

**Call for Presentations**  
**2010 Annual Conference**  
**Association of Collegiate Business Schools and Programs**  
**June 25-28, 2010**  
**J.W. Marriott**  
**Los Angeles, California at L.A. Live**

The ACBSP Annual Conference Committee invites proposals for presentations during the 2010 ACBSP Annual Conference. The presentations should focus on the themes of recognizing excellence in business education, recognizing excellence in teaching, global business education, and the accreditation process.

Presentations that are interactive and/or otherwise innovative in format and presentation are encouraged. We are seeking experiential learning presentations such as experiential exercises, hands-on applications, and in-class exercises.

There is a separate Call for Papers as ACBSP prepares for the inaugural issue of the *Annual Edition of the Association of Collegiate Business Schools and Programs*. The deadline for submittal of responses to the Call for Papers was January 15, 2010 and the receipt has been acknowledged by Annette Craven. Authors who wish to make a presentation at the Annual Conference are not assured of making a presentation just by submittal of a response to the Call for Papers. They must submit the documentation as requested in this Call for Presentations.

#### DESCRIPTION OF SESSIONS

New this year all concurrent sessions are 60 minutes. Another change is that all presenters will now be referred to as authors. This is not to imply they are authors of a paper associated with the presentation but did author or co-author the presentation.

Two accreditation tracks will be offered by the Board of Commissioners regarding review of accreditation standards and criteria, one for associate degree institutions and one for baccalaureate/graduate degree institutions. They are not included in this Call for Presentations. A track on the accreditation process is available as described below. The four tracks open for submission of presentations are as follows:

**1. Recognizing Excellence in Teaching:** These sessions are intended to reinforce the concept that we are colleges and universities focused on teaching. Presentations should demonstrate links between theory and practice as well as performance and assessment.

**2. Recognizing Excellence in Business Education:** The selected theme for the 2010 ACBSP Annual Conference places an emphasis on the value of ACBSP membership and benefits of accreditation. ACBSP is seeking presentations from accredited member schools that address recognition of excellence in business education.

**3. Global Business Education:** A limited number of sessions have been set aside on Saturday for presentations on topics of how business education is conducted globally. This includes special opportunities for topics related to study abroad programs, joint programs with

other institutions, and presentations by members from outside the United States describing the delivery of business education in their respective country.

**4. Accreditation Processes:** These sessions are intended to focus on the actual processes associated with initial accreditation and reaffirmation of accreditation as well as maintaining accreditation. Presentations should demonstrate links between the institution's experiences and the ACBSP accreditation processes. Potential topics include involving the faculty in the preparation of the self-study or reports, lessons learned during the process, and obtaining the support of the administration when pursuing and obtaining accreditation. Selection of inclusion of the presentation in the conference and the papers in the proceedings will be by a designated committee from the two Boards of Commissioners.

#### SUBMITTAL OF PROPOSED PRESENTATION

A one page form is used to submit a response to this Call for Presentations. The form is located on the last page of this document. The form is also available for download as a separate Word document at <http://www.acbsp.org/download.php?sid=1019>. It may be submitted by mail, fax, or e-mail. All submittals will be acknowledged by email within five working days. If you do not receive an acknowledgement of your submittal, please contact Candace Jackson at [cjackson@acbsp.org](mailto:cjackson@acbsp.org) or call (913) 339-9356.

