

**Suggested Guidelines for  
Selection of Best Presentation  
to be submitted for  
AIR'S "Best Presentations From State Conferences"**

1. Selection shall be made by the ALAIR Executive Committee based on recommendation by Awards Committee, chaired by Past-President.
2. Presenter must be a member of ALAIR and able to attend the AIR forum.
3. If an Awards Committee member is nomination for Best Presentation, he or she should be excluded from serving on Awards Committee.
4. Presentation must have been made at the ALAIR annual conference or at other conferences sponsored or co-sponsored by ALAIR.
5. Preferential consideration shall be given to presentations that have not had wide dissemination already.
6. Presentations shall be evaluated on the following points, based on Executive Committee appraisal and conference evaluation ratings:
  - quality of content
  - effectiveness of presentation
  - contribution to the area of institutional research
  - appropriateness for this AIR Forum session.
7. Maximum award amount of \$300 to an individual and \$500 for a group (each person \$250 if from different schools for a total of \$500).

**History of Changes**

*Adopted by Executive Committee: 1/21/94*

*Revised: 2/6/98*

*Adopted By Executive Committee: 1/23/2004*

*Adopted by Executive Committee: 9/10/2004*