

# 2018 SCAIR CONFERENCE PROPOSAL

*Strength in Numbers*  
January 29-30, 2018



## To Submit a Proposal:

**Complete** the **Conference Proposal Form** (see next page) or you may prepare an equivalent document containing all information specified on the form.

**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 PRESENTERS' 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. Also, please let us know if attendance is subject to proposal acceptance.

**Email the Conference Proposal Form and Presentation Abstract**

**To:** Ben Bryan ([Ben.Bryan@ciu.edu](mailto:Ben.Bryan@ciu.edu))

**Subject line:** 2018 SCAIR Proposal

**Please submit your proposal by November 1, 2017.**

### **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. You may request that attendees bring a laptop for hands-on work and conduct your workshop in one of our session rooms.

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**Session Title:** \_\_\_\_\_

## Primary Presenter

Name:	
Title:	
Institution:	
Street Address:	
City, State and Zip Code:	
Telephone Number:	
E-mail:	

## Additional Presenter

Name:	
Title:	
Institution:	
Street Address:	
City, State and Zip Code:	
Telephone Number:	
E-mail:	

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

### Suggested Session Track:

Accreditation/Compliance  
Assessment  
Institutional Research  
Planning  
Technology

### Session Type:

Panel  
Paper  
Software Demonstration  
Work Share  
Workshops

Workshop – 3 hours or provide 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.

Computer Projector  
Overhead Projector  
Other

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**Presentation Abstract:**