



15th Annual MIS Conference

**Run the Numbers
in the
Land of Enchantment**

Sponsored by the
National Center for Education Statistics and the
New Mexico Department of Education

March 11-13, 2002
Hilton Albuquerque
Albuquerque, New Mexico

15th Annual MIS Conference

Run the Numbers in the Land of Enchantment

- *What information will help school principals and teachers improve classroom instruction?*
- *How do you get that information to them?*
- *Are there any professional guidelines — or practical tips to help me design a Web site for parents which is easy to use, secure, and feasible to manage with our resources?*
- *Could on-line data collection reduce the paperwork burden for school and district staff?*

The 2002 MIS conference is a concentrated three days of information about best practices, innovative ideas, current issues, and practical how-to-advice about management information systems for K-12 education. Co-sponsored by the New Mexico Department of Education and the U.S. Department of Education's National Center for Education Statistics (NCES), the MIS Conference brings together the people who work with information collection, management, transmittal and reporting in school districts and state education agencies.

Over the past 15 years a state education agency has partnered annually with NCES to bring local, state, and national data professionals together to learn from one another in an informal setting. This year the MIS Conference will offer more than 60 presentations, demonstrations, and workshops conducted by practitioners from K-12 information systems.

You are invited to attend the 2002 MIS Conference in Albuquerque, New Mexico, and to submit a proposal for presenting a session that will add to its interest and usefulness. This year the major focus is on two timely and important topics: Decision Support Systems and State-to-State Collaboration.

Sample Sessions from Previous Year

- Electronic Data Collection
- Oregon's Statewide Implementation of Web-based Data Collection
- School-level Data Harvesting
- CACTUS (Computer Aided Credential for Teacher in Utah Schools)
- Moving State Agency Computer Systems to the Internet
- Building a Data Warehouse
- California: Using the Internet to Collect and Share Our Data
- Minnesota District Planning Data Systems
- The Schools Interoperability Framework Overview

Get Continual Updates from the Web

Please take advantage of our online MIS conference registration form by visiting the MIS conference web site at: <http://nces.ed.gov/conferences/mis2002> Registration forms and other conference materials, such as a list of preliminary topics, a link to the conference hotel, and links to last year's sessions, can also be found on the Web site. Visit the site from now until the week of the conference for continual updates on schedules, speakers, nighttime activities, etc.

Schedule of Events

Dates	Scheduled Meetings
Sunday 3/10/02	4:00 – 6:00 p.m. Registration table open
Monday 3/11/02	7:30 a.m. Registration table open Continental Breakfast 8:30 a.m. Opening Session 10:45 a.m. – 4:45 p.m. Concurrent Sessions 6:30 p.m. Smorgasbord of the States
Tuesday 3/12/02	7:30 a.m. Continental Breakfast 8:30 a.m. General Session 10:15 a.m. – 4:15 p.m. Concurrent Sessions 6:00 p.m. Social Activity
Wednesday 3/13/02	7:30 a.m. Continental Breakfast 8:30 – 11:00 a.m. Concurrent Session 11:00 a.m. – 12:30 p.m. MIS Closing Plenary 12:45 – 1:30 p.m. Forum Plenary Session 1:30 – 5:30 p.m. Standing Committee Meetings 6:30 – 8:00 p.m. Steering Committee Meeting

Attendance Costs

For states with Cooperative System contracts, the travel expenses of two participants and the Forum Liaison is included in the Basic Participation task. Meeting costs for these individuals are reimbursed directly by the state education agency and respective state travel regulations apply. NCES will directly reimburse, at the Federal per diem rate, the travel and other costs for the local education agency Cooperative System Forum Liaisons and two participants from those states who do not receive funds through a Basic Participation task. If you are unsure whether your travel can be sponsored through this vehicle, see <http://nces.ed.gov/forum> for lists of state education agency and local education agency Forum Liaisons.

As in previous years, the expenses of all other MIS participants and presenters are the responsibility of the individual.

