



Proposals are now being accepted for the 41<sup>th</sup> Annual Rocky Mountain Association for Institutional Research (RMAIR) Conference. The 2011 RMAIR Conference will be at the Hotel Albuquerque in Albuquerque, New Mexico, October 26 – 28, 2011.

The conference theme is “IR at the Center: Better Data, Better Decisions.” The idea behind the theme is how Institutional Research adds value to our institutions by providing data, information, leadership, etc. to support our institutions in these challenging times.

A variety of presentation formats include Contributed Papers, Posters, Table Topics, Workshare, and Techshare. Special Interest Group (SIG) meetings can also be accommodated. Pre-Conference Workshop proposals are also being accepted for either half- or full-day sessions. These workshops are intended to be hands-on learning experiences.

The deadline for proposals is **July 18, 2011**. Proposal submissions should be sent to Judy Bosland, 2011 RMAIR Conference Program Chair ([jbosland@nmsu.edu](mailto:jbosland@nmsu.edu))

### **Proposal Guidelines**

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

### **General Information – All Presentation Format Types**

- Submit proposals according to the format that best fits your presentation. Descriptions of the proposal formats are available below.
- All proposals must be emailed to the Program Chair by **8:00am MST, July 18, 2011**
- Be sure to indicate your equipment and software needs for workshops and presentations. Note: RMAIR can provide auxiliary equipment such as LCD projectors, but not computers.
- All presenters must register for the conference.
- Proposals will be evaluated by a committee of peers.
- Please adhere to the following guidelines specific to your presentation format/type when preparing your proposal.

### **Presentation Format Descriptions**

**Pre-Conference Workshop (Half- or Full-day)**--Prior to the annual meeting, RMAIR offers several pre-conference workshops. These are presenter-guided practical learning sessions that enhance the skills of practitioners. Workshops may be half-day (3 hours) or full-day (6 hours) in length. **Pre-Conference Workshops** will be offered on **Wednesday, October 26th**.

Workshop proposals must include the title, topic, and specific objectives; the intended audience and prerequisite knowledge/skills; the approaches to be used; an outline of the workshop content; description of handouts; minimum and maximum number of participants; and specific equipment needs. Also include the qualifications of the instructor(s) and preferred presentation length.

### **Contributed Paper (50 minutes)**

This is a presentation in which an author(s) shares research results, conceptual analysis, or comprehensive case studies. The proposal should include the title, short description of the presentation, full content description describing content and activities involved in the presentation, presenter(s) bios, and equipment needs. Paper sessions typically are 50 minutes in length with prepared comments lasting about 40 minutes, leaving 10 minutes for discussion and questions.

### **Poster (display and 50 minutes)**

Presenters may participate in a poster session where ideas can be shared informally through a display. Posters will be on display for informal viewing Wednesday afternoon and all day Thursday, culminating with a 50 minute session where the presenter is available during a more formal viewing. Posters may show a work in progress, describe a research technique, or share a new idea with colleagues in a relaxed, one-on-one setting.

### **Workshare or Techshare (50 minutes)**

Both of these are less formal formats for the presentation of works in progress, demonstrations of software, topical case studies, and working papers of ongoing research. **Techshares provide an opportunity for the presenter to demonstrate the application of a hardware and/or software product within the IR office.** Proposals for either session type should include the title, short description of the presentation, full content description describing content and activities involved in the presentation, intended audience, presenter(s) bios, and equipment needs. Workshare and Techshare sessions are presented at the same time as contributed papers; presenters should allow time for discussion.

### **Table Topic (50 minutes)**

This presentation type includes a brief presentation by the facilitator followed by a group discussion of a research study, issue, or method related to practical applications in institutional research. The proposal should include the title, topic, a brief outline of the items to be discussed, the intended audience, a brief description of the facilitator's experience in the area, and the anticipated number of attendees. Sessions are 50 minutes in length including the facilitator's prepared comments of 10 minutes. Typically all Table Topic sessions occur during a dedicated meeting time.

### **Special Interest Group (SIG)**

Leaders may request dedicated session times for various groups to have brief meetings or dialogs. Proposals should include the SIG name, moderator's affiliation/interest with the topic/group, anticipated number of attendees, and summary of SIG purpose. SIGs do not need to be formally organized or affiliated with AIR.

## Proposal Submission Outline

**Please use the following outline as a format for your proposal:**

1. Title of Presentation: Please provide a title (10 words maximum) that accurately conveys the content of the session.
2. Description of Presentation: Provide a brief, 50-word description that can be included in the conference program.
3. Content of Presentation: Provide a 200-word description of the content and the activities involved in your presentation.
4. Description of Presenter(s): Provide a brief summary of the background and current position of all presenters. Please include name, title, affiliation, address, telephone number, fax number, and e-mail address.
5. Equipment: All presenters must bring their own laptops. Please indicate any additional equipment you'll need, such as:
  - LCD Projector
  - Internet Access
  - Flip Chart
  - Overhead Projector
  - VCR
  - Wireless LAN

Please submit proposals to the 2011 RMAIR Conference Program Chair:

Judy Bosland

[jbosland@nmsu.edu](mailto:jbosland@nmsu.edu)

Director, Research, Evaluation & Assessment  
New Mexico State University  
575-646-6131

**See you in Albuquerque in October!**