# CIRPA 2019 Conference

## Circus of IR: Expect the Unexpected. - Proposal Submission Template

**Save as instructions**

Please complete your proposal using this template. Save your file using the following naming format:

**LASTNAME\_FIRSTNAME\_CIRPA2019.doc**

**Submission instructions**

Submit proposals by email no later than **May 19, 2019** to **proposals@cirpa-acpri.ca**.

1. **Proposal Title**

*Concise description of your presentation (255 characters limit)*

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1. **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*

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1. **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 words limit)*

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1. **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)*

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1. **Relevance to Conference Theme and/or Topic Area**

*Identify the relevance of your proposal to the conference theme: Circus of IR: Expect the Unexpected and/or to one or more of the topic areas (i.e.* *Ringmasters, Magicians, Fortune tellers and Acrobats). Please list all relevant topic areas.*

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1. **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 document)*

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1. **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 This is not for publication, but will be used by session facilitators to introduce your session.*

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1. **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.)*

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