



NEAIR 37TH ANNUAL CONFERENCE

November 13 – 16, 2010

Saratoga Hilton, Saratoga Springs, NY

Proposal Guidelines

Please follow these guidelines when preparing your on-line proposal submission.

General Information – All Presentation Format Types

- All proposals must be submitted online.
- Submit proposals according to the format that best fits your presentation. Descriptions of the proposal formats are available on the on-line proposal website.
- All proposals must be “locked” or submitted for review by the deadline of **11:59 pm EST, Wednesday, June 16, 2010**.
- Be sure to indicate your equipment and software needs for workshops and presentations in the space provided in your on-line submission. **NEAIR may not be able to accommodate equipment changes after the June 16 deadline.**
- Note that if an LCD projector is requested, presenters must bring their own laptop for the presentation.
- All presenters must register for the conference.
- Proposals will be evaluated first in a blind peer-review process, and then by general committee for the final selections.
- Adhere to the following guidelines specific to your presentation format/type when preparing your proposal (see following page).

Pre-Conference Workshop Proposal Guidelines

The online submission process will guide you through this list to ensure that you have organized the information needed for a

Pre-conference Workshop proposal:

- Name, Address, Title for submitter and all authors.
- Comment whether/how this workshop would benefit newcomers.
- Title and 50 word abstract.
- Minimum/maximum number of participants.
- Computer and Internet needs.
- Specific software and/or audiovisual needs.
- Qualifications of presenters.
- Workshop length and scheduling preference.
- 1500 word description of workshop to include:
 - Intended audience,
 - Workshop objectives,
 - Instructional approach to be used,
 - Outline of the workshop content,
 - Prerequisite skills/knowledge required for participants, and
 - Description of handouts and/or files to be provided.
- References (if applicable).

Contributed Paper Proposal Guidelines

Your online proposal should include sufficient information to help reviewers determine the nature and status of the research or work. This checklist will ensure that you have organized the information needed for a **Contributed Paper** proposal:

- Name, Address, Title for submitter and all authors.
- Comment whether/how this presentation would benefit newcomers.
- Title and 50 word abstract.
- 1500 word description of workshop to include:
 - Objectives of the research,
 - Brief literature review,
 - Summary of methodology,
 - Summary of data sources,
 - Summary of results,
 - Summary of conclusions, and
 - Summary of implications for research/practice.
- References.
- Specific audiovisual needs.

Table Topic Proposal Guidelines

Use this checklist to ensure that you have organized the information needed for a **Table Topic** proposal:

- Name, Address, Title for submitter.
- Comment whether/how this Table Topic would benefit newcomers.
- Title and 50 word abstract.
- Up to a 1500 word description of Table Topic to include:
 - Intended audience,
 - Brief outline of items to be discussed,
 - Brief description of facilitator's experience in the area, and

Anticipated number of attendees.

Workshare or Techshare Proposal Guidelines

Proposals should include sufficient information to help reviewers determine the nature and status of the research or work. Use this checklist to ensure that you have organized the information needed for a **Workshare or Techshare** proposal:

- Name, Address, Title for submitter and all authors.
- Comment whether/how this session would benefit newcomers.
- Title and 50 word abstract.
- 1500 word description of session to include:
 - Intended audience,
 - Outline of the information/technique/programming solution/software to be shared,
 - Summary of strengths/weaknesses, special features, and appropriate/inappropriate uses (if applicable).
- References (if applicable).

Poster Proposal Guidelines

Proposals should include sufficient information to help reviewers determine the nature and status of the research or work. Use this checklist to ensure that you have organized the information needed for a **Poster** proposal:

- Name, Address, Title for submitter and all authors.
- Comment whether/how this presentation would benefit newcomers.
- Title and 50 word Abstract.
- 1500 word description of presentation to include:
 - Objectives/purpose of your work,
 - Brief description of methodology,
 - Summary of results,
 - Summary of conclusions, and
 - Summary of implications for practice/research.
- References (if applicable).
- Indicate whether electrical outlet is needed for laptop.

NEAIR will provide a tri-fold plain white display board and mounting tape/squares for you to attach your presentation if needed; request information at the conference registration desk. Boards are 36" tall by 48" wide and can be used as a 3-panel display (12"-24"-12"). Each presenter will be assigned a table or other appropriate means for exhibiting their display board.

Special Interest Group Proposal Guidelines

Use this checklist as a guide to ensure that you have organized the information needed for a **SIG** proposal:

- Name, Address, Title for submitter
- Comment whether/how this presentation would benefit newcomers.
- Title (this is the SIG name).
- 50-word Abstract to include:
 - Moderator's affiliation/interest with the topic/group,
 - Anticipated number of attendees, and
 - Brief summary of SIG purpose.

Note: SIGs do not necessarily need to be a formally organized group.