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**25th annual Conference**

***Re-imagining our universities: the role and impact of institutional research in times of disruption***

**CONFERENCE SUBMISSION TEMPLATE**

**COVER PAGE (separate page)**

**Please save your cover page *Title of your presentation\_cover page*** e.g. Institutional Research in a time of disruption\_cover page

1. **Title of Presentation**
2. **Sub Theme of Conference linked to Presentation:**

|  |  |
| --- | --- |
|  | Students of the future |
|  | Technology, big data, AI and the future of higher education |
|  | Repurposing Institutional Research(ers) |
|  | Transforming leadership |

1. **Presentation type:**

|  |  |
| --- | --- |
|  | Contributed paper |
|  | Panel discussion |
|  | Pre-Conference workshop |
|  | 3-minute pitch |
|  | Demonstration |
|  | Other – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Presenter(s)/Author(s)** (please complete for all presenters/authors associated with the submission

|  |  |
| --- | --- |
| Name and Surname 1 |  |
| Designation (e.g. Prof/Dr/Ms/Mr) |  |
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| --- | --- |
| Name and Surname 2 |  |
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| Institution |  |
| Email address |  |
| Work phone number |  |
| Cell phone number |  |

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| --- | --- |
| Name and Surname 3 |  |
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**OUTLINE AND ABSTRACT (separate page)**

**Please save your Outline and abstract as *Title of your presentation\_outline*** e.g. Institutional Research in a time of disruption\_outline

Instructions:

1. No identifying information about the author(s) (**this should be provided on the cover page only**).
2. English language only.
3. MS Word format, ARIAL font size 11
4. **Outline** length:
   1. Contributed Paper: The outline should not be less than **600 words but not exceed 1 200 words** in length thus providing enough detail to evaluate the proposal. This is used for blind peer evaluation as well as consideration of Best Paper awards and the likelihood of providing assistance to publish the paper.
   2. All other presentation types: The outline should not exceed 600 words.
5. Illustrations, graphs or references may be included if these will assist with the evaluation process.
6. It should be evident from the outline how the proposal will meet the general criteria as well as the specific criteria applicable to the type of contribution.
7. The **abstract** should not exceed 150 words and will be used for the conference brochure, should the submission be accepted. No illustrations or graphs may be included.

**Presentation title:**

**Presentation type:**

|  |  |
| --- | --- |
|  | Contributed paper |
|  | Panel discussion |
|  | Pre-Conference workshop |
|  | 3-minute pitch |
|  | Demonstration |
|  | Other – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Outline (for contributed paper: minimum of 600 words, maximum of 1 200 words; for other presentation types: maximum 600 words). Please ensure you adequately describe the methodology and any preliminary results.**

**Abstract (not to exceed 150 words – for the conference brochure):**

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e.g. Institutional Research in a time of disruption\_outline

**Please submit to** [**saair2018conf@dut.ac.za**](mailto:saair2018conf@dut.ac.za) **and** [**admin@saair.net**](mailto:admin@saair.net) **by 15 June 2018**