

CCBO Annual Conference 2010 Call for Programs

Protecting Our Future



The CCBO Annual Conference Program Committee is now accepting proposals for educational sessions at the 2010 Annual Conference in Hilton Head, South Carolina, November 13-16, 2010. Participate in the CCBO 2010 Call for Programs and share your experience and knowledge with leaders in the higher education field from across the U.S. and Canada.

Annual Conference educational sessions are the greatest opportunity you have to share the successes and challenges faced at your institution. While valuable information is gained from general sessions, these smaller, concurrent sessions are the best resource your peers have available to help solve problems and address solutions based on your experiences. They also represent a valuable opportunity to present at a national forum. We hope you will take part in the mutual growth experience as a presenter at the CCBO Annual Conference!

For more information:

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Program Session Topics - CCBO Core Competencies

Proposals for program sessions are encouraged to focus on the Core Competencies for business officers found at <http://www.ccbo.org/about/CoreCompetenciesv3.pdf>. Educational sessions addressing any of the Core Competencies will be considered, however the Program Committee is particularly committed to offering educational sessions in the following areas:

Accounting/Finance
Auxiliary & Business Services/Purchasing
Facilities Planning, Construction, and Operations
Human Resources/Leadership/Management/Communication
Risk Management/Business Continuity Planning/Security
Strategic Planning/Budgeting/Change Management
Technology

Program Format

- Sessions will be one hour and fifteen minutes in length.
- We encourage a session agenda that allows ample time for question/answer during or following the presentation.
- Presenters are encouraged to provide handouts to involve participants in the sessions.
- CCBO will provide, at no cost to presenters, a screen and LCD projector. Presenters must provide additional A/V equipment.

Registration Requirements

- ALL session presenters are required to register as delegates to the conference.
- Session presenters are not reimbursed for registration or expenses to attend the conference and present during an educational session.

Business Partner Participation

Businesses that wish to present an educational session MUST partner with a member institution who has successfully implemented the vendor solution. All presentations will be led by a college representative. Vendor solutions are 50 minutes in length.

Submission Requirements

Please submit your proposal via e-mail to info@ccbo.org by **April 29, 2010**. To be considered, programs MUST contain the following:

- Title of proposed session
 - Relevant Core Competencies
 - Learning Outcomes (at least three)
Completing the statement: “As a result of participating in this session, attendees will...”
 - Outline summary of proposed session containing:
 - Description of the subject and topics to be covered
 - List of materials, handouts or teaching aids to be used
 - Coordinating Presenter name, title, college/organization, mailing address, e-mail address, telephone and fax
- [Note: Coordinating presenter will be responsible for all communications with additional presenters.]
- Additional Presenter(s) name, title, college/organization, mailing

- address, e-mail address, telephone and fax
- Three to four sentence session description of the program as it should appear in publications

Evaluation Criteria

- Meaningful content related to Core Competencies
- Clearly defined learning outcomes
- Overall appeal: innovative approaches to identify, cope with/solve current and emerging problems facing business officers

A decision to accept or reject session proposals will be given no later than **June 1, 2010** to all Coordinating Presenters who submit proposals by **April 29, 2010**.