#### TIMETABLE AND DETAILS FOR SUBMITTAL

- Deadline for submission of the Description of Proposed Presentation is **January 29, 2010**.
- Notification of acceptance or non-acceptance will be no later than **March 5, 2010**. This will be done via an e-mail to you from [cjackson@acbsp.org](mailto:cjackson@acbsp.org). We may offer changes that must be made such as changes in the title or description as proposed, the length of the presentation, or the educational track.
- If accepted, each author must submit biographical information of not more than 70 words, and any papers associated with the presentation by **March 26, 2010**.
- A form indicating audio-visual needs is required prior to **April 30, 2010**. A LCD projector, cart and screen for projector, and one wireless microphone will be provided. Special audio-visual needs including use of CD-ROM and sound broadcast from a projector can be requested. Internet connections are generally not available given the expense but can be requested.
- Two conference calls with all conference authors will be conducted on Tuesday, **May 4, 2010** and Friday, **May 7, 2010**. Both calls will be at 2:00 p.m. Central Standard Time. The purpose of these conference calls is to respond to your questions to ensure the best possible presentation. Each author is anticipated to participate in only one of these calls but may participate in both. Two calls are offered to ensure that schedule conflicts do not prohibit participation. Instructions on how to call in will be available later.
- Back by popular demand, handouts will not be distributed at the Conference. Handouts are placed on the ACBSP web site for download prior to and during the Conference we will have print stations available. They are required to be submitted by **May 21, 2010**. Electronic files must be submitted as a Word document (.doc) or PowerPoint presentation (.ppt). PDF files will not be accepted. However, if you would prefer it not be available for download, we will attempt to honor this request. The handouts do become part of the proceedings of the Conference and are published on the Web site following the Conference. If a handout is not submitted by **May 21, 2010**, to ensure its inclusion in the proceedings, the author will be responsible for providing fifty copies of the handout for distribution on-site during the session and will provide a copy of the presentation to ACBSP immediately following the Conference.

#### REGISTRATION FOR THE CONFERENCE

- Submitting a presentation implies that all authors listed in the program book and on the web site proceedings will register for the conference. Authors not presenting can be recognized in the brief or detailed description (see submittal in response to Call for Presentations) and in the

content of the presentation. Each accepted presentation entitles one author to a discount of 50% off one regular or advance conference registration.

- Presentations will be accepted from ACBSP member institutions and non-members. Preference may be given to authors from member institutions. The advance member registration fee is \$480 and the two-day registration fee is \$430. Nonmember registration is \$150 more per person. Advance registration ends on **May 17, 2010** with regular registrations approximately \$100 higher.

- If the presentation is accepted the main contact will be asked to fill out a special registration form to register for the conference in order to receive the 50% discount. The registration form will be available for download on the web site March 1, 2010. More information on how to register and where to download the Author Registration form will be given to you once you have been notified your presentation has been accepted. Individuals responding to this request for presentations are asked not to submit their registration until after they have been notified of their acceptance as an author.

#### CONTACT INFORMATION

- For personal assistance in submitting presentations, and for information about the dates, registration, or schedule of the 2010 Conference please contact Candace Jackson at [cjackson@acbsp.org](mailto:cjackson@acbsp.org). Notification of acceptance or non-acceptance and submittal of all required documentation once acceptance is received will be from Candace.

Candace Jackson  
Conference and Meetings Manager  
Association of Collegiate Business Schools and Programs  
11520 West 119<sup>th</sup> Street  
Overland Park, KS 66213  
Phone: 913-339-9356  
Fax: 913-339-6226  
[cjackson@acbsp.org](mailto:cjackson@acbsp.org)

## Submittal in Response to Call for Presentations ACBSP Annual Conference

Title: \_\_\_\_\_ Pages in this submittal  one  two

Track: \_\_\_\_\_ All Sessions are 60 minutes in Length

**Presentation Description for Program Guide** (up to 40 words):

**Description:** This is the a full description of what is being proposed for the session including detailed description of presentation, the topic's importance to attendees, use of handouts, and format of presentation. Please limit to no more than 200 words.

Submittal of the actual presentation is welcomed but not required.

**Main Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Are there any co-authors?** If yes, please provide name, title and affiliation. The co-authors will be listed as presenters at the Conference if registered and attending. If not registered and attending, they may be listed in the presentation. They may also be included in the brief description for the program book or the detailed description within the allotted word count.

Are there other reasons why you believe your presentation should be accepted (no more than 100 words)?

Please submit this complete form prior to January 29, 2010 to:  
Candace Jackson, ACBSP Conference and Meetings Manager  
Phone: 913-339-9356 Fax: 913-339-6226  
[cjackson@acbsp.org](mailto:cjackson@acbsp.org)

You may submit up to one additional page as required to fully complete this form. All submittals will be acknowledged via e-mail to the main contact within five working days of receipt. If you do not receive this acknowledgement, please contact Candace Jackson at the phone or email listed above.