



2011 Best Paper Awards Guidelines

Purpose

The NEAIR Best Paper Award was instituted to recognize and promote quality contributions to scholarly research and writing among professionals who present papers at the annual NEAIR conference. The NEAIR Best First Paper Award was established to encourage and recognize new NEAIR conference presenters who demonstrate commendable research in their first scholarly papers.

Eligibility

The following individuals are not eligible for consideration for either award in any given year:

- Current NEAIR officers
- Conference Program Chair
- Conference Associate Program Chair
- Chair of the Best Paper Award Committee
- Any other member of the Best Paper Award Committee

Authors presenting their first paper at any conference are eligible for the Best First Paper Award. A paper with multiple authors is eligible for consideration in either category. However, in order for such a paper to be eligible for the Best First Paper Award, all of its authors must be first-time presenters at any conference.

Submission Requirements

To be eligible for consideration for the Best Paper Award and/or the Best First Paper Award, an author must complete the following steps:

- 1) Submit a conference contributed paper proposal, which then must be accepted and later presented at that year's annual conference. The paper sent to the Committee Chair should follow all the specifications outlined in the "2011 NEAIR Conference Proceedings Guidelines."
- 2) Submit an electronic version of the final paper at the conference on the designated flash drive provided by the Publications Coordinator.
Submit an electronic version of the final paper to Beth Simpson, NEAIR Administrative Coordinator, neair@neair.org, by Friday, December 9, 2011.
- 3) To submit a Best Awards Application, the author(s) must indicate for which Award(s) the paper is to be considered.
- 4) If there are multiple authors for a Best First Paper submission, the authors must affirm that each is a first-time presenter at NEAIR.
- 5) The same paper that is presented at the conference must be submitted to the Committee for consideration.

Criteria for Evaluation

Eligible papers will be evaluated according to two sets of criteria: content and substance.

Content

- Literature review
- Methodology
- Data/information sources
- Results
- Conclusions and implications for future research or current practice

Substance

- Degree of importance, relevance to, and innovativeness in the field of institutional research
- Soundness of the methodology, and validity of the statistical analysis employed and the conclusions reached
- Logical organization and writing
- Usefulness of the information and generalizability to the field of institutional research

If no submitted paper qualifies for either award in a given year, then the award(s) will not be granted that year. If only one paper is submitted for the Best Paper Award and/or the Best First Paper Award, it will be evaluated according to the criteria above, and the award(s) granted if appropriate.

Timeline

- Pre-conference
 - submit proposal online
 - receive acceptance of paper
 - submit Best Paper Application Form online at the NEAIR website
- Conference – present paper and save paper on designated flash drive provided by the Publication Coordinator in each session room.
- **FINAL DEADLINE December 9, 2011**
 - Submit a Best Paper Application Form
 - If paper not downloaded on flash drive, submit paper electronically to Beth Simpson at neair@neair.org

Recognition for NEAIR Best Paper Award and the NEAIR Best First Paper Award

The papers selected to receive the Best Paper Award and the Best First Paper Award will be published in the Proceedings of the Conference and will be identified as such.

The winners will receive a \$200 award and a waiver of the registration fee for the following year's NEAIR conference. (This does not extend to the NEAIR membership fee.) If a paper has multiple authors, the monetary award and fee waiver are split among them. A letter of notification and congratulations from the President of NEAIR will be sent to the winners; their immediate supervisor and their institution's President (or head of their organization) will be copied on the correspondence. The winners are formally announced at the following year's NEAIR annual conference. They are automatically offered a presentation time in the following year's conference program.

NEAIR Best Paper Award and Best First Paper Award recipients are also invited to present the winning paper at the Best Regional Papers session at the following year's AIR Forum. The authors are not obliged to accept the AIR invitation, and neither AIR nor NEAIR contribute funds for AIR Forum attendance.

Committee for Selecting the Best Paper Award

The Program Chair for the Annual Conference will consult with the Steering Committee in the appointment of the Chair of the Best Paper Committee. The Program Chair and the Best Paper Awards Committee Chair will appoint the balance of the committee members (an additional two to three persons). It is highly recommended that the previous year's Best Paper winner and the Publications Chair be considered as potential members of the Committee. To avoid any perceived conflicts of interest, a member of the Committee shall excuse him/herself if someone from their institution/organization submits a paper for consideration. In this case, the Chair of the Committee will appoint a replacement after consulting with the Program Chair.

