CALL FOR PRESENTATIONS
2019 Annual CAASLAR Conference
April 24 – 26, 2019
Colorado Springs, CO - Cheyenne Mountain Resort

You are invited to submit a proposal to share your experience and expertise with colleagues in the Higher Education Accounts Receivable, Collections, and Bursar's profession at the 2019 Annual CAASLAR Conference. Others will benefit from your experience while you make a valuable contribution to the profession. Our goal is for people to experience educational, informative, inspirational, and entertaining professional development.

The conference attracts about 75 attendees, many of which have direct responsibility for and decision-making authority over their AR services, solutions, and practices. Year after year, it draws a loyal following of participants eager to learn about – and be able to implement – the latest ideas, best practices, and relevant approaches in Higher Education Accounts Receivable Administration.

In 2019, the CAASLAR Annual Conference will offer two (2) **Conference Tracks:**
- Track 1: **Collections / Bursar**
- Track 2: **Professional Development**

Proposals for the 2019 Annual CAASLAR Conference track descriptions are below. Attendees express a strong desire for presentations that are engaging, enjoyable, and applicable in the "real world" of collections. We are especially interested in presentations offering:
- Leading-edge information and emerging trends in the collections
- Practical strategies for improvement and innovative use of technological resources;
- The how to, best practices and case studies, including tangible implementation tool(s) and
- Demonstration of measurable impact and use of effectiveness measures/metrics.

Proposal Submission Timeline

Submission process opens:	September 1, 2018
Submission process closes:	**December 1, 2018 deadline for submitting**
Notification of acceptance/rejection:	December 15, 2018
Submission of Session Handouts for website:	March 15, 2019
Conference presentation dates:	April 25 – 26, 2019

Benefits of Speaking

The Annual CAASLAR Conference provides a platform to network with 75+ Colorado and Regional Higher Education professionals and to share knowledge, lessons learned, and best practices in higher-ed collections. As a not-for-profit entity, CAASLAR does not provide speaking fees. Instead, we ask that presenters share their expertise in the spirit of furthering the professional development of their colleagues. In exchange, we offer presenters the following:
- Complementary conference registration including access to all events
- Valuable experience presenting at one of the best industry state-level conferences;
- Networking opportunities and visibility;
- Assistance in shaping the presentation to meet attendee needs and presenter goals

Logistics

Each session will last 50 minutes, and we encourage you to leave time at the end for questions. All presentations should include at least one interactive component.

All sessions are in rooms set classroom style (chairs and tables). Presenters should anticipate an audience size of approximately 30 to 45 people per session (more in some cases). Rooms are equipped with standardized audio-visual: projection unit/screen and a microphone. Any other A/V needs should be outlined in the proposal submission form below.

Description of Conference Tracks for the 2019 Annual CAASLAR Conference

Track 1: **Collections / Bursar**

Definition:

Proposals in this track will highlight emerging trends/ideas, best practices, and relevant approaches to acquire or enhance knowledge of one or more of the following:

- Collections laws and regulations
- SCRA (Service members Civil Relief Act)
- R2T4 and Bankruptcy Discharge
- Collections metrics
- Successful student outreach tactics
- Collections techniques
- Banner, PeopleSoft, etc. – Using your system to effectively run collections
- Laws and regulation changes
- PCI Compliance
- Veterans
- Perkins – what to do now
- Perkins – reassigning vs liquidating
- New NACUBO Financial Responsibility Statement
- 1098T Regulation Changes
- Managing Third Party Payments
- Strategies to reduce AR before it goes to collections
- AR Metrics and Reporting
- Working with Financial Aid
- And more…

Track 2: **Professional Development**

Definition: *Developing, implementing, and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees, to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs.*

Proposals in this track will highlight emerging trends/ideas, best practices, and relevant approaches to acquire or enhance knowledge of one or more of the following:

- Career development and leadership development theories and applications
- Project management
- Organizational Development theories and applications
- Training program development techniques to create general and specialized training programs
- Training methods, facilitation techniques, instructional methods, and program delivery mechanisms
- Performance appraisal methods (e.g., instruments, ranking and rating scales)
- Performance management methods (e.g., goal setting)
- Mentoring and coaching

Speaker(s) / Presentation(s) Proposal

First name: Last name:

Name of your primary contact if other than you:

Telephone: -   -   ext.   Email:

Your (Presenter's) Title:

Organization:

Telephone: -   -   ext.

Email address:

Mailing address:

City, state and zip: ,   -

Speaker / Organization web site address:

Brief biographical sketch (100 words or less):

If you've presented at an Annual CAASLAR Conference before, please indicate when:

Available to present on the following date(s):   ☐ Thursday, April 25   ☐ Friday, April 26
Preference for: ☐ Morning   ☐ Afternoon   Any constraints:

Title of the presentation as you suggest it be published (10 words or less):

Brief summary/description of presentation (100 words or less):

Web address/ link to sample of presentation

List the top three to five (3-5) learning objectives of your presentation:
    1.

    2.

    3.

Please indicate which track your presentation is best suited for:

If applicable, title of the second presentation as you suggest it be published (10 words or less):

Brief summary/description of presentation (100 words or less):

Please indicate which track your presentation is best suited for:

Referred to the Annual CAALSAR Conference by (if applicable):

Please provide the names of other speakers you'd recommend for our conference:

Please indicate if your organization is interested in being an exhibitor or sponsor: ☐ Yes ☐ No

In submitting this proposal, I certify that I am available for the date(s) designated above. I understand that I will not receive a speaking fee for the presentation(s). If selected, I agree to abide by the deadlines and other conditions of presenting. I understand that my conference presentation is not a showcase for promoting my business, practice or product, and I will not sell my products or services from the speaker platform. I understand I will provide summary updates or blog material prior to the conference for marketing materials.

☐ I have read and understand the statement above.

Please save this form and attach it to an email to Caaslar@CaaslarCO.org

Upon evaluation by our Program Committee, we will contact you as a follow-up. If you are selected as a speaker, we will communicate with you further regarding specific arrangements.

Thank you very much for your interest in being a part of a great conference experience!