Guidelines for the Best First-Time Presenter at CAIR Award

(Originally approved by the CAIR Board of Directors on May 19, 2016)
(Updated on October 19, 2020)

1. Purpose of the award

- The purpose of the Best First-Time Presenter at CAIR award is to recognize the outstanding example of a significant contribution to the practice and understanding of institutional research by a CAIR Conference attendee for whom this will be their first presentation at the conference.
- In addition, the award serves to encourage new presenters and promote participation at the annual CAIR Conference.

2. Components of the award

- The award recipient will receive special recognition at the following CAIR conference.
- The winning presenter will be featured prominently on the CAIR website.
- The winner of this award receives a complimentary registration for the CAIR conference in the following year.

3. Basis and methods for selection

- The Best First-Time Presenter at CAIR is selected by the Best First-Time Presenter Award Committee appointed by the Executive Board as described below.
- Presentations are judged on the quality of the oral delivery, the written materials, and session evaluations (see Appendix A) as follows:
  - ✔ Minimum of 10 completed session evaluations
  - ✔ At least 2/3 of the ratings for the question 7question ("Should this presentation be considered for best presentation?") are "yes".
  - ✔ Presentation receives the highest average mean of across the first 5 questions 1-5
  - ✔ In a tie situation, the Award Committee decides in a tiebreak situation case by case
- The Award Committee is encouraged to identify the Best First-Time Presenter each year, but has the discretion to not award the Best First-Time Presenter if it finds no clearly eligible outstanding presentation.

4. Eligibility

- First time presenters at the annual CAIR conference who are the only (solo) presenter or who are listed as presenter 1 on the conference proposal are eligible for this award.
- First time presenters are identified by an answer of "Yes" to this question on the conference proposal form: "Is this the first time Presenter 1 is presenting at a CAIR Conference?" .
- To encourage broad participation, all eligible presentations at the annual CAIR conference will be automatically entered into the competition unless the presenter(s) specifically requests to be excluded. Presentations do not include poster sessions, workshops, roundtable discussions, or panel discussions
- Vendor/sponsor sessions and keynote presentations are not eligible.

5. Best Presentation Award Committee

- No later than the January meeting following the conference, the Executive Committee shall appoint the Best First-Time Presenter Award Committee.
- The Committee chair(s) of the Best First-Time Presenter Award committee shall be members of the CAIR Board of Directors except as noted below.
- In order to avoid a conflict of interest, eligible presenters and their directly reporting employees and direct supervisors may not participate in the Best First-Time Presenter Award Committee.

Appendix A

Session Evaluations

1. Overall Quality compared to other conference sessions

Below Average   Average   Above Average   Not Applicable

○   ○   ○   ○

2. Innovativeness in terms of presentation style or visual presentation

Below Average   Average   Above Average   Not Applicable

○   ○   ○   ○

3. Presenter(s) delivery is engaging and effective

Below Average   Average   Above Average   Not Applicable

○   ○   ○   ○

4. Presenter(s) analytical technique show insight and thoroughness

Below Average   Average   Above Average   Not Applicable

○   ○   ○   ○

5. Topic of presentation has applicability to your job

Below Average   Average   Above Average   Not Applicable

○   ○   ○   ○

6. To what extent does the presentation contribute to the advancement of IR?

Minimally   Moderately   Extensively

○   ○   ○

7. Should this presentation be considered for the best presentation award?

Yes   No   Maybe

○   ○   ○

Additional comments: