Eastern Region Mini Conference
Cheyney University of PA
www.pbcohe.org

“Save The Date”
Thursday, April 14 & Friday, April 15, 2011

Navigating the Road Through Higher Education
Towards Sustainability: Teaching, Administration, Scholarship and Research

Cheyney University of Pennsylvania
Marcus Foster Student Center
University Circle
Cheyney University, PA  19319-0200

Thursday, April 14, 2011 – Networking, Business Card Exchange Reception
5:30 p.m. – 8:00 p.m. – Featuring Hors d’oeuvres, Entertainment and Refreshments

Friday, April 15, 2011 – Professional Development Mini-Conference
8:00 a.m. – 3:30 p.m.

(See attachments for Registration and Presenter Proposal forms and tentative Mini Conference Agenda)
Questions, contact: Madeline Somerville-Reeves [MSomervilleReeves@dccc.edu]
610.359.5215
Eastern Region Mini Conference
Presenter Proposal Form

Cheyney University of PA, Cheyney, Pa
April 14, 2011 – April 15, 2011

Navigating The Road Through Higher Education Towards Sustainability; Teaching, Administration, Scholarship and Research

This program is being submitted as a (Check One Below):

___ Research Presentation (75 minutes) – a traditional workshop, the topic of which is the presenter’s current or completed research

___ Best Practice/Skill Development Workshop (75 minutes) – a traditional format workshop of sharing insights and expertise designed to enhance knowledge and skills of attendees

PROGRAM TITLE: (Maximum of 50 Characters and spaces)

PROGRAM SYNOPSIS (for publication in the conference program - 50 Word Maximum)

LEAD PRESENTER (Contact Person):
**PRESENTER II (If necessary):**

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**PRESENTATION DESCRIPTION:**

*Please include presentation learning outcomes, summary of information, best practice(s), research to be presented, presentation method (panel, lecture, large/small group discussion, demonstration, media), relevance to the conference theme, targeted audience and description of accompanying AV, materials or handouts. Please limit description to 150 words*

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**CONFIRMATION OF CONFERENCE ATTENDANCE:**

*If this proposal is accepted I/we will attend the conference and pay the registration fee. I/we understand that this program may be replaced if I/we don’t register in the timeline prescribed.*

Presenter(s) Signature(s): ___________________________ Date: ________________

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**NOTE:** Please provide all requested information on this proposal form. Please do not use ”attachments” in lieu of a completed proposal form. Send the original proposal plus one copy. Two copies of a "brief"/one page vita/resume for each presenter must be included. The vita/resume should include presenter’s name, address, phone, e-mail, fax plus recent work experience, educational history, and professional contributions such as publications and/or presentations. Incomplete proposals will not be considered.
**Presenter Proposal Form**

**PROPOSAL SUBMISSION GUIDELINES**

*Submit electronically via email a copy of this completed Program Proposal Form and a copy of each presenter's brief vita/resume postmarked by Wednesday, March 23, 2011:*

York Williams, Ph.D., CASA  
West Chester University  
305 C. Recitation Hall  
West Chester, PA 19383  
Ywilliams@WCUPA.edu  
Office  (610) 436-2833

**REGISTRATION FEES ARE AS FOLLOWS:**

- Early Bird Registration (Pay by March 18, 2011)--------------$45.00
- After March 18, 2011 Registration-----------------------------$55.00
- After April 8, 2011 and on campus Registration-------------$65.00

**All proposals can be submitted for consideration in the PBCOHE Journal**

Acceptance notices will be emailed/mailed by March 25, 2011
NAME __Dr.__ Mr.__ Ms.__ Mrs.__________________________________________________________

TITLE/POSITION________________________________________________________________________

INSTITUTION/ORGANIZATION___________________________________________________________

MAILING ADDRESS______________________________________________________________________

CITY/STATE/ZIPCODE___________________________________________________________________

TELEPHONE: HOME (___) ____________ BUSINESS (___) ____________ FAX (___) _______________

CELL PHONE: (____) ______________________ E-MAIL ADDRESS: ____________________________

REGISTRATION FEES

Early Bird Registration  (Paid by March 18, 2011) $45.00 _____

After March 18th - you pay $55.00 _____

After April 8th and on site - you pay $65.00 _____

Total Due (Payable to PBCOHE) Registration Fee $ __________

(A surcharge of $20 will be assessed for all returned checks).

Mail to: Ms. Elisabeth Burton
Cheyney University of Pennsylvania
1837 University Circle
Cheyney, PA 19319-0200
610.399.2222

Hotel accommodations can be made at the Hampton Inn
40 State Farm Drive (off Rte. 1)
Glen Mills, PA 19342 - 610.358.9540

(Block of rooms set aside for the PBCOHE Mini Conference attendees at the rate of $94.00)
TENTATIVE SCHEDULE

Thursday April 14, 2011

3:30 p.m. – 4:45 p.m. Planning Committee Meeting
5:00 p.m. – 5:30 p.m. Registration
5:30 p.m. – 8:00 p.m. Higher Education Networking Business Card Exchange Reception

Friday April 15, 2011

Professional Development Conference Schedule

8:00 a.m. – 8:55 a.m. Continental Breakfast
8:00 a.m. – 10:30 a.m. Registration
9:00 a.m. – 9:30 a.m. Opening Plenary Session
9:45 a.m. – 11:00 a.m. Concurrent sessions
11:15 a.m. – 12:30 p.m. Concurrent sessions
12:30 p.m. – 1:30 p.m. Lunch
1:45 p.m. – 3:00 p.m. Concurrent Sessions
3:00 p.m. – 3:30 p.m. Conclusion and Evaluation

Ed. 02/09/2011