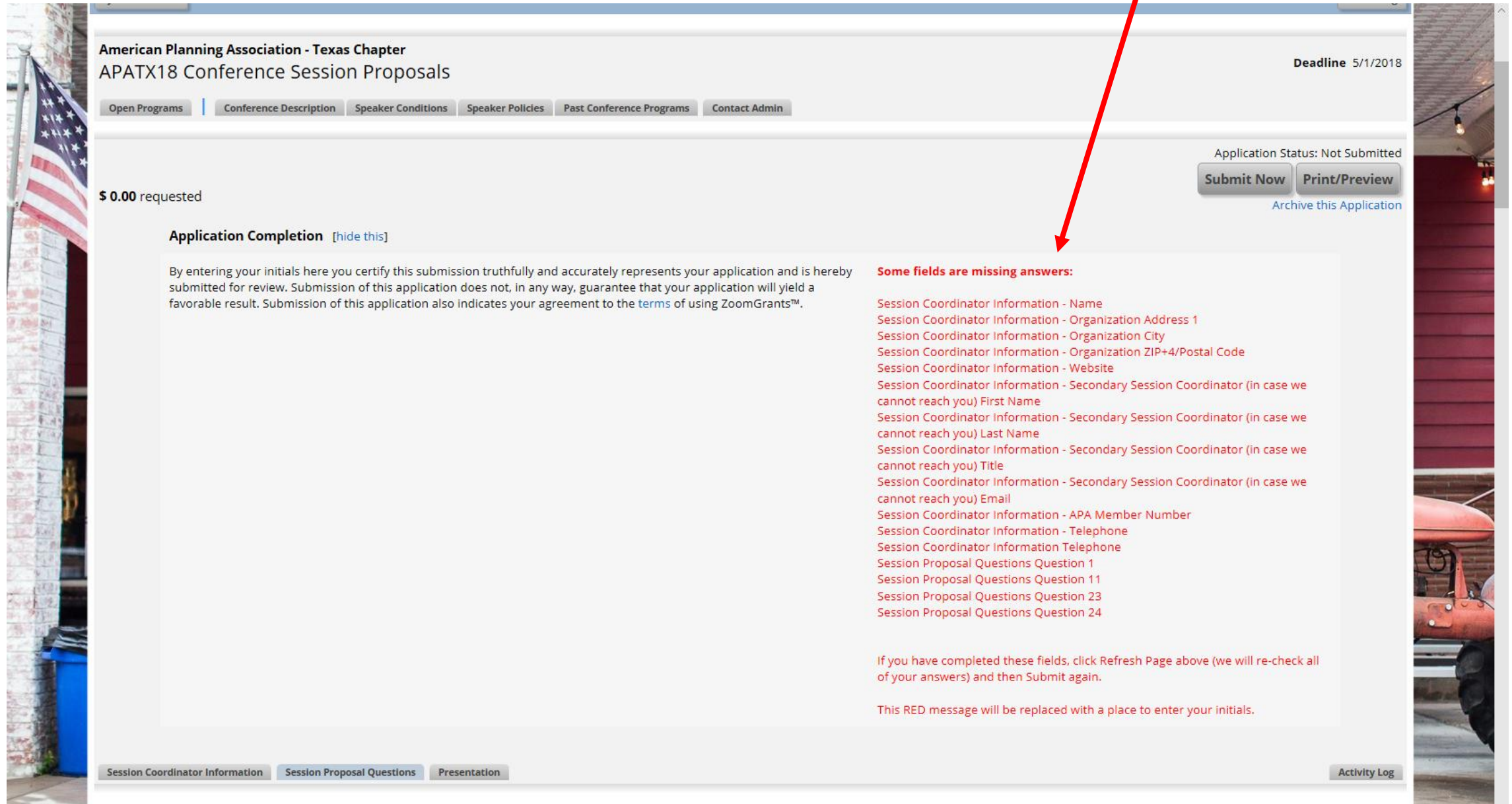
Upload

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Previous

## Step 6 Continued

- If you missed any of the required fields, ZoomGrants will let you know which fields are missing answers.



**American Planning Association - Texas Chapter**  
**APATX18 Conference Session Proposals**

Deadline 5/1/2018

Open Programs | Conference Description | Speaker Conditions | Speaker Policies | Past Conference Programs | Contact Admin

Application Status: Not Submitted

[Submit Now](#) [Print/Preview](#)  
[Archive this Application](#)

\$ 0.00 requested

**Application Completion** [\[hide this\]](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

**Some fields are missing answers:**

- Session Coordinator Information - Name
- Session Coordinator Information - Organization Address 1
- Session Coordinator Information - Organization City
- Session Coordinator Information - Organization ZIP+4/Postal Code
- Session Coordinator Information - Website
- Session Coordinator Information - Secondary Session Coordinator (in case we cannot reach you) First Name
- Session Coordinator Information - Secondary Session Coordinator (in case we cannot reach you) Last Name
- Session Coordinator Information - Secondary Session Coordinator (in case we cannot reach you) Title
- Session Coordinator Information - Secondary Session Coordinator (in case we cannot reach you) Email
- Session Coordinator Information - APA Member Number
- Session Coordinator Information - Telephone
- Session Coordinator Information Telephone
- Session Proposal Questions Question 1
- Session Proposal Questions Question 11
- Session Proposal Questions Question 23
- Session Proposal Questions Question 24

If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.

