



To login to the proposal submission system for the first time, click "Create an Account".
This account is separate from your AIR account.

Thank you for your interest in submitting a session proposal for the 2021 AIR Forum. The AIR Forum is the annual conference of the Association for Institutional Research (AIR) and provides an exceptional opportunity for professionals who collect, analyze, interpret, and communicate data in higher education to learn, connect, and share.

Due to the uncertainties surrounding the COVID-19 pandemic AIR has opted to host the AIR Forum as a virtual event May 24-28, 2021.

2021 virtual presentation formats include speaker sessions, panels, discussion groups, and posters. Multiple submissions are permitted. However, please do not submit the same session in multiple formats. Choose the best format for delivering your content based upon the guidelines for each format type.

Important Dates:

- Sunday, December 6, 2020 at 11:59 p.m. ET
Proposal submission deadline
- December 2020 – February 2021
Proposal reviews and session acceptance decisions
- February 2021
Final proposal status notifications sent
- Friday, April 2, 2021
Deadline to upload Scholarly Paper for conference proceedings and session listing
Presenter registration deadline
- Friday, May 7, 2021
Deadline to upload presentation resources
- May 24 – May 28, 2021
AIR Forum

The CFP system requires you to create a new account each year. This account is separate from your AIR account.

Login

AIR uses the Hubb.me platform to collect and manage session proposals. Your first step is to create an account or log-in using your username and password if you've used the system before. To submit a proposal for the 2021 AIR Forum, enter your username and password, then click "Sign in to Account." If you haven't created an account, click "Create an Account."

Note: This is not associated with your AIR account.

E-mail*

Email Address

Password*

Password

Sign in to Account

Create an Account



[Forgot your password?](#)

Need help?

Send the AIR Forum team an email at forum@airweb.org or call us at 850-391-6345.

Visit airweb.org/forum/2021/CFP for more details.

CREATE ACCOUNT

Follow the steps to create your account, and click "Continue".

To create an account, please fill in the requested information below and click **Continue**. Creating a password will allow you access to review your submissions, to finalize and submit a draft, or to submit additional sessions.

First Name*

Last Name*

Company Name*

Email*

Password*

Confirm Password*

Continue








Already registered?



To begin your submission, click “New proposal.” You can save your proposal as a draft and return at any time to edit and make changes, before you submit. To edit your proposal, click the “Edit” button to the right of your proposal title. You must submit your proposal by 11:59 p.m. ET on Sunday, November 22, 2020, to be included in the review process. When your draft is complete, click “submit” to complete your proposal submission.

To confirm submission, look for the “submitted” icon to the left of the title. If you don’t see the icon, it is still a draft and has not been successfully submitted.

Draft and Submitted Proposals

 submitted	Impact Session Test Title	View
 submitted	Speaker Session Test Title	View
 submitted	Panel Session Test Title	View
 submitted	Discussion Group Test Title	View
 submitted	test	View
 submitted	Speaker Session Test 2 Title	View
 draft	Sample Draft Proposal	Edit Delete

New Proposal

To begin your proposal, click "New Proposal".
To view a submitted proposal, click "View".
To edit or delete a draft proposal click "Edit" or "Delete".



Select the Format, Topic Area, and your intent to submit a Scholarly Paper from the drop down menus, then click "Next Page"

~Click "Cancel" to quit at any time.

~Click "Save as Draft" to save your changes at any time.

Digital Presentation Acknowledgement

Due to the uncertainties surrounding the COVID-19 pandemic and their potential effects upon the ability for AIR to deliver/host an in-person event, many 2021 AIR Forum sessions must be adaptable to either in-person or virtual delivery. To assist AIR in planning for these possible scenarios, please answer the following questions with the information (or knowledge) that you have at this time:

*Digital Presentation Acknowledgement

Please Select 

*Please explain your response.

