

2018 NEAIR CALL FOR PROPOSALS OVERVIEW

This Overview document outlines the online submission process from start to finish and is divided into the following sections:

1. **Key Dates,**
2. **Presentation Topic Areas,**
3. **Presentation Formats**
4. **Page By Page Online Proposal Submission Details on the general questions required for submitting a proposal, and**
5. **Appendices by presentation format type outlining customized questions**

We recommend creating your responses in a MS Word document and pasting into the online system to prevent losing your work.

NEAIR members please log in first to the NEAIR website so your contact information can pre-populate into the proposal submission form.

Pre-Conference Workshop Proposals: There is a separate submission process for pre-conference workshop proposals - please see the Conference Information Tab/2018 Pittsburgh Conference.

Scholarly Papers and Best Awards: NEAIR is currently reevaluating the processes associated with the Best Paper, Best First Paper, and Best IR/Practitioner Report Awards. In the coming months, we expect to introduce a series of changes that will better support the scholarly work of NEAIR members and encourage members to submit their writing and reports for consideration for NEAIR awards.

Please note: The Call for Special Interest Groups (SIG) will open September 2018.

Deadline to Submit Proposals: 11:59pm EST on May 18, 2018

Questions? Please contact Betsy Carroll, Program Chair, betsyac@gmail.com; Rajiv Malhotra, Associate Program Chair, rrmalhotra@ccri.edu; or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org

1. Key Dates

- **Call for Proposals Opens:** Wednesday, April 4, 2018
- **Proposal Submission deadline:** Friday, May 18, 2018
- **Proposal Reviews:** May 21 – June 15, 2018
- **Final Proposal Status Notifications Sent:** July 31, 2018
- **NEAIR Conference Registration Opens:** Tuesday, September 4, 2018
- **Deadline for Presenters to Register and be listed in the program book:** Friday, October 12, 2018
- **NEAIR Conference Early-Bird Deadline:** Friday, October 12, 2018
- **NEAIR Conference:** November 3-6, 2018

2. Presentation Topic Areas

NEAIR has seven Topic Areas that will be used to identify presentations in the Conference Program. You must select **one** Topic Area during the proposal process. **Please select the Topic that best fits your submission.**

- **Assessment: Accountability, Accreditation, and IE.** Topics include case studies, methods, theories of assessment of student learning, accreditation, and program review, as well as other assessment or institutional effectiveness topics.
- **Creating the Bridge to Data-Informed Decision Making.** This topic area invites submissions that specifically relate to the conference theme. The spirit of this year's theme speaks to the role of an IR, IE, or Assessment office in fostering a culture of data-informed decision making. This topic area may include case presentations of IR/IE studies conducted for institutional decision support at a campus, district, or system office. Presentations may focus on methodology, data sources, analytics, or results that inform decision making or inspire similar efforts. Submissions may also highlight strategies for building consensus, for contributing to institutional culture change, or for supporting the use of data for action within the campus community.
- **Data Analysis and Research Methods.** Presentations in this area are scholarly, theoretical, and/or focused on broad understandings of higher education issues or research/analytical methods. Emphasis should be on tools, methods, data sources, or national policy issues rather than individual institution decisions.
- **Leadership Skills.** This topic area focuses specifically on demonstrations of successful leadership within the profession (i.e., Institutional Research, Assessment, Accreditation, Strategic Planning and/or Data Governance). While many proposals may inherently require or reflect leadership roles and skill sets, leadership may not be the primary focus of the presentation and thus would fit best under one of the other six topic areas. In contrast, this topic area focuses on demonstrations of successful leadership, the identification and use of leadership skills, and leadership development itself. Professionals at any career level (e.g. Vice Presidents, Directors, or a Research Analyst whose role is a project leader) may present on this topic. Some examples of possible topics include but are not limited to: securing buy-in, effective participation in a leadership team, leading to impact assessment/accreditation/data governance, effective empowerment and delegation, working for an ineffective leader ("managing up"), coaching/developing leadership skills in others.
- **Management and Operations.** This area focuses on the organization and management of IR/IE offices and functions. Topics include tracking requests, organizing/archiving past studies, reporting to various stakeholders, staffing, resources, relationships with other operational areas (e.g., IT), and legal standards (e.g., FERPA). Studies about the field of IR and ethical issues are also included.
- **Reporting and Transparency.** The focus of this area is on reporting to external entities. Case studies may include designs that improve efficiencies or practices for producing and tracking mandated reports. Also included are consortia and other data-sharing initiatives.
- **Technologies and Applications.** This topic includes technologies used in conducting IR/IE studies. The emphasis is on technology and may include a demonstration. Examples include data storage, manipulation, and analysis; dissemination of results (e.g., dashboards, scorecards, fact books); automation of reporting; and other technologies that support IR, institutional effectiveness, and assessment.

3. Presentation Formats

You will need to choose a *Presentation Format* from the five options below.