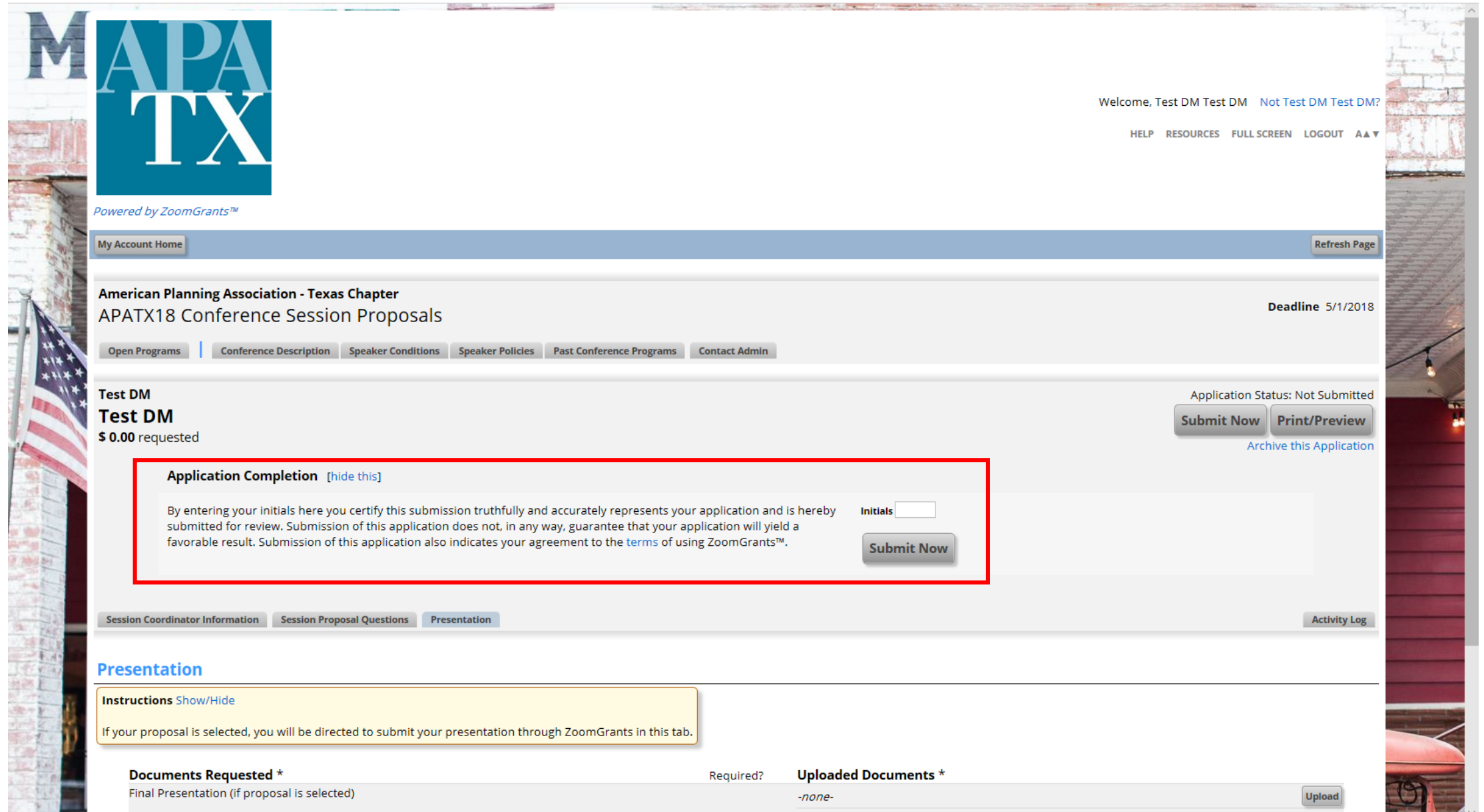
This RED message will be replaced with a place to enter your initials.

Session Coordinator Information | Session Proposal Questions | Presentation

Activity Log

## Step 7

- Once all the required fields have been completed, the application will require your initials to submit.



