

2026 Biennial – Proposal Submitter How-To

1. Before submitting your proposal, carefully review the [2026 NAfME Biennial Conference Call for Proposals](#).
2. As the person submitting the proposal, you are Author 1 (contact author). Coordinate in advance with all other co-authors.
3. Please do all of the following prior to submitting
 - a. Decide which of the four submission types you will choose for your proposal submission. Note the specific requirements for that type of submission.
 - b. Copyedit your proposal abstract to read as you would want to see it in the conference program if it is accepted.
 - c. Gather your references. There will be a separate section for you to list references.
 - d. You will need all of the following for each author: name, title, institution, city, state, primary email, alternate contact information (phone number or alternate email), ORCID (if available), NAfME Member ID.
 - e. Several keywords that best represent the topic areas of your proposal.
4. To submit a proposal, click on this URL: www.openconf.org/2026NAfMEbiennial
5. **Create an account if you don't have one.** (see screen shot below), then make a submission. If you already have an account, sign in, then make a submission.

2026 Biennial NAfME Music Research and Teacher Education Conference

Home

Welcome!

This Open Conference website is being used by NAfME for submission and review of proposals for the 2026 Biennial NAfME Music Research and Teacher Education Conference, which will take place in [city, state]. If you are **submitting a proposal**, first create an account, then submit a proposal. Please make sure to carefully review the [2026 Biennial Conference Call for Proposals](#) before submitting your proposal. If you will be submitting, have complete information for any co-authors, and copy edit your materials in advance.

If you are a **proposal reviewer** or a member of the **program committee**, once you sign in you will have access to any items appropriate for that role.

If you have any questions, contact johnd@nafme.org.

1. [Create an account](#)
2. [Sign in](#)
3. [Make a submission](#)

6. **Click on Make a Submission. Complete your proposal. Submit your proposal.**
7. Note: once you are signed into your Open Conference account, you will be able to see your information by clicking on **My Account** (see below) in the top right corner of the sign in home page.

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