Unless specified, session rooms will be set theater style seating with standard audiovisual. Internet access will not be provided. Presenters must bring a laptop and, if using a Mac or iPad, an appropriate connector.

1. **Speaker (30- or 45-minute session; one to three presenters)**. Share innovative applications, research practices, and professional work products in IR, assessment, planning, and other data-centered functions. While both session lengths should allow time for participant questions and discussion, the 45-minute Speaker Session should build in a significant interactive experience with the participants.
2. **Power Talk (15-minute session; one or two presenters)**. Shorter versions of a Speaker session. Each Power Talk (15-minute session) will be grouped into a 45-minute time slot (with a total of 3 Power Talks) or a 30-minute time slot (with a total of 2 Power Talks). NEAIR will provide a moderator to introduce the Power Talks and keep time, to ensure that each Power Talk is given its 15 minutes. We suggest planning an 8-10 minute presentation and leaving 5-7 minutes for questions and answers. Presenters should connect with the other Power Talk presenters in their time slot once the program is announced to discuss presentations, planned style and timing, and potential for blending any similar material together.
3. **Panel (45-minute session; three or four presenters)**. Present multiple perspectives about an IR application, practice, or topic of interest. Panels are composed of three or four presenters with one member serving as a moderator. Panelists should represent different functions within a college (e.g., IR, IT, Dean), or represent different institutions/organizations. Panelists should have identifiable, unique points of view about the topic.
4. **Discussion Group (45-minute session; one or two leaders)**. Highly interactive group discussions that focus on a current topic or issue in the field. The session leader (presenter) briefly presents opening remarks to define the session and set the context. Three to five questions submitted with the session proposal provide the structure for the discussion that follows. The session leader's role also includes encouraging participants to share their perspectives and provides a summary and closure to the discussion.

Room Setup and Technology: *Discussion Groups set up to be determined. Standard audiovisual will be provided and detailed in acceptance letters. Internet access not provided. Presenters must bring a laptop and if using a Mac or iPad, an appropriate connector. A flip chart and markers are available upon request.*

5. **Poster Presentation (visual display and Q&A session; one to three presenters)**
As an informal display of ideas, a Poster Presentation may show a work in progress, describe a research technique, or share a new idea with colleagues in a relaxed, one-on-one setting.

The expectation is for large-format, full color posters to be presented; grant monies are available to help defray printing costs. Posters presenters are expected to set up posters **no later than Sunday at 4 p.m.** for informal viewing Sunday afternoon and Monday with an opportunity to answer questions at the Monday Data and Dessert Formal Poster Presentation Session.

4. Page by Page Online Proposal Submission Details

The NEAIR proposal submission system is an online application process. Outlined below are the questions you will be asked.

PAGE 1: Presenter Contact information

Please complete the following contact information for ALL presenters contributing to the proposal. Enter ALL presenter names, titles and institution contact information EXACTLY the way in which you wish them to appear in published conference materials.

The author submitting this form will be considered the Point of Contact for all correspondence from the NEAIR Program Committee. Additionally, the author submitting this form will be responsible to sign the Professional Obligations Agreement at the end of the submission form.

If your contact information changes, please update your submission and contact Betsy Carroll, NEAR Program Chair, betsyac@gmail.com

PAGE 2: Topic and Presentation Selection

Please select the Topic that best fits your submission from the seven topic areas (see *Section 2. Presentation Topic Areas* above for topics and descriptions). Please select the Presentation Format which best fits your session material (see *Section 3. Presentation Formats*).

PAGE 3: Custom Questions by Presentation Format

On this page, please answer the custom questions which are contingent on presentation format selection. Questions pertaining to each Presentation Format type may be found in the Appendices at the end of this document.

PAGE 4: Agreement

Please read the following Professional Obligation Agreement carefully.

Membership and conference registration is not required in order for you to submit a proposal. However, if your proposal is accepted, you and any co-presenters must join or renew your NEAIR membership and pay for conference registration in order to present.

Audiovisual: For optimal presentation of your materials, you are responsible for having your presentation saved as a download on your laptop or on a flashdrive.

For all presentation formats, only general internet access is provided. May not be suitable for streaming or connectivity for live data analyses/access.

Presenters must bring a laptop, and if using a Mac or iPad, bring an appropriate connector.

If this proposal is accepted, I understand I am making a professional commitment to register for and attend the NEAIR conference. I will fulfill my professional obligations and present my session. Additionally, I will inform all co-authors that in order to present, they are bound by these professional obligations as well.

PAGE 5: Proposal Information

- **Proposed Session Title:** Please provide a title for your Proposal. *Title may be no more than 45 characters including spaces.*
- **Proposed Session Description:** Please provide a succinct description of your proposed session including at least two of your intended learning outcomes. If accepted, this description will be used as the Session Abstract in the Conference Program. *Description must be 130 words or less.*
- **Proposal Narrative:** Please provide your proposal narrative using the two points below to guide your writing. This section is primary in the review process.