2011 BEST IR REPORT/PRACTITIONER PAPER AWARD GUIDELINES & POLICIES

Purpose

The NEAIR Best IR Report/Practitioner Paper Award was instituted to recognize and promote quality reports and papers that are presented at the annual NEAIR conference. It is intended as a venue for those reports and presentations that are not necessarily suited for submission to the Best Paper Award or Best First Paper Award (which tend to employ more scholarly research methodology). Authors may submit a paper for only one of the two awards, either Best Paper/Best First Paper, or Best IR Report/Practitioner Paper Award.

Submissions for the Best IR Report/Practitioner Paper Award will not be of a scholarly nature but will instead reflect work that was done with a practical purpose in mind (e.g., factbook, enrollment report, results of a student survey, market analysis). While this work may be grounded in an understanding of the IR literature and best practices, a literature review is not necessary. Similarly, the work may not necessarily involve a formal research protocol or advanced statistical analysis. However, all analyses undertaken should be appropriate to the problem or research question.

Eligibility

The following individuals are not eligible for consideration for the award in any given year:

- Current NEAIR officers
- Conference Program Chair
- Conference Associate Program Chair
- Chair of the Best Paper Award Committee
- Any other member of the Best Paper Award Committee

Submission Requirements

To be eligible for consideration for the Best IR Report/Practitioner Paper Award, the author must complete the following steps: **Submission Requirements**

- 1) Submit a proposal for a contributed paper, workshare or poster, which then must be accepted and later presented at that year's annual conference. Each submission should follow all the specifications outlined in the "2011 NEAIR Conference Proceedings Guidelines" if applicable.
- 2) Submit an electronic version of the report/materials at the conference on the designated flash drive provided by the Publications Coordinator. The submission should include the report/materials prepared for distribution at the author's home institution/organization (e.g., formal report or brochure, printable web page, etc.). This material will form the basis upon which the entry will be reviewed for the award. It should be able to stand on its own merits. While other supporting materials will be given consideration by the Committee (see below), they should not be seen as a substitute for the comprehensiveness of the actual report. This paper/report will be distributed electronically (either on the NEAIR website or in the electronic Conference Proceedings) should the submission win the award.
- 3) Submit an electronic version of the report/materials to Beth Simpson, NEAIR Administrative Coordinator, neair@neair.org, by Friday, December 9, 2011.
- 4) Submit a Best Awards Application, the author(s) must indicate for which Award(s) the paper is to be considered.
- 5) The same report/materials that are presented at the conference must be submitted to the Committee for consideration.

Criteria for Evaluation

The materials prepared for distribution at the author's home institution/organization will carry the majority of the weight in the Committee's selection process. The information provided on the cover sheet and in the NEAIR conference presentation materials shall be used as secondary sources to supplement this.

The Committee will consider the following when judging the merits of each submission:

- The context and importance of the question addressed.
- The quality of the data and the analytic approach employed.
- The creativity of the author's approach
- The generalizability of the approach or the solution presented in the paper or report

If no submitted paper or report qualifies for the Best IR Report/Practitioner Award in a given year, then it will not be granted that year. If only one paper or report is submitted for the award, it will be evaluated according to the criteria above, and the award granted if appropriate.

Timeline

- Pre-conference
 - submit proposal online
 - receive acceptance of paper
 - submit Best Paper Application Form online at the NEAIR website
- Conference – present paper and save paper on designated flash drive provided by the Publication Coordinator in each session room.
- **FINAL DEADLINE December 9, 2011**
 - Submit a Best Paper Application Form
 - If paper not downloaded on flash drive, submit paper electronically to Beth Simpson at neair@neair.org

Recognition for NEAIR Best IR Report/Practitioner Paper Award

The paper or report selected to receive the Best IR Report/Practitioner Paper Award will be distributed electronically to NEAIR members, either via the NEAIR website or the Conference Proceedings and will be identified as such. Other submissions may be included should the author so desire. Submissions should be fully-developed works suitable for electronic distribution

The winners will receive a \$200 award and a waiver of the registration fee for the following year's NEAIR conference. (This does not extend to the NEAIR membership fee.) If a paper or report has multiple authors, the monetary award and fee waiver are split among them. A letter of notification and congratulations from the President of NEAIR will be sent to the winner; their immediate supervisor and their institution's President (or head of their organization) will be copied on the correspondence. The winner is formally announced at the following year's NEAIR annual conference and is automatically offered a presentation time in the following year's conference program.

