



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 6, 2002

MEMORANDUM

TO: Selected 2002 Instructor's Conference Contacts

FROM: Bob Allen, Director
Professional Development

SUBJECT: 2002 Instructor's Conference

Based on your previous successful presentations or program/people recommendations, you are "invited" to complete the attached proposal for presentation for Oct. 13-15, 2002.

If you meet the deadline and have an "attractive/appealing" general interest session, your request will receive selection priority. I am soliciting you first because of your success and experience or your ability to recommend a presenter from your college with you serving as president.

The deadline for your proposal is **February 25, 2002**. Please complete the attached form and e-mail it back by clicking reply to this message.

Bottom line - I need you at the conference to enhance the program and provide a significant contribution to faculty who need our support.

Please respond soon or call me to discuss your session.

S02-003
E-Mail

Proposal For Presentation
NC Community College Instructors Conference
October 13-15, 2002
Vision for the New Millennium

Name: _____ Title/Position: _____
College: _____ Phone: () _____ E-mail: _____

Title of Presentation: _____

Proposals for Presentation

In an effort to encourage individuals in our System to share their expertise, we are soliciting proposals for workshop presentations. Reviewers are looking for innovative practices, new ideas, learning-centered content, and active learning opportunities that conform with the nine headings under our main theme (see headings and descriptions on back). Traditional lecture-only presentations are discouraged. If you would like to make a presentation, please complete this proposal form and return it to the System Office by **February 25, 2002**. Please note that proposals must be approved by the Chief Academic Officer or his/her designee.

Brief Description of Content:

Type of Presentation: Demonstration Attendee Participation Discussion Lecture

Length of Presentation: 1 hour 15 min. 2 hours 30 min. 3 hours 45 min. (hands-on presentations only)

Can you present this workshop twice? no yes

Will you have a presider at your presentation? no yes

If yes, please provide the following information for publication purposes:

Presider's Name : _____ **College/Company:** _____

Telephone Number: _____ **E-mail address:** _____

Approval of Chief Academic Officer: _____
(Signature)

(The NC Community College System Office does not provide travel support for presenters who are employees of the Community College System and/or the state of North Carolina.)

Return by February 25, 2002

to:
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