

CALL FOR PROPOSALS

The theme for the 2018 Annual Conference and Assembly Meeting in New Orleans is “Business Education: Learn. Apply. Experience.” In line with this theme, the IACBE is soliciting proposals for conference presentations on a wide range of topics relating to business and management education.

NEW THIS YEAR: All proposals for presentations will be peer-reviewed for acceptance. (Proposals for poster presentations will not be peer reviewed)

In 2018 IACBE will be structuring the presentation schedule around “tracks” related to the intended audience for the presentation. Each presentation should be developed to appeal to a specific audience: faculty, administration, or site visitors.

Teaching and Learning track presentations should be designed to share best practices and innovative teaching techniques to improve student learning. The intended audience is full-time and part-time/adjunct faculty. Presentations could be general, they apply to any business discipline, or they could be specific and apply to only one discipline.

For Example:

- Best practices for using PowerPoint in the Classroom
- Teaching Accounting to Non-Accounting Students

Administration track presentations should be designed to share best practices related to the oversight and administration of business programs. The intended audience would be deans, program chairs, directors, and faculty in a supervisory role.

For Example:

- Creating a Professional Development Plan for Faculty
- Ensuring Adjunct Faculty Achieve Course Learning Outcomes

Accreditation track presentations should share best practices in conducting site visits. The intended audience is site visit team members, site visit team chairs, and site visit mentors. The presentation should focus on a specific part of the site visit or of the self-study and provide practical tips that could help site visitors to be more effective in their site visits and to provide valuable feedback to the school.

For example,

- Conducting the Exit Interview: Make it meaningful for the school
- A Framework for Reviewing Faculty Credentials

Institution track presentations should provide specific practices related to the type of institution. For example, institutions that are faith-based, Historically Black Colleges and Universities, Native American, proprietary, state institutions, etc. The presentation should address an area that relates specifically to the type of institution.

For example:

- Serving Under-Prepared Students
- Writing Intended Student Learning Outcomes that Reflect the Mission and Population of the Institution

The IACBE welcomes proposals for presentations in other areas relating to best practices and excellence in business education, but preference will be given to presentations that follow the above guidelines.

Proposal Submission Guidelines

Presentations – Peer -Reviewed

Suggested presentation types:

- One- or two-person presentation
- Presentation with roundtables
- Panel Presentations (limit to three panel members and a moderator)

1. All proposals for conference presentations must include the following elements:

- ❖ **Proposer:** The name(s) and affiliation(s) of presenter(s) on a separate page so that it can be removed when the documents are given to the reviewers
- ❖ **Statement of Topic:** Title of the presentation
- ❖ **Track:** From list provided above
- ❖ **Description:** A Short Description of the Presentation (no more than three sentences, to be used in the program if the submission is selected)
- ❖ **Summary:** A Summary of the presentation (minimum 500 words)
- ❖ **Outline:** Outline of the Presentation (demonstrate the flow of the presentation)
- ❖ **References:** (if applicable)
- ❖ **Audio-visual needs (Note:** Internet access **WILL NOT BE AVAILABLE** in the concurrent session rooms. Therefore, all resources needed for presentations should be loaded on flash drives.

2. Concurrent session presentations should be designed to last for forty minutes, which includes the time for questions and answers.

Posters – Selected based on alignment with the theme and general merit

Posters provide an opportunity for an informal presentation featuring “give and take” with conference attendees. Presenting a poster is also a good way in which to discuss and receive feedback on a work in progress that has not been fully developed into a paper.

Please limit your proposal to 2 pages. A list of the poster titles and authors will be included in the conference proceedings and the program. Poster proposals are not published. All poster presentation proposals should include the following:

- ❖ **Proposer:** Include name, address, phone and fax numbers, email address (expect most correspondence by email), Web address (if applicable), etc. This item does not count in the page limit. Poster proposals do not undergo blind review, so this information should be included.
- ❖ **Statement of Topic:** A short title.
- ❖ **Track:** From the list above.
- ❖ **Significance and Relevance of the Topic:** Please include information about any trends in relation to the topic and possibly describe (or cite) evidence to that effect. Your objective here is to explain why the topic is significant. This information can help your proposal to be selected if resources become an issue.
- ❖ **Content:** A description of the expected content of the poster.
- ❖ **Description:** A Short Description of the Poster (no more than three sentences, to be used in the program if the submission is selected)

Presentations and Posters should not have been previously published or used as a poster submission.

Submission Deadline

The deadline for submission of proposals has been extended to November 15, 2017. Individuals who submit proposals will be notified in December regarding acceptance decisions for inclusion in the ACAM program.

Submission Format

All proposals must be submitted electronically as email attachments in MSWord format to: iacbe@iacbe.org.
