Tales from the Front
Submission Deadline: August 31, 2014

Since 1937, The Western Association of College and University Business Officers has offered business officers in the western region opportunities to develop professionally, to identify solutions for issues affecting higher education, and to share their expertise with their colleagues. Our membership includes institutions in the western United States, Canadian Provinces, Mexico, and other Pacific Rim nations.

EXPLORE • DISCOVER • TRANSFORM...join us for the 2015 Annual Conference in Tucson, Arizona! Share your success stories, network with others, learn what’s new, and tell your Tales from the Front.

SUBMISSION REQUIREMENTS
All submissions must include the following:

▪ Presenter name(s), title(s) and WACUBO member institution
▪ Presenter(s) contact information: address, phone and e-mail address
▪ One paragraph biography for each presenter
▪ One page synopsis (500 words or less) outlining the problem, solution, lesson(s) learned, and a statement of how this information will benefit your colleagues*
▪ A two page outline of the content of your presentation including learning objectives
▪ A written statement giving permission for WACUBO to publish your synopsis

*If your presentation is chosen for publication on the WACUBO website, you may be asked to edit your synopsis.

SUBMISSION REVIEW
Each proposal will be reviewed by the WACUBO Professional Development Workshop Committee and ranked based on how well the presentation addresses the following criteria:

▪ Originality of concept and approach
▪ Relevance of the issue/problem
▪ Clarity of expression
▪ Organization of the presentation
▪ Completeness of the submission

The Professional Development Workshop Committee will review submissions and e-mail authors of accepted proposals by mid-October.

If you have additional questions please contact Linda Cordier at 520-206-6516 or lcordier@pima.edu

Use provided template for your proposal. Please submit proposals by August 31, 2014 with e-mail subject line “WACUBO Tales Proposal” to Linda Cordier (lcordier@pima.edu). You will receive e-mail notification once your submission has been received.