

2021 NEAIR Call for Proposals Overview

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

1. Key Dates
2. Presentation Topics
3. Presentation Formats
4. Submission Details

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

Current NEAIR members, please login to the NEAIR website to pre-populate your contact information.

Questions? Please contact Liz Campbell, Program Chair, eavery@bu.edu; Kristen Procopio, Associate Program Chair, kprocopio@ric.edu; Krisztina Filep, Poster Coordinator, kfilep@oirp.umass.edu; or Beth Simpson, NEAIR Event Planner, neair@neair.org

Deadline to Submit Proposals: 11:59 p.m. EST on May 16, 2021

Section 1. Key Dates

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|---------------------------------|------------------|
| • Call for Proposals Opens | April 6 |
| • Proposal Submission deadline | May 16 |
| • Proposal Reviews | May 24 - June 20 |
| • Proposal Status Notifications | July 31 |
| • Program & PAAG Posted on web | August 15 |
| • Conference Registration Opens | September 7 |
| • NEAIR Conference | November 15-17 |

Section 2. Presentation Topics

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

- **Assessment, Accountability, Accreditation, Planning, and IE.** This topic area includes case studies, methods, and theories of assessment of student learning, units or programs. Additionally, the area covers strategic planning, accreditation, and other measures of institutional effectiveness.
- **Data, Analytics, and Decision-Making.** This topic area features the technical and ethical aspects of provision, manipulation, and investigation of data. Also included is the application of appropriate data analytics tools such as prescriptive analytics, predictive modeling, and machine learning to inform decision making. The area also invites proposals about the impact analytics has within a data-informed culture of higher education.
- **Development of Professional & Leadership Skills.** This topic focuses on professionals seeking advancement in the field of higher education, generally at the level of senior administration. The material should focus on examples of professionalism and successful leadership, the maturing and use of management skills, and career development at both the individual and team level. *Professionals at any career level may present on this topic.*
- **Diversity, Equity, Inclusion, and Social Justice.** This topic focuses on how commitment to student success requires attention to diversity, equity, inclusion, and social justice in all aspects of the institutional enterprise, including the data function. This topic considers the roles of IR, IE, and Assessment in efforts to ensure that equity, diversity, and inclusion are prioritized in data-informed decision cultures.

- **Management and Operations.** This topic 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, cross-training and succession planning, relationships with other operational areas (e.g., IT, data governance), and legal standards (e.g., FERPA). Studies about the field of IR and ethical issues are also included.
- **Reporting and Transparency.** This topic focuses on reporting to external entities. Case studies may include designs that improve efficiencies or practices for producing and tracking mandated reports.
- **Technologies and Applications.** This topic highlights technologies used in conducting IR/IE studies. The emphasis is on technology and may include a demonstration. Examples include data storage, manipulation, visualization, and analysis; dissemination of results (e.g., dashboards, scorecards, fact books); automation of reporting; and other technologies that support the field.

Section 3. Presentation Formats

Please note that all sessions will be broadcast through Whova using Zoom webinar, unless otherwise indicated.

- **Speaker (45-minute session; one or two presenters).** Share innovative applications, research practices, and professional work products in IR, assessment, planning, and other data-centered functions.
- **Panel (45-minute session; three to five presenters).** Present multiple perspectives about an IR application, practice, or topic of interest.

Panels are composed of three to five 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.

- **Discussion Group (45-minute session; one or two facilitators).** Highly interactive group discussions that focus on a current topic or issue in the field. The session facilitator (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 moderator's role also includes encouraging participants to share their perspectives and provides a summary and closure to the discussion.

POSTER PRESENTATIONS WILL USE A SEPARATE SUBMISSION FORM.

Poster Presentation (visual display and Q&A session; one to three presenters)

Poster Presentations show a work in progress, describe a research technique, or share a new idea with colleagues.

PLEASE NOTE: If your poster is accepted, you will be directed to upload your poster as a pdf presentation or as an image file. A one-to-three-minute Lightning Talk video presentation (limit 100mb) highlighting main points of the poster may be uploaded (optional).