**MAPA TX**  
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Welcome, Test DM Test DM [Not Test DM Test DM?](#)

[HELP](#) [RESOURCES](#) [FULL SCREEN](#) [LOGOUT](#) [A▲▼](#)

[My Account Home](#) [Refresh Page](#)

**American Planning Association - Texas Chapter**  
**APATX18 Conference Session Proposals** **Deadline** 5/1/2018

[Open Programs](#) | [Conference Description](#) [Speaker Conditions](#) [Speaker Policies](#) [Past Conference Programs](#) [Contact Admin](#)

**Test DM**  
**Test DM**  
\$ 0.00 requested

Application Status: Not Submitted  
[Submit Now](#) [Print/Preview](#)  
[Archive this Application](#)

**Application Completion** [\[hide this\]](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

Initials

[Submit Now](#)

[Session Coordinator Information](#) [Session Proposal Questions](#) [Presentation](#) [Activity Log](#)

**Presentation**

**Instructions** [Show/Hide](#)

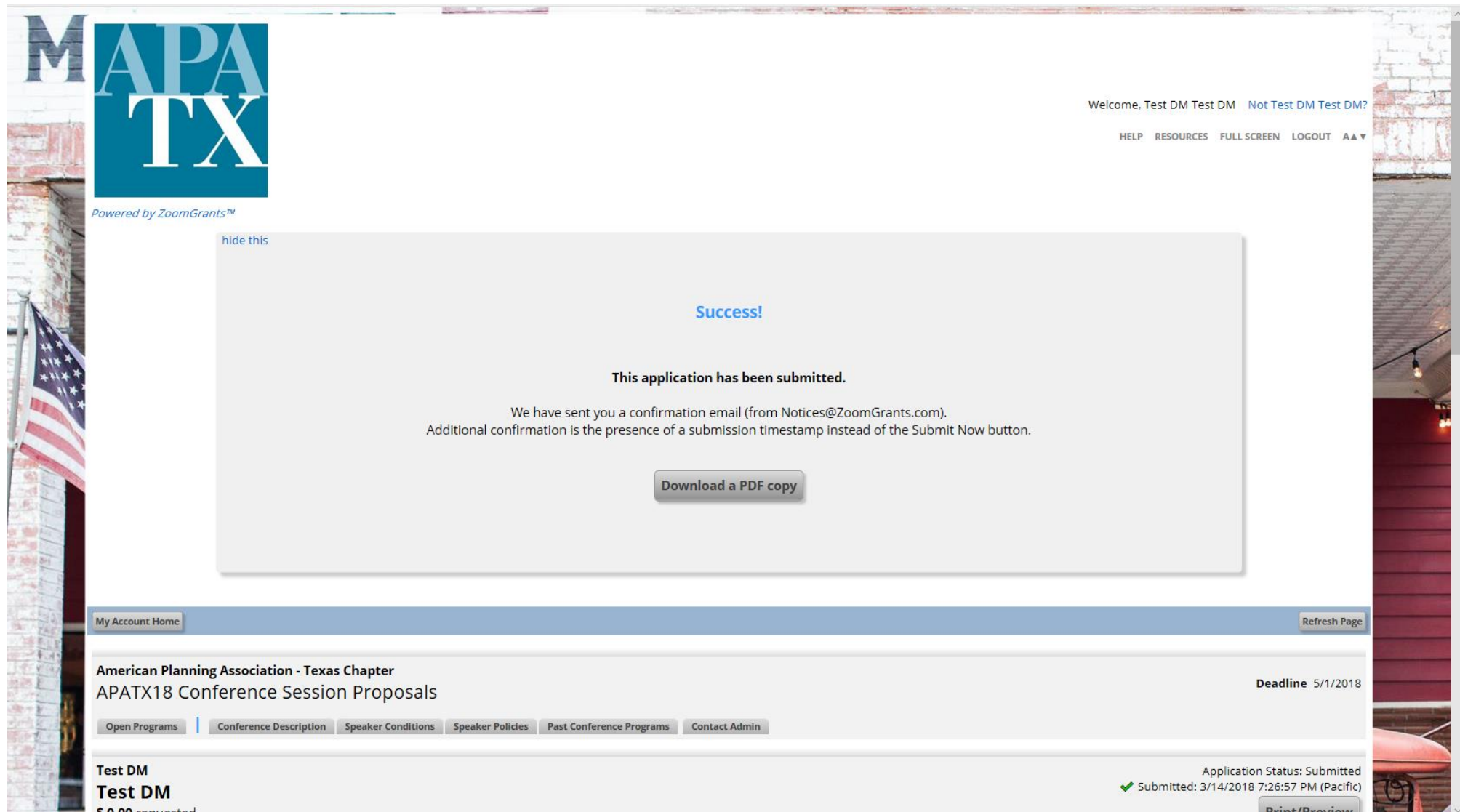
If your proposal is selected, you will be directed to submit your presentation through ZoomGrants in this tab.

Documents Requested *	Required?	Uploaded Documents *
Final Presentation (if proposal is selected)		-none- <a href="#">Upload</a>



# DONE!

- Once you have submitted your application, you will receive a conformation email from ZoomGrants and the ability to download a PDF copy of your session submittal. The Conference Program Committee will contact you through ZoomGrants if your session has been accepted.







# QUESTIONS

[administrator@apatexas.org](mailto:administrator@apatexas.org)