



## CALL FOR PRESENTATIONS – OURA 2018 CONFERENCE *COLLABORATING IN CHANGING TIMES*

February 14-16, 2018 • Toronto Marriott Downtown Eaton Centre Hotel

### **PROPOSAL SUBMISSION INFORMATION**

**Please complete the following proposal outline.**

*Note:* Only complete proposal outlines will be considered for the 2018 Conference. Please ensure that you have completed the application in full and attached any necessary supporting documents and materials.

#### **1. Speaker Information**

**Note:** For more than one presenter, please indicate primary contact here and include additional presenter(s) in biography below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code/ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Work Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

#### **2. Speaker Biography (or biographies if more than one presenter):**

Provide a brief paragraph (250 words maximum) on your background and current position.

3. **Presentation Title:** \_\_\_\_\_

**Please indicate the type of session your topic is best suited for:**

- 60-minute concurrent breakout session** – 20-100 attendees approximately; offered on February 14th, 15th or 16th
- 40-minute overview session** – 20-100 attendees approximately; offered on February 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>
- 60-minute Plenary Session** – all delegates attend; may be offered February 14<sup>th</sup>, 15<sup>th</sup> or 16<sup>th</sup>

4. **Presentation Theme Track**

**Please indicate the “best fit” category for your proposed session from the following six options. If your presentation is suitable for more than one category, you may check more than one box.**

**Lead On!** — *Share your leadership or professional development success stories – challenges and lessons learned, too. Share your knowledge of and experience with the latest research in successful registrarial practices.*

**Communicate!** — *Are you working on a unique communication initiative – targeting students, potential students and/or between university departments on all registrarial matters. Tell us about use of digital tools to create mobile & self-service apps, issues of website management and social media innovations and best practices.*

**Collaborate!** — *Tell us about successful joint initiatives or projects – interdepartmental, with a vendor or supplier or another institution. Share your knowledge, experience, outcomes, and lessons learned.*

**Innovate!** — *Share your Innovative projects and initiatives affecting any area of registrarial practice – in progress or completed – the processes, successes, challenges, and lessons learned.*

**Food for Thought** — *From sector-wide updates and high-level overviews to other topics of interest to the broad registrarial community, share your knowledge and expertise.*

**Changes of Self: Personal and Professional Development** — *In the spirit of continuous improvement, share your expertise or experience to help delegates expand their personal skillset.*

**5. To assist us in creating a well-rounded program, please indicate the subject matter area which best describes your session content (check ALL that apply)**

<input type="checkbox"/> Strategic Enrolment Management (SEM) Initiatives	<input type="checkbox"/> Student Retention	<input type="checkbox"/> Advances in Technology
<input type="checkbox"/> Undergraduate Admissions	<input type="checkbox"/> Graduate Studies	<input type="checkbox"/> Academic Scheduling
<input type="checkbox"/> Student Success Initiatives	<input type="checkbox"/> Student Mobility	<input type="checkbox"/> Employee Relations Management
<input type="checkbox"/> Academic Advising	<input type="checkbox"/> Records & Systems Initiatives/Projects	<input type="checkbox"/> Personal and/or Professional Development
<input type="checkbox"/> Recruitment Initiatives/Strategies	<input type="checkbox"/> Scholarships/Awards Programs and Case Studies	<input type="checkbox"/> Examinations
<input type="checkbox"/> Calendar/Curriculum	<input type="checkbox"/> Student Fees/Financial Aid	<input type="checkbox"/> Graduation/Convocation

Other (please specify): \_\_\_\_\_

**6. Presentation Description**

Please provide a brief abstract of your proposed presentation (maximum of 100 words) including key points to be covered during the presentation. This abstract may be used in the program if your session proposal is accepted.

**5. Audience Experience Level**

- All
  Senior/Management (10+ yrs)
  Intermediate (3-10 yrs)
  New (< 3 yrs)

**6. Presentation History**

**a) Have you presented at a previous OURA Conference or event?**

Yes

No

If yes, please list:

**b) Which category best describes you:**

This will be my first Conference presentation

I have presented at a Conference/s before, but this is my first OURA presentation

**c) Provide a brief list of where and when you have made presentations in the past.** Please provide the name(s) of the organization(s) along with a contact name and telephone number (for reference purposes).

**7. Contact Information**

If you are submitting a proposal on behalf of a speaker or an organization, please include your information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code/ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Work Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**8. Fees/Expenses**

OURA will cover reasonable travel expenses and one night overnight accommodation if required due to travel distance.

If there is a fee associated with your participation in the OURA Conference Program, please provide detailed fee information below:

All proposals are due by **Wednesday, September 6, 2017** and will be reviewed by the OURA Executive and Standing Committee Chairs. You will be notified via email of the status of your proposal no later than **Wednesday, November 15, 2017**. You may submit using the button below once the form is complete or email completed forms to Jeannie Boyes, OURA Conference Manager.

**Thank you for your interest and submission.**