

**2010 NCAIR CONFERENCE Hilton Garden Inn**  
**March 15-17, 2010 Kitty Hawk, NC**  
“Soaring to New Heights in IR, Assessment, & Planning”

### **CALL FOR PARTICIPATION**

#### **To Submit a Proposal:**

- (1) Complete the **Proposal Cover Page** below which is also available at the NCAIR website ([www.ncair.net](http://www.ncair.net)) in case you would like to complete this as a \*Word Document\*. Or you may prepare an equivalent document containing all information specified on the form.
- (2) Prepare a **Presentation Abstract** of 100 words or less that will be included in the conference program for accepted proposals. Please include the session title as it would appear in the program. **DO NOT INCLUDE PRESENTER NAMES OR INSTITUTIONS IN THE ABSTRACT.** If you wish to explain in greater detail, please include a separate Narrative. All proposals should include (as applicable): the objective, purpose, key points, issues, results and/or conclusions, methodologies, target audience and who was/is involved.
- (3) Send the Proposal Cover Sheet and Presentation Abstract (and Narrative if applicable) to Heather Langdon, [langdonhh@apstate.edu](mailto:langdonhh@apstate.edu)

#### **Panels (45 minutes)**

Panel presentations involve three or four persons who present different perspectives on a common theme or topic. The proposal should describe the common theme/topic and the major points of discussion. The proposal should also describe how each panelist contributes a different perspective to the session.

#### **Papers (45 minutes)**

Papers should describe a research study or an effective process or technique (quantitative or qualitative), present a theoretical approach to a problem or issue, or review the literature on a topic of interest to institutional researchers.

#### **Software Demonstrations (45 minutes)**

Presentations should demonstrate software packages or programming solutions that are applicable to the work of institutional researchers. The proposal should describe the relative strengths, weaknesses, and special features of the product or solution. The presenter should also discuss the hardware required for the software/solution.

#### **Work Shares (45 minutes)**

Work Shares should describe a research study or an effective process or technique (quantitative or qualitative), or present a theoretical approach to a problem or issue. No official paper is expected at the time of the presentation, though the presenter(s) should have copies of relevant materials to distribute.

#### **Workshops (Up to 3 hours)**

Workshops provide the opportunity for in-depth discussion and instruction on a single topic. Demonstrations, exercises, group activities, and other methods of experiential learning are appropriate and desirable. Proposals should outline the specific objectives of the workshop, the intended audience (novice or experienced researchers, prerequisite knowledge/skills, etc.), the instructional techniques, and the qualifications of the instructor(s). Proposals also must include the minimum and maximum number of participants allowed. Workshops will occur Tuesday March 16, 2009. Unfortunately, no computer labs are available. However you may request that attendees bring a laptop for hands-on work. All workshops will be held on-site at the Hilton Garden Inn.

**2010 NCAIR CONFERENCE PROPOSAL COVER PAGE**

**Deadline: December 1, 2009**

**TITLE OF SESSION**

<b>PRESENTER(S)</b>	<b>Primary Presenter</b>	<b>Additional Presenter</b>
Name		
Position		
Institution		
Mailing Address		
Telephone Number		
Fax Number		
E-mail address		

If there are additional presenters, please give their information in this space.

**SUGGESTED SESSION TRACK:**

- Assessment
- Accreditation
- Institutional Research
- Planning
- Technology

**TYPE OF SESSION PROPOSED**

- Paper
- Demonstration
- Panel
- Work Share
- Workshop

(3 hours or give other time-frame \_\_\_\_\_)

**EQUIPMENT/TECHNOLOGY NEEDS:**

***All presenters must provide their own laptop computer for their presentation.***

Wireless internet is available in the session rooms. Presenters can request the following equipment.

- computer projector
- overhead projector
- other (please list below)