



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**RESPOND BY 4:00 PM, FEBRUARY 11, 2008**

**DATE:** December 19, 2007

**TO:** Association Officers  
Special Interest Groups

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

**SUBJECT:** System Conference **Call for Association Meetings**  
2008 North Carolina Community College System Conference

As you are aware, planning is underway for the 2008 North Carolina Community College System Conference. The conference will be held October 12-14, 2008, at the Raleigh Convention Center, South Salisbury Street, Raleigh, North Carolina. Attached is a copy of the form for Associations and Special Interest Groups. Please share this document with the appropriate officer or individuals of your association if you are interested in hosting a meeting or other functions during the Conference. Please note that proposals for workshops must be submitted on the "Call for Proposals" form available on the Website.

To respond to the "Call for Associations and Special Interest Groups," use a web browser to go to <http://www.continuingeducation.ncsu.edu/ncccs.htm>. At this site you will see a link for submitting the form.

Submitting your proposal is a four step process:

- 1) Click on Word format to access the form.
- 2) Save the form to your computer or network.  
**Note: Do not use spaces or characters in the file name.**
- 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."

If you have any questions please contact Judith Mann at 919/807-7108, [mannj@nccommunitycolleges.edu](mailto:mannj@nccommunitycolleges.edu) or Elizabeth Brown at 919/807-7128, [browne@nccommunitycolleges.edu](mailto:browne@nccommunitycolleges.edu) .

DAP/EI/pck

Attachment

c: Presidents  
Chief Academic Officers

**S07-057**  
**Email**

**Submission Deadline: February 11, 2008**  
(Completed form should be submitted online)

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DO NOT WRITE IN THIS SPACE:

No. /Init: \_\_\_\_\_ Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

***Associations and Special Interest Groups***  
NC Community College System Conference  
October 12-14, 2008

**Theme: BEYOND THE HORIZON: Preparing Students for a Global Advantage**

Please complete this form if your association or special interest group will be holding one or more meetings at the 2008 North Carolina Community College System Conference. This form is to be used for association and/or special interest group meetings only. **Please note**, to request holding a *workshop* session at the conference, you must complete a separate "Call for Proposal" form.

**Name of Association or Group:**

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Type of meeting:

**(Check only one type of meeting. A separate form must be completed for each type of meeting.)**

Business Meeting  Business Meeting/Dinner   
Business Meeting/Breakfast  Reception   
Business Meeting/Lunch  Other (Specify) \_\_\_\_\_

Maximum Number of Participants: \_\_\_\_\_ President: \_\_\_\_\_

**Available dates and times for association and/or special interest group meetings**

Sunday, October 12, 2008

10:00 a.m. - 4:00 p.m.

Please specify a beginning time and ending time for Sunday in space below.

Begin: \_\_\_\_\_ | End: \_\_\_\_\_

**(Enter only one time slot. A separate form must be completed for each time slot.)**

Monday, October 13, 2008

7:30 a.m. - 8:30 a.m.  
 11:45 a.m. - 1:30 p.m.  
 5:00 p.m. - 7:30 p.m.  
 7:30 p.m. - 9:00 p.m.

**(Check only one time slot. A separate form must be completed for each time slot.)**

Tuesday, October 14, 2008

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7:30 a.m. – 9:00 a.m.

8:00 a.m. – 9:00 a.m.

**(Check only one time slot. A separate form must be completed for each time slot.)**

**Audio Visual Equipment (Check all that apply):**

None needed  Flipchart

Screen  Internet Connection

LCD Projector  Other (Specify) \_\_\_\_\_

**Note: Laptops will not be provided by the Conference.**

**Meal Function:**  Yes  No

**Room Arrangement:**  Theater Style  Classroom Style  
 Large Open Space  Table and Chairs

Head Table:  Yes  No Number of Seats at Head Table \_\_\_\_\_

Lectern w/mic:  Yes  No \_\_\_\_\_

Podium (freestanding):  Yes  No \_\_\_\_\_

Internet:  Yes  No \_\_\_\_\_

NC Info Highway:  Yes  No \_\_\_\_\_

**Contact information:** Contact person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
College/Association: \_\_\_\_\_

***Please note: Groups or associations are responsible for all expenses incurred with meetings including refreshments and/or meals. Submission deadline is February 11, 2008.***

For questions please contact Elizabeth Isler at (919)812-8207, email [eisler2@nc.rr.com](mailto:eisler2@nc.rr.com) ; Judith Mann at (919)807-7108, email at [mannj@nccommunitycolleges.edu](mailto:mannj@nccommunitycolleges.edu); or Elizabeth Brown at (919)807-7128, email [browne@nccommunitycolleges.edu](mailto:browne@nccommunitycolleges.edu).

**Submission deadline is February 11, 2008**