

CAPEA Spring Conference 2012 Call for Proposals
Leading Equity: Principled Communities of Practice
Sacramento, CA
March 2nd and 3rd

We are inviting you 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. We feel this will also add to the richness and robustness of our Spring 2012 CAPEA Conference. If you are interested in submitting a proposal, please follow the guidelines below. We encourage you to do so. Please be sure to tie your presentation to our theme for the Spring Conference.

Submit the following information as a Word Document via email to: Donna Elder delder@nu.edu. Please put CAPEA Spring Conference Proposal in the subject title in the email.

Due Dates and Submission:

Proposals must be submitted by **February 1st** to Dr. Donna Elder via email (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 **February 17th**.

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 10 copies of handouts or materials for the attendees.
- D. Presentations will be 25 minutes in length.

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
3. Title of the Session.
4. 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.
5. Audiovisual Requirements –LCD Projector, etc.

Please submit as a second Word Document

1. Title of Paper
2. Type of Session-Paper, roundtable session (25 minutes), Paper sessions are 25 minutes, and doctoral students are encouraged to submit posters of their work (these do not need to be theme based). Sessions will be held in various parts of our central meeting room. Most presentations have 8 to 10 members in the audience. The roundtable presentations are more informal discussions of your work while the paper presentations are usually more research based and completed studies.
3. Objective(s) of Presentation
4. Relationship to Conference Theme: ***Leading Equity: Principled Communities of Practice*** - Description of how your presentation aligns with the topic.
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.