CIRPA 2018 Conference
Proposal Submission Template

Save as instructions
Please complete your proposal using this template. Save your file using the following naming format:
LASTNAME_FIRSTNAME_CIRPA2018.doc

Submission instructions
Submit proposals by email no later than June 4, 2018 to **proposals@cirpa-acpri.ca**.

1.   Proposal Title
Concise description of your presentation (255 character limit)

2.   Speaker(s)
List all speakers that will be presenting this session at the conference. This will appear in the conference Schedule and Program Book. Use the format: First name Last name, Affiliation

3.   Abstract
Brief description of proposal. Clearly explain why you proposal is important to CIRPA members. This will be used to describe the content of the presentation in the conference program (100 word limit)

4.   Detailed Presentation Description
Description of how your proposal presents research, new or improved practices, and/or ideas to advance the field of Institutional Research and Planning and the intended learning outcomes that attendees will gain from your session. (1000 word limit)

5.   Relevance to Conference Theme and/or Topic Area
Identify the relevance of your proposal to the conference theme: Tuning into Data and/or to one or more of the topic areas (i.e. Decision Support, Research Methods, Planning, Technology, or IR Operations). Please list all relevant topic areas.

6. Type of Session
Identify the proposed session format (i.e. concurrent session- scholarly or practitioner, demonstration session, panel session, or pre conference workshop) (Please refer to the session format descriptions included in the Call for Proposal Guidelines document)

7. Speaker(s) Bios
Provide a short biographical sketch of each speaker listed above. This is not for publication, but will be used by session facilitators to introduce your session.

8. Conference Technology Requirements and Accessibility Needs
*Identify whether you will require the **standard conference set-up** or if you will have **other requirements and/or accessibility needs**. The Standard Conference set-up includes a laptop, multimedia projector, and screen. One microphone with a podium will be provided for concurrent sessions and demonstration sessions, and two microphones (or three if needed) will be provided for panel sessions.   If you require other requirements and accessibility needs please provide a detailed description of all accessibility needs you may have for the presentation, or any additional technological equipment you are requesting beyond the standard conference setup. (Presenters do not need to bring their own computers. A memory or data stick with your presentation should typically suffice.)*