

CACUBO 2010 ANNUAL MEETING PRESENTATION OPPORTUNITY

Indianapolis Marriott Downtown

Indianapolis, IN

October 3-5, 2010

"Shifting Gears"



Call for Presentation Proposals

Deadline for Submission: Monday, February 1, 2010

General Information:

The 2010 Program Committee invites attendees, exhibitors, and sponsors to submit proposals for presentations at the 2010 CACUBO Annual Meeting in Indianapolis. The 2010 CACUBO Annual Meeting in Indianapolis will bring together almost 500 business officers and offers an opportunity for you to showcase solutions, initiate provocative discussions, and share effective strategies to the many challenges facing campus administrators in the today's constantly changing world of higher education.

The program theme for 2010 is "Shifting Gears". We are seeking proposals for presentations that focus on issues that are important to business officers at all types and sizes of colleges and universities. The program tracks for the concurrent sessions are listed below:

- Enterprise Risk Management
- Cultivating Leadership
- Technical Skills for Business Officers
- Hot Topics
- Updates from Business Partners

Proposals are being accepted for either 60 - or 75-minute concurrent sessions. Programming will occur on Sunday, October 3, 2010 through Tuesday, October 5, 2010. Educational sessions will run concurrently in three to four time slots per day.

If you would like to be a presenter in the program, please refer to the [2010 Proposal for Presentation](#) on the CACUBO website to prepare your proposal.

Submission Guidelines: Each proposal must have at least one presenter from a CACUBO member institution. Any proposal that does not include a presenter from a CACUBO member institution will be considered incomplete.

Proposals may be submitted at any time until Sunday, February 1, 2010 at 11:59 p.m. E.T.

Any incomplete proposals will be deleted after the submission deadline. Incomplete proposals include submissions that do not include full contact information for each presenter.

Submission of a presentation does not guarantee participation in the program.

Proposals should not be submitted unless each presenter is available to appear on any day of the annual meeting. Accepted proposals will not be assigned a specific speaking date and time until 2 months prior to the Annual Meeting.

Co-presenters should not be listed without definite commitment that the co-presenter will be on the program. The co-presenter(s) must agree to all the terms and conditions for participation.

Accepted presenters will be notified no later than March 15, 2010.

Presenters must complete an acceptance form in order to be confirmed for a session. All speakers will receive an official confirmation letter which will include details for expense reimbursement, per the predetermined CACUBO guidelines.

CACUBO reserves the right to revise presentation titles, reassign the identified topic area, or edit the session description of selected presentations for CACUBO promotional and program publications.

Proposal Selection: The Program Committee will make final selections based on the synergy of the topic with the remainder of the program. A member of the committee will contact you by March 15, 2010 with the results of the committee's decisions.

If you have a specific question related to the program presentation, please feel free to contact the 2010 Program Committee Chair:

Henry DeVries

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Thank you for your continued support of CACUBO. We look forward to your involvement in our 2010 Annual Meeting at the Indianapolis Marriott Downtown.