Section 4. Submission Details

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

PAGE 1: AUTHOR

Enter formal author/s name, title and institution correctly and accurately **using normal capitalization** as this information will be used in published program materials. Please enter contact information for ALL authors contributing to the proposal.

The author submitting this form will be considered the Point of Contact for all correspondence from the NEAIR Program Chair and will be responsible to sign the Presenters Agreement at the end of the submission form.

If your contact information changes, please update your submission and contact Liz Campbell, NEAIR Program Chair, eavery@bu.edu.

PAGE 2: TOPIC

Please select the Topic that best fits your submission (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: DETAILS

Please answer the following questions customized by Presentation Format. When creating all parts of your proposal, including supporting documents, **do not include any identifying information**, i.e., references to yourself or your institution.

Questions for ALL Presentation Formats

Learning outcomes:

Please provide a minimum of two learning outcomes for your session.

Limit 300 words.

Benefit to IR/IE Newcomers:

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

Request Zoom Meeting:

NEAIR will be broadcasting the conference through Whova, web browser platform, using Zoom Webinar. Participant engagement will occur through chat, Q&A, and polling. Please click the box if you are requesting to use Zoom Meeting (audience video & audio on) and not Zoom Webinar (audience no video & audio).

Please explain why Zoom meeting will work better for your presentation versus using Zoom webinar.

Completion of Work:

Please click the box if you can agree to the following statement: I am confident that the work will be completed on time.

*Custom Questions for PANELISTS Presentation Format***Panelists Qualifications:**

Please list your proposed panelists and, for each one, describe how they are qualified to present on the subject matter of this panel.

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

Moderator:

Please check the box if someone other than the submitter will be moderating the panel.

Proposed Moderator:

Please enter the full name and email of your proposed moderator.

Custom Questions for DISCUSSION GROUP Presentation Format

Discussion Questions:

Please list three to five questions and the amount of time you anticipate discussing each question. These questions will serve as the organizing structure for the discussion group. Limit 300 words.

Moderator:

Please check the box if someone other than the submitter will be moderating the discussion group.

Proposed Moderator:

Please enter the full name and email of your proposed moderator.

Custom Questions for POSTER Presentation Format

Learning Outcomes:

Please provide a minimum of two learning outcomes for your session. Limit 300 words.

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

Limit 500 words.

PAGE 4: AGREEMENT

Please read the following Presenter Agreement carefully.

Membership and conference registration is not required in order to submit this proposal.

If this proposal is accepted, I and my co-presenters understand this is a professional commitment and agree to:

- Join NEAIR and register for the conference.
- Will notify the NEAIR Program Chair by September 1st if I/we cannot keep my/our commitment.
- Will attend the scheduled practice session prior to the conference.

- Promise to deliver an engaging session,
- Upload presentation materials into my designated session as directed.
- Have the appropriate technologies for a virtual session.

Additionally, as the Point of Contact (POC) for this submission, I will inform all co-authors that in order to present, they are bound by this Presenter Agreement as well.

PAGE 5: Proposal Title, Proposal Abstract, Upload Files

When creating all parts of your proposal, including supporting documents, **do not include any identifying information**, i.e., references to yourself or your institution. Please note: we are not requiring a proposal narrative; your abstract serves as the narrative.

- **Proposal Title:** *Our program signage limits titles to 54 characters including spaces.*

Please create a title that succinctly reflects session content. Attendees appreciate seeing at-a-glance the emphasis of the session.

- **Proposal Abstract:** (Limit 400 words) Please describe concisely your proposed presentation, including the following:
 - 1) intended audience (sector, skill level, and level);
 - 2) new or improved ideas /practices for advancing the field of IR; and,
 - 3) relevance and importance of your research to the field of IR.

If accepted, your proposal abstract will be used in the conference program.

(Optional) 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 content collected throughout this web form. Uploading supporting documents is not required.

PAGE 6: REVIEW AND SUBMIT

Please verify your Proposal information. If you need to make corrections, please use your browser's "Back" button to return to prior pages and make corrections.

If the information below is correct, click the "Confirm & Submit" button to submit your Proposal for approval...