Format and Topic Area Selection

For each proposal, select a topic area and a format. Formats lay the framework for how a session will be presented and topic areas help organize sessions into common themes. Please select the format and topic area that are most appropriate for your presentation.

Please review the descriptions carefully to determine which best fits your proposal.

Formats

*Please select the format that best fits your submission:

Please Select 

*Please select the topic area that best fits your submission:

Please Select 

After submitting your proposal, you will be directed to a page that lists your draft and/or submitted proposal(s). To submit another proposal, click on the "New Proposal" button at the bottom of that page.

To ensure accuracy, we strongly suggest that you select "Save As Draft" and review your proposal before submitting. Once you submit your proposal you will not be able to make any further changes.

Next Page

Note: You can skip required fields while the proposal is a draft, but all required fields must be complete before submitting.

Cancel

Save As Draft

Submit Proposal



Presenter Details

All presenters listed on a session must register for and attend the Forum. List the presenters in the order you would like them to appear in the session listing.

Affiliation Disclosure

*Are any speakers affiliated with a company, business, or entity (includes for-profit and non-profit) that sells a product or charges a fee for use of a service, data collection, technology, or other activity associated with the presentation topic? Your disclosure allows AIR to follow up with information regarding participant expectations for noncommercial sessions. Note: AIR Forum Sponsor Sessions are scheduled separately and should not be submitted through the proposal process. An AIR staff member will contact sponsors to schedule these sessions.

Please Select

Presenter 1 (Lead Presenter)

*First Name

Enter the speaker's first name

Middle Name

Enter the speaker's middle name

*Last Name

Enter the speaker's last name

*Email

Enter the speaker's email

Alternative Email

Enter an alternative email for the speaker

*Institution/Affiliation/Company

Enter the speaker's company

*Job Title

Enter the speaker's job title

*Presenter Experience: Describe how each presenter's experience/knowledge makes them uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or publications) rather than general statements about degrees or years in the field.

Characters Remaining: 1500

Describe speaker's experience

*Will this be your first time presenting a session at a professional conference?

Please Select

+ Add Presenter

*Presenter Order: If your session has only one presenter, please list the presenters name. If your session will have more than one presenter, please list the presenters as a comma separated list in the order in which you would like them to appear in the session abstract and any printed or online session listing. List the lead presenter first.

List the order of presenters

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Cancel

Save As Draft

Submit Proposal

Complete contact information for all presenters including yourself. Be sure to double check the spelling of email addresses for accuracy. * indicates a required field.

~To add additional speakers, click "+Add Presenter".
~To remove a speaker, click "-Remove Presenter".
~Add presenter order for the session listing.

Click "Next Page" when you are ready to proceed.

Note: You can skip required fields while the proposal is a draft, but all required fields must be complete before submitting.



Enter all proposal details, then click "Next Page".

It is recommended that you first type your proposal details in a Word document to check for character limits and then copy and paste it in the appropriate boxes below.

Proposal Details

Note: In all instances below, the character count includes spaces.

***Title:**

Characters Remaining: 54

Sample Draft Proposal

***Session Abstract:** A good session abstract includes a short description of the session and how the individual speakers will address the subject(s). The abstract will be used to engage and inform attendees about the content included in the session. The abstract is published in the conference app and session listings to assist attendees when selecting sessions to attend.

Concisely state:

- The topics which will be covered.
- Why the information shared in the session is timely and relevant to AIR Forum attendees.
- The objectives of the session.

Characters Remaining: 1000

Enter a brief description of the session

***Proposal Narrative: Proposal Narrative:** The proposal narrative is the primary information used by reviewers when reviewing and selecting sessions to accept for the Forum. The narrative is not published for attendees. Clearly explain:

- How your session presents new or improved ideas and practices that empowers higher education professionals to leverage data, analytics, information, and evidence to make decisions and take actions that benefit students and institutions and improve higher education. Include why the information shared in the session is timely and relevant to AIR Forum attendees.
- How you will structure the presentation.
- A timeline of the presentation.
- The central theme of the presentation.