Clearly explain:

- 1) How your session presents new or improved ideas and practices for advancing the field of IR and data-informed decision-making in higher education
- 2) How the ideas and practices in your proposal are relevant and important to NEAIR members

Submit Supporting Documents: Please merge any supporting documents accompanying your online proposal submission and upload as **ONE PDF file**. Note that this uploaded file is not to be a restatement of your proposal's content collected throughout this web form. Uploading supporting documents is not required.

PAGE 6: Confirm and Submit Proposal

Review your entries for all proposal questions. If you need to edit any responses/selection, use the back button to go back to a previous page.

5. Appendices

Appendix A: Custom Questions for SPEAKER Presentation Format

Learning Outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows:

- 1) Participants in this session will....
- 2) Participants will...

Please limit your response to less than 500 words.

Structure, Timeline:

Clearly explain:

- 1) The structure/outline of the presentation
- 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)

Please limit your response to less than 500 words.

Presenter Experience:

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. Please limit your response to less than 500 words.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Speaker Format Length:

Select the presentation length preferred. Note that due to programming constraints, preference is not guaranteed. Choice of 30 or 45 minute session.

Estimation of attendees:

To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.

- Up to 35 attendees
- Up to 70 attendees
- Up to 100 attendees

Ambassador or Research Grant Obligation: If you are submitting this proposal as a requirement of fulfilling your obligations as an Ambassador or Research award recipient, please mark the appropriate choice. Please note that the Program Team may suggest an alternative presentation format type.

- Ambassador Grant Obligation
- Research Grant Obligation

Learning Outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows:

- 1) Participants in this session will....
- 2) Participants will...

Please limit your response to less than 500 words.

Structure, Timeline:

Clearly explain:

- 1) The structure/outline of the presentation
- 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)

Please limit your response to less than 500 words.

Presenter Experience:

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. Please limit your response to less than 500 words.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Estimation of attendees:

To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.

- Up to 35 attendees
- Up to 70 attendees
- Up to 100 attendees

Ambassador or Research Grant Obligation: If you are submitting this proposal as a requirement of fulfilling your obligations as an Ambassador or Research award recipient, please mark the appropriate choice. Please note that the Program Team may suggest an alternative presentation format type.

- Ambassador Grant Obligation
- Research Grant Obligation

Appendix C: Custom Questions for PANEL Presentation Format

Learning Outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows:

- 1) Participants in this session will....
- 2) Participants will...

Please limit your response to less than 500 words.

Structure, Timeline:

Clearly explain:

- 1) The structure/outline of the presentation
- 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)

Please limit your response to less than 500 words.

Presenter Experience:

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. Please limit your response to less than 500 words.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Estimation of attendees:

To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.

- Up to 35 attendees
- Up to 70 attendees
- Up to 100 attendees

Ambassador or Research Grant Obligation: If you are submitting this proposal as a requirement of fulfilling your obligations as an Ambassador or Research award recipient, please mark the appropriate choice. Please note that the Program Team may suggest an alternative presentation format type.

- Ambassador Grant Obligation
- Research Grant Obligation

Learning Outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows:

- 1) Participants in this session will....
- 2) Participants will...

Please limit your response to less than 500 words.

Discussion Questions: List three-to-five (3-5) questions that will serve as the organizing structure for the discussion group. Please use the following format:

1. Discussion question one.
2. Discussion question two.
3. Discussion question three.
4. Discussion question four.
5. Discussion question five.

Presenter Experience:

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. Please limit your response to less than 500 words.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Estimation of attendees:

To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.

- Up to 35 attendees
- Up to 70 attendees
- Up to 100 attendees

Ambassador or Research Grant Obligation: If you are submitting this proposal as a requirement of fulfilling your obligations as an Ambassador or Research award recipient, please mark the appropriate choice. Please note that the Program Team may suggest an alternative presentation format type.

- Ambassador Grant Obligation
- Research Grant Obligation

Flip Chart:

Please check the box if this session will require a flip chart.

Learning Outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows:

- 1) Participants in this session will....
- 2) Participants will...

Please limit your response to less than 500 words.

How will a poster be an effective visual display of your presentation ideas?

(limit to 500 words)

Presenter Experience:

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. Please limit your response to less than 500 words.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Ambassador or Research Grant Obligation: If you are submitting this proposal as a requirement of fulfilling your obligations as an Ambassador or Research award recipient, please mark the appropriate choice. Please note that the Program Team may suggest an alternative presentation format type.

- Ambassador Grant Obligation
- Research Grant Obligation

Poster Grant:

Please check the box to apply for a \$50 poster printing grant.

Poster Terms:

I agree to set up my poster by Sunday night; otherwise, my poster may not be eligible for the Best Visual Award.