Committee for Selecting the Best IR Paper/Practitioner Paper Award

The Committee assigned to review this work may, but need not, be the same group reviewing the Best Paper and Best First Paper Award submissions.

2011 Best Visual Display Award Guideline

The NEAIR Best Visual Display Award was instituted to recognize and promote quality contributions to scholarly research among professionals who contribute and present posters at the annual NEAIR conference.

Eligibility

Authors presenting a poster at the NEAIR conference are eligible for the Best Visual Display Award. In order to eliminate any perceived conflicts of interest, the following individuals are not eligible for consideration for the award during any given year:

- Current NEAIR Officers
- Conference Program Chair
- Associate Program Chair
- Poster Session Coordinator
- Any NEAIR members assisting the Poster Session Coordinator

Submission Requirements

To be eligible for consideration for the Best Visual Display Award,

1. you must submit a conference poster proposal;
2. the proposal must be accepted;
3. the proposed poster must be presented at the conference.

General Criteria for Evaluating Posters for the Best Visual Display Award

Objective: A poster which looks good, makes sense, and has something to say.

Presentation:

1. Does the presentation attract enough attention that a viewer stops to take a closer look?
2. Is the overall visual impact coherent and pleasing?
3. Is there congruence between the visual elements of the poster and the content?
4. How well are basic visual design principles utilized in the display?
5. Are visual elements used effectively to organize and communicate the content?
6. Does the visual presentation enhance understanding?

Substance:

1. Is the topic an important, relevant, or innovative issue in institutional research?
2. Is the project methodologically sound and are statistical analyses and conclusions valid?
3. Is the information useful and generalizable?

Tips

1. A poster is more than a contributed paper tacked up on a poster board. Keep in mind that your poster will be viewed in a potentially crowded room and from a distance of more than 3 – 4 feet. In order for your main points to be easily grasped, your poster should not consist of dense text. Your audience will be unable to stand for 15 - 20 minutes to read.
2. Since you will not always be present to engage a viewer in conversation and clarify or expand on the content, make sure that the most important elements of your presentation are easily identified, comprehensible, and complete without your presence to explain them. The poster should be able to tell a story on its own.
3. Design elements have a role in organizing and communicating content, not just in making things pretty. Develop a poster that incorporates concepts of unity, variety, space, scale, alignment, hierarchy, balance, and color.
4. Empty space is not wasted space. White space in a visual design provides “purposeful emptiness”.
5. Carefully consider the whole visual impact because a design’s unity is more than the sum of its parts. It’s better to tell a simpler story clearly than to stuff in every last fact.
6. An abbreviated version of the poster or a brochure with examples from the poster provides something for viewers to take with them and enhances the visual display for the viewer. Include contact and copyright information.
7. There are many good on-line resources for templates (for both large format (48” x 36” single sheet) and multiple-panel (or tri-fold) layouts). Large format printing can often be done on campus, or at a commercial vendor. If this is your first poster, or first in a long while, consider an internet search for some current examples.

Timeline

All posters on display during the formal poster session at the conference will be considered for the Best Visual Display Award. The winner will be announced during the “Data with Dessert” time slot and the poster will be put on display at the Conference Registration Table for the remainder of the conference.

Committee for Selecting the Best Visual Display Award

The Program Chair for the Annual Conference will consult with the Steering Committee in the appointment of the Poster Session Coordinator. The Poster Session Coordinator will appoint two others, who will evaluate posters and select the Best Visual Display winner.

Recognition for NEAIR Best Visual Display Award

The winner will receive a gift card for \$50, which will be divide equally if there are co-authors. A letter of notification and congratulations from the President of NEAIR will be sent to the winner(s) with their President or head of the organization and the immediate supervisor copied on the correspondence. The winner(s) is also formally announced at the next year’s NEAIR annual conference.