Characters Remaining: 4000

Explain the importance and application of the topic.

***Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will...

Characters Remaining: 1000

Identify two or more learning objectives for this event.

***Target Audience Experience Level:** Select the level of experience your target audience should have:

Please Select



***Institution Type:** This session is particularly relevant to professionals who work in (select "any" if the session is equally relevant to all AIR Forum attendees):

Please Select



***Keywords:** Enter three –to five keywords/phrases participants may use when searching for this session. Please add keywords as a comma separated list. (e.g., Common Data Set, Dashboard, Community College, Institutional Effectiveness, Student Retention, etc.)

Characters Remaining: 100

Enter keywords that may be used to search for this session

Supporting Documents (Optional): Please upload any documents, charts, graphs, etc., you feel are necessary to support your proposed session.

- Upload up to 5 individual files
- Size limit per file: 4 MB
- File types supported: Word, Excel, PDF, text, PPT, JPG, JPEG, PNG

Maximum upload size: 4 MB

Attach Document

+ Add Document

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Review the Presenter Agreement and click "I agree"

Presenter Agreement

Proposal Process:

- To the best of my knowledge, my proposed presentation will not violate any proprietary or personal rights of others (including any copyright, trademark, and/or privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.

AIR Forum Planning:

- I will comply with all program-related deadlines provided to me by AIR, including but not limited to deadlines for AIR Forum registration, confirmation of session and presenter (and co-presenter) information, uploading presentation materials, etc.
- AIR has permission to use my name, biographical information, and proposal text in connection with the use and promotion of the AIR Forum and related educational programming.
- I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from AIR in connection with my presentation. Additionally, I am responsible for all travel arrangements and expenses incurred.

Presentation:

- I understand that to present at the AIR Forum and be listed on the website and conference app, I, and all co-presenters must register for the conference by Friday, April 2, 2021.
- I will upload my final presentation and any additional resources as directed by Friday, April 2, 2021.
- My session content and presentation remarks will be compliant with the AIR Forum Code of Conduct.
- I will not engage in any type of promotional marketing or selling of any product or service during my presentation.
- I understand that I will be notified by AIR regarding the scheduling (date, time, location) of my session prior to the conference. I understand that due to the number of sessions and required logistics,
- I consent to document my session.
- I agree to the requested session.
- I agree to the requested session.

Click "Save as Draft" and review your proposal details for accuracy.

We strongly suggest that you click "Save As Draft" and review your proposal before submitting. Once you submit your proposal you will not be able to make any further changes.

When you are ready to submit your proposal, click "Submit".

☐ I agree

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Cancel

Save As Draft

Submit Proposal

From: air@hubb.me
To: [Laura Knoll](#)
Subject: 2021 AIR Forum - Proposal Submission Confirmation
Date: Tuesday, October 20, 2020 9:58:10 AM

Dear Laura,

Thank you for submitting a proposal to present at the 2021 Association for Institutional Research (AIR) Forum, May 24 – May 28. Your submission is complete and will be included in the review process.

You can view your submission at <https://airforum2021cfp.hubb.me/>, but will not be able to edit your proposal content.

Proposals will be reviewed between November 2020 and January 2021. Proposal decision notifications will be sent in late-January/early-February 2021.

If you have questions about the proposal process, please contact me at forum@airweb.org or 850-391-6345.

Laura H. Knoll, CMP, CMM

Assistant Director of Conference Services

Association for Institutional Research

850-391-6345 (office)

lknoll@airweb.org | www.airweb.org | [LinkedIn](#) | [Twitter](#)

You will receive a confirmation email after submitting your proposal. Note that the email will come from "air@hubb.me". Check "Junk Mail" and "Clutter" folders if you do not see this email in your inbox.

Co-presenters **will not** receive a confirmation email.

Contact forum@airweb.org if you do not receive a confirmation.