

Primary Presenter Info

CAIR 2016 CALL FOR PROPOSALS

The CAIR Board of Directors is pleased to announce the Call for Proposals for the 41st conference to be held November 16-18 at the Millennium Biltmore Hotel in Los Angeles. This year's theme is "Institutional Research – Behind the Scenes." We invite you to submit a proposal to one of the four program tracks:

- **IR Results and Practice:** includes use of dashboards, data warehouses, data visualization, communication strategies, presentation skills, analytics, intersegmental studies, benchmarking, etc.
- **IR Methodology:** includes topics about how institutional researchers do their work, such as data stewardship, statistical analyses, qualitative techniques, etc.
- **Assessment, Accreditation, and Institutional Effectiveness:** includes presentations on assessing student learning, program review, accreditation, strategic planning, etc.
- **Institutional Research Management:** includes topics such as getting a seat at the table, closing the loop, enrollment management, collaboration across departments, tracking data requests, effective use of software to produce reports, personnel and resource management, and other decision support management.

There are four session types, each are 45 minutes in length:

- **Speaker Session** – Presentation of information to attendees with audience interaction, when possible. Sessions may be led by one to three presenters. 5- 10 minutes should be reserved for questions and audience participation.
- **Workshop** – A hands-on experience for attendees.
- **Roundtable discussion** – Lead a roundtable discussion on a proposed topic. There will be multiple roundtables occurring simultaneously.

- TED Talk/Symposium – Four presenters grouped together on similar topics with dynamic visuals and presentation.

A projector, screen, and Wi-Fi will be provided. Presenters are required to register for the conference and provide a copy of their presentation to be posted on the CAIR website immediately after the conference.

Submitters of proposals are encouraged to look at prior year sessions <http://www.cair.org/conferences/past-conferences/> for ideas and quality of conference presentations as well as consult the proposal evaluation rubric.

Notes: The *deadline for submissions is August 1st*. Applicants will be notified of their acceptance by September 2nd.

Should you have any questions about the proposal submission process, please contact Kristina Powers, Kristina.Powers@bpiedu.com, CAIR President.

To start the proposal submission process, click on the "Next" button.

Contact Information (Primary Presenter)

Last Name

First Name

Institution/Organization

Email

Phone

Educational Segment Affiliation

California Community Colleges

California State University

- For-Profit College or University
- Not-for-Profit College or University
- University of California
- Other (e.g., accrediting agency, non-profit, government, out-of-state college)

Is this your first time presenting at a CAIR conference?

- Yes
- No

Do you have co-presenters?

- Yes
- No

Are you, or any of your co-presenters (if applicable), affiliated with or asked to present by an entity that charges a fee for use of a service, data collection, technology, or other activity associated with the presentation topic?

- Yes
- No

Co-Presenter Info

Co-Presenter #1

Last Name

First Name

Institution/Organization

Co-Presenter #2

Last Name

First Name

Institution/Organization

Co-Presenter #3

Last Name

First Name

Institution/Organization

Session Info

In which track would you like to present?

- IR Results and Practice:** includes use of dashboards, data warehouses, data visualization, communication strategies, presentation skills, analytics, intersegmental studies, benchmarking, etc.
- IR Methodology:** includes topics about how institutional researchers do their work, such as data stewardship, statistical analyses, qualitative techniques, etc.
- Assessment, Accreditation, and Institutional Effectiveness:** includes presentations on assessing student learning, program review, accreditation, strategic planning, etc.
- Institutional Research Management:** includes topics such as getting a seat at the table, closing the loop, enrollment management, collaboration across departments, tracking data requests, effective use of software to produce reports, personnel and resource management, and other decision support management.

What session type would you prefer?

- Concurrent Session – Presentation of information to attendees with audience interaction, when possible.
- Workshop – A hands-on experience for attendees.
- Roundtable discussion – Lead a roundtable discussion on a proposed topic. There will be

multiple roundtables occurring simultaneously.

TED Talk/Symposium – Four presenters grouped together on similar topics with dynamic visuals and presentation.

You have selected a workshop. Please provide a timeline showing how the time will be used. Please note portions that will be hands-on.

Please provide information that participants should be prepared for (e.g., bringing own laptop with X software, intermediate knowledge in the areas of X, Y, Z, etc).

What is the title of the proposed session? (limit 10 words)

Session Abstract (150 words limit, *plain text only (e.g., please do not use bulleted text, bold/italicized font, or similar)*):

The session abstract will be used by attendees in selecting a session to attend. Concisely state:

- The issue to be addressed
- Its importance to the field
- The objectives of the session




Proposal Narrative - (250 words maximum): The proposal narrative is the primary document used by reviewers in selecting program presentations.

Clearly explain:

- How your session presents new or improved ideas and practices for advancing the field of IR
- Why the issue is important to CAIR attendees
- How you will structure the presentation
- The central theme of the session



Learning Outcomes: Please provide a minimum of two participant learning outcomes phrased as follows: *Participants in this session will....*



Presenter(s) Experience (~150 words): Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field.

Presenter Agreement

1. To the best of my knowledge, my proposed presentation will not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.
2. CAIR has permission to use of my name, biographical information, and proposal text in connection with the use and promotion of the conference and related educational programming.
3. I am responsible for all travel arrangements and expenses incurred. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from CAIR in connection with my Forum presentation. I will register for the conference.

I agree.

To submit your proposal, click on the "Next" button.

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