Default Question Block

PROPOSAL SUBMISSION

PNAIRP 2017 CONFERENCE

Tacoma, WA | November 8-10, 2017
Conference Theme: *Building IR on Sound Foundations: Orientation, Collaboration, Innovation*

For a proposal to be considered, please submit application by **5 p.m. PST on August 31, 2017.**
Notification of successful/unsuccessful applicants will occur by August 2, 2017

Identification Information

Proposal Identification Information
This information will not be shared with reviewers

Submitting Presenter:

Last Name

First Name

Professional Title

Institution/Organization

E-mail

Phone

Would this be your first time presenting at a PNAIRP Conference?

○ Yes

○ No

Do you have Co-Presenters?

○ Yes

○ No

If Co-Presenters

Co-Presenter #1

Last Name

First Name

Professional Title

Institution/Organization

E-mail

Phone

Co-Presenter #2

Last Name

First Name

Professional Title

Institution/Organization

E-mail

Phone

Co-Presenter #3

Last Name

First Name

Professional Title

Institution/Organization

E-mail

Phone

Sponsored?

Are you, or any of your co-presenters (if applicable), affiliated with or asked to present by an entity that charges a fee for use of a service, data collection, technology, or other activity associated with the presentation topic?

○ Yes

○ No

Thematic Track and Format

Which thematic track best aligns with your proposal?

○ **Orientation** Examples might include sessions that help participants become better oriented to:
- The field of IR or a particular role in an IR Office (Director, Assessment Specialist, Analyst, etc.)
- A type of IR work (External reporting, response to ad-hoc requests, surveys, etc.)
- The Pacific Northwest Region (including accreditation)
- A new institution type or sector (liberal arts, public 2 year college, private 4 year, etc.)

○ **Collaboration** Examples might include sessions that provide examples of (or research resulting from) collaboration:
- Between IR and other campus units (student affairs, registrar, IT, etc.)
- Between IR offices on multiple campuses (within or outside of a formal University or college system),
- With external partners (such as consortium of institutions, a non-profit, a state or province, AIR, etc.)

○ **Innovation** Examples might include sessions that provide examples of (or research resulting from):
- Internally developed tools, methods, processes
- Externally developed tools, methods, processes

○ **(Not sure, or none of the above)**

Proposal Format

○ **Concurrent Session:** (45 minutes) Presentation of information to attendees with audience interaction when possible. Sessions are typically led by 1-3 presenters. Five to ten minutes should be reserved for questions and audience participation.

○ **Panel Session:** (45 minutes) a moderated discussion with 2-4 panelists and a moderator, allowing time for introductions/descriptions and for questions. Panels should typically plan for at least 30 minutes of discussion and should encourage active audience participation. Please expect to provide a moderator, although PNAIRP may be able to assist in some cases- if assistance is desired, please contact us as soon as your proposal is approved.

○ **Pre- or Post-Conference Workshop or Training Session**: (typically either "hands-on" and/or longer than 45 minutes)

Proposal Details

What is the Title of the Proposed Session (115 characters maximum, ~11 words)

Session Abstract (Limit 1000 characters, ~100 words, plain text only- please do not use bulleted text, bold/italicized font, etc). The session abstract will be published in the program and used by attendees in selecting a session to attend.

Concisely state:
- The focus of the session
- The objectives of the session

You may also wish to note the implications of the session for IR practice and audiences for whom the session may be most beneficial.

Proposal Narrative (Limit 3000 characters, ~300 words)
The proposal narrative is the primary document used by reviewers in selecting program presentations.

Clearly explain:
- The focus of your session
- Why the issue is important to PNAIRP attendees and what they will take away from your session
- How you will structure the presentation

