



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Extended Deadline: RESPOND BY 4:00 PM, March 7, 2006

DATE: February 14, 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
“Celebrating Learning Colleges: Showcasing Our Success”

This memo extends the deadline to submit a “Call for Proposal” for the 2006 North Carolina Community College System Conference to be held October 8-10, 2006 at the Joseph S. Koury Convention Center in Greensboro, North Carolina. We have received a generous response to the call for proposals and want to insure that all potential workshops are included for this extremely important professional development opportunity. All interested persons may access the proposal information via the website, review the instructions, complete the presentation form, and return it electronically by March 7, 2006. We need your support as we celebrate learning colleges and showcase our success.

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.

CC06-034
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Memorandum
System Conference Call for Proposals
Page 2

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 going back to the web site:
 - (a) fill in your name and e-mail address,
 - (b) use the "Browse" button to find the completed proposal form that you saved on your computer,
 - (c) complete 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, or by email at whitehurstk@nccommunitycolleges.edu .

c: President H. Martin Lancaster
System Office Senior Staff
Ken Whitehurst
Mr. Chip Futrell, NCSU
Ms. Elizabeth Isler

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