

Call for Participation/Papers during the Annual Conference

The (insert number) Alabama Association for Institutional Research (ALAIR) Annual Conference will be held at (insert location and date). The theme, (insert theme), is relevant to each of us. The Annual Conference gives us an opportunity to share data, experiences, assessment activities, research outcomes, plans, projects, skills, expertise, challenges, and opportunities.

Your participation in the ALAIR Annual Conference is essential to ensure the success of the Conference. You do not have to be an ALAIR member, or even an institutional researcher. Proposals in all areas of institutional research, assessment, policy analysis, planning, and related techniques are encouraged. Your participation can take the form of a paper, a presentation, or a tools and techniques session.

- ***Papers and Presentations** are formal sessions that present a scholarly approach or extended discussion of a technique of interest to conference participants. These sessions will be approximately 45 minutes in length.*
- ***Tools and Techniques** sessions are informal presentations of reports, analyses, techniques, software, demonstrations, and the like. The presenter may develop a brief (3-5 minutes) presentation, but the value of this type of session is the opportunity to discuss the topic one-on-one, or in small groups.*

To submit your proposal, complete the form below and attach a brief discussion of what you plan to present. Return it to the address listed below by (insert a date). If you have special equipment requirements, questions or concerns, please contact (insert name, address, telephone number, fax number and/or e-mail address of program chairperson).