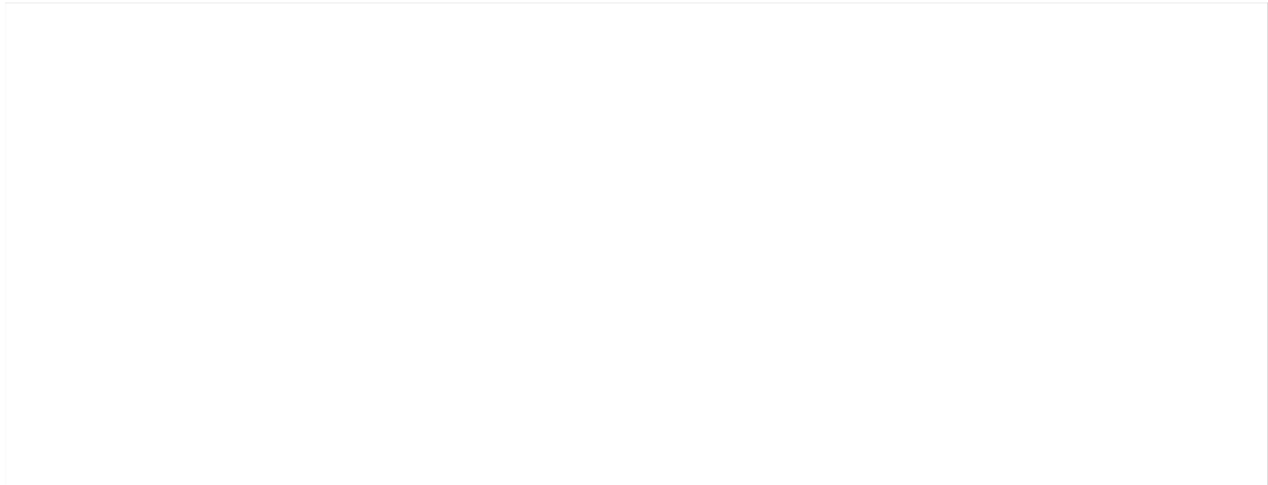**Learning Outcomes** (Limit 1000 characters, ~100 words)
Please provide a minimum of two participant learning outcomes (up to 100 words) phrased as
follows...

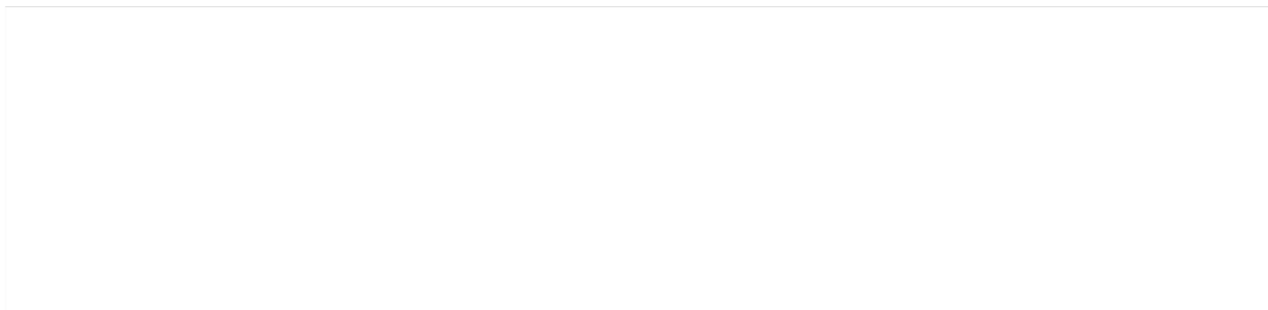Participants in this session will….

Presenter Experience (Limit 1500 characters, ~150 words)
Describe how each presenter's experience/knowledge makes him or her a good fit to present this
session. Please be specific about experience related to the topic of the session.

Please provide a timeline showing how the time will be used during the workshop. Please note portions that will be hands-on.

Please note any preparation required of or suggested for workshop participants (e.g., bringing own laptop with X software, intermediate knowledge in the areas of X, Y, Z, etc).

Presenter Agreement

Presenter Agreement/ Submission Confirmation

1. To the best of my knowledge, my proposed presentation will not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.

2. PNAIRP has permission to use my name, biographical information, and proposal text in connection with the use and promotion of the conference and related educational programming.

3. I am responsible for all travel arrangements and expenses incurred. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from PNAIRP in connection with my presentation. (Please note, however, that a limited number of travel grants will be made available via a separate application process)

4. I will register for the PNAIRP 2017 Conference, which will be held November 8-10 in Tacoma, WA.

5. PNAIRP is currently exploring options for making 2017 conference presentations available to the membership. If requested, I will provide PNAIRP with a PDF copy of my presentation within two weeks of the conclusion of the conference.

○ I agree

PLEASE NOTE: This is the final screen of the proposal form. Clicking "NEXT" on this screen will submit your proposal. Thank you!