



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Reminder: RESPOND BY 4:00 PM, FEBRUARY 13, 2006

DATE: January 13, 2006

TO: Presidents
Instructional Administrators
Program Auditors
Basic Skills Directors/Coordinators
Resource Development Coordinators
SACS Coordinators
Student Development Administrators
Vocational Education Coordinators
Continuing Education Administrators

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: **System Conference Call for Proposals**
2006 North Carolina Community College System Conference

This is a reminder that planning is underway for the 2006 North Carolina Community College System Conference. The conference will be held October 8-10, 2006, at the Joseph S. Koury Convention Center in Greensboro, North Carolina. This memo includes instructions for the "Call for Proposals" for the upcoming conference. Please share this document with anyone on your campus who may be interested in presenting. **All interested persons will need to access the proposal information via the website, review the instructions, complete the presentation form, and return it electronically by February 13, 2006.**

To respond to the "Call for Proposals," use a web browser to go to <http://www.ContinuingEducation.ncsu.edu/ncccs>. At this site, you will see a link for submitting your proposal. Click on the "Submit Your Proposal" link.

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Submitting your proposal then becomes a four step process.

- (1) Click on Word format to access the form.
- (2) Save the form to your computer or network.
- (3) Complete the form on your computer.
- (4) Submit the completed form by:
 - (a) filling in your name and e-mail address,
 - (b) using the "Browse" button to find the completed proposal form that you saved,
 - (c) completing this process by clicking on "Upload This File".

Updates for the conference will continue to be posted at
http://www.nccommunitycolleges.edu/Programs/community_college_conference.htm

Thank you for your support and cooperation. If you have questions, please contact Ken Whitehurst at (919) 807-7098, by email at whitehurstk@nccommunitycolleges.edu or Sharon Tanner at (919) 807-7108, by email at tanners@nccommunitycolleges.edu.

c: President H. Martin Lancaster
System Office Senior Staff
Mr. Chip Futrell, NCSU

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