THERE IS NO CONFERENCE REGISTRATION FEE!

Information of Interest

Conference Web site:
<http://nces.ed.gov/conferences/mis2002>

City of Albuquerque:
<http://www.cabq.gov>

Albuquerque International Sunport:
<http://www.cabq.gov/airport>

Albuquerque Convention and Visitors Bureau:
<http://www.abqcvb.org>

Important Dates

Monday
October 8, 2001

Online registration and information regarding the 15th Annual MIS Conference are available on the NCES Web site:
<http://nces.ed.gov/conferences/mis2002>

Friday
December 21, 2001

Cut-off date for submission of presentation, workshop, or demonstration proposals.

Week of
January 14, 2002

Presenters and demonstrators notified via e-mail of acceptance or rejection of proposal.

Friday
February 15, 2002

Cut-off date for hotel room block. After this date, a sleeping room might not be available at the hotel.

Cut-off date for name to appear in program participants list. All meeting participants' registrations received after this date will only have a badge prepared in advance.

Monday
March 4, 2002

Cut-off date for late meeting pre-registration and for a badge to be available at the conference. After this date, participants will need to register on site.

Cut-off date for return of Smorgasbord Form.

About Albuquerque

New Mexico is one of the nation's most sparsely populated states. Albuquerque is bordered by the Sandia and Manzano Mountains to the east, by the Petroglyph National Monument to the west, by Sandia Pueblo to the north, and by Isleta Pueblo to the south. The city sprawls over more than 100 square miles at elevations ranging from 4,500 feet above sea level in the Rio Grande Valley to 6,500 feet at the foot of the Sandia Mountains.

• Climate and Conference Attire

Situated approximately 1 mile above sea level, Albuquerque is cooler than expected. Daytime highs average in the low 60s and evenings in the 30s. Humidity is a low 40%. Please bring a jacket for the evening. Attire at the conference is business casual.

Hotel Features

The Hilton Albuquerque is located 5 miles north of the airport, 4 miles east of historic Old Town, and 55 miles from Santa Fe. The hotel reflects the flavor and history of New Mexico along with friendly southwestern hospitality.

• Restaurants

The Ranchers Club, recipient of the DiRoNA award, is a fine dining experience. The Ranchers Club Lounge features a humidor and nightly live piano entertainment. The Casa Chaco features contemporary New Mexican cuisine with a view of the Sandia Mountains. The Cantina is open for lighter fare.

• Rooms

The guest rooms at the Hilton Albuquerque are equipped with irons, ironing boards, hair dryers, coffee makers, two phones, work desk, data port, and balcony or patio. The adjoining Fairfield Inn by Marriott offers limited in-room amenities. Be sure to ask your reservation agent about available amenities if you book at the Fairfield Inn.

The following amenities are provided complimentary for both Hilton Albuquerque and Fairfield Inn guests.

- On-property fitness center with indoor pool.
- An Avis rental office with vehicles available on site.

Making Your Hotel Reservations (Please Read Carefully)

The Hilton Albuquerque will provide accommodations. All participants, including sponsored LEAs, must contact the Hilton Albuquerque directly to reserve their sleeping room. Please refer to the meeting schedule on the previous page when making your hotel reservation. Identify the meeting and/or function you are attending by name (MIS Conference) to receive the per diem rate of \$65.00 per night plus tax.

CONFERENCE HOTEL:

**Hilton Albuquerque
1901 University, NE
Albuquerque, NM 87102
Direct Hotel Reservations: (800) 274-6835
Front Desk: (505) 884-2500
Fax: (505) 889-9118**

The hotel is extending the 15th Annual MIS Conference participants the federal per diem for single rooms in effect the date of the meeting. The current per diem for Albuquerque is \$65.00 plus tax. Double occupancy will be \$85.00; triple \$95.00; and quad \$105.00 plus tax. To make your reservations, phone the Hilton Albