

# Get your Proposals Ready for MLA '26: Review the Checklist!



## ✓ Before You Begin

Review the MLA '26 FAQs and Submission Guidelines (rubric, word limits, structured abstract format, and deadlines).

- Confirm the submission deadline and mark it on your calendar.
- Identify the type of session you're proposing: Paper Presentation (Research or Program Abstract), Immersion Session, Poster or Lightning Talk.

## ✓ Planning Your Proposal

- Define your main topic and identify key takeaways.
- Consider your audience. Will your topic resonate with the audience? Think about how your presentation will sound to them.
- Collaborate. Think of collaborators to cosponsor an immersion session. Reach out early to coordinate and align goals. Work together to submit a proposal that will advance skills and competencies of interest to your groups.

## ✓ Writing Your Proposal

- Draft a clear and concise abstract:
  - Program Abstracts: Max 440 words (background, description, conclusion).
  - Research Abstracts: Max 520 words (objectives, methods, results, conclusions).
- Use structured abstract guidelines if applicable.
- Avoid excessive jargon; write for a mixed audience.
- Make a concise and intelligible claim—what's your key point?
- Highlight the innovative aspects of your research or program.

## ✓ Enhancing Quality for Immersion Sessions

- Include interactive components for immersion sessions.
- Use clear instructional methods and describe participant engagement.

## ✓ Enhancing Quality for Papers, Posters and Lightning Talks

- Ensure your proposal has a logical flow, is well-organized and easy to follow.
- Check for clarity, structure, and relevance.
- Ask a colleague or mentor to review your proposal.

## ✓ Final Steps Before Submission

- Proofread for grammar, spelling, and formatting.
- Confirm all required fields are completed in the submission portal.
- Responsible use of AI. Any content created with AI-assisted technologies should be carefully reviewed and edited.

**Ready to submit?**  
The C CWG looks forward  
to reading your abstracts!  
**#mlanet26**