

## CAPEA Fall Conference 2010 Call for Proposals

CAPEA members are invited to submit a paper, a roundtable or a poster presentation. **All presentations will be blind-reviewed.** We are using this process so that our members who present can use these presentations for retention, tenure and promotion purposes or simply to share their knowledge and research. We feel this will also add to the richness and robustness of our Fall 2010 CAPEA Conference. If you are interested in submitting a proposal, please follow the guidelines below. We encourage you to do so.

**Call for Reviewers**— CAPEA members who are interested in serving as proposal reviewers should contact Dr. Donna Elder at [delder@nu.edu](mailto:delder@nu.edu).

**Proposals: Submit the following information as a Word Document via email to: Donna Elder [delder@nu.edu](mailto:delder@nu.edu). Please put CAPEA Conference Proposal in the subject title of the email.**

### **Please submit as one Word document**

1. Primary Presenter: Name, title, institution, email address, mailing address and office telephone number.
2. Additional Presenters: Same information as Primary Presenter  
Title of the Session.
3. Summary for Conference Program: Describe the session in thirty words or less for use in the conference program. Be precise in describing the content of the session to aid attendees in selecting topics relevant to their interests. Proposals that do not include this summary will not be considered.  
Summaries may be edited by the program committee prior to the conference.
4. Audiovisual Requirements –LCD Projector, etc.

### **Please submit as a second Word Document**

1. Title of Paper
2. Type of Session-Paper, roundtable session (20 minutes), or poster session. If a paper session, please state whether you prefer 25 or 50 minutes.
3. Objective(s) of Presentation
4. Relationship to Conference Theme, ***Preparing our Leaders: Relevance for our Profession.*** i.e. Description of Presentation (100-150 words)
5. Description of Audience Participation
6. Summary for Conference Program: Describe the session in thirty words or less for use in the conference program. Be precise in describing the content of the session to aid attendees in selecting topics relevant to their interests. Proposals that do not include this summary will not be considered.  
Summaries may be edited by the program committee prior to the conference.

**Due Dates and Submission:**

Proposals must be submitted by **September 6th** to Dr. Donna Elder via email ([delder@nu.edu](mailto:delder@nu.edu)). An email confirmation that your proposal has been received will be sent to the session organizer. A decision will be made by the review board and will also be sent via email by **September 17<sup>th</sup>**.

**General Information**

- A. Formats that utilize multiple presenters are encouraged. Graduate students and CAPEA members are especially encouraged to submit proposals.
- B. All presenters are required to pre-register for the conference. Presenters should have 20 copies of handouts or materials for the attendees.
- D. Roundtables will be allotted 25 minutes per session.
- E. Papers may be either 25 or 50 minutes.