



## How to Submit a Good Proposal

### Guidelines for a Successful Proposal:

- **Review the conference guidelines:** Carefully read and understand the conference guidelines and submission requirements. Follow the instructions precisely to ensure your proposal meets the specific criteria, which include:
  - Presentations must include an MPO presenter or co-presenter or a public agency such as a State DOT, local municipality, or federal agency.
  - All the organizations, activities, and projects mentioned by the proposal must consent to being included in the proposal and potential presentation.
- **Choose a compelling topic and provide strong justification:** Consider the novelty, significance, and potential impact of your topic. Clearly articulate the problem you're addressing and explain why it matters. Discuss how your work contributes to the field, addresses a gap in knowledge, or offers practical applications. Show why your research or presentation is timely and valuable.
- **Craft a clear and concise abstract:** Your abstract is the first thing reviewers will read, so make it engaging and concise. Clearly state the objectives, methodology, and key findings or expected outcomes. Make sure it grabs the reader's attention and conveys the value of your work. Provide links to documents and projects to provide more detail for the reviewers.
- **Demonstrate originality and innovation:** Highlight the unique aspects of your work that differentiate it from existing research or projects. Emphasize any innovative methodologies, approaches, or insights that make your proposal stand out. This will help reviewers recognize the value and novelty of your work.
- **Include preliminary results (if available):** If you have conducted preliminary research or obtained initial results, include them in your proposal. This demonstrates progress and can strengthen your case for acceptance. If you haven't collected data yet, clearly explain your expected outcomes and the potential impact of your work.

- **Showcase your credentials and expertise:** Briefly highlight your qualifications, expertise, and relevant experience that make you well-suited to present. This could include previous publications, conference presentations, or relevant projects you have worked on.
- **Proofread and edit:** Ensure your proposal is free of grammatical errors, typos, and other mistakes. A well-written and polished proposal indicates professionalism and attention to detail. Review your proposal multiple times and consider seeking feedback from colleagues or mentors to enhance its clarity and coherence.
- **Submit before the deadline:** Be mindful of the submission deadline and submit your proposal well in advance. Late submissions will not be considered. Give yourself ample time to review and refine your proposal.

Remember, competition can be fierce, so it's essential to make your proposal compelling and persuasive. Tailor your submission to the conference's specific requirements and demonstrate the value and significance of your work.

#### **Final Proposal Checklist:**

- Confirm presentation includes an MPO presenter or co-presenter or a public agency such as a State DOT, local municipality, or federal agency.
- Confirm consent by all the organizations, activities, and projects mentioned in the proposal.
- Ensure your proposal meets the 3P's (*Purpose, People, and Process*).
- Showcase your credentials and relevant experience.
- Proofread and edit.
- Submit prior to deadline.

**Good luck with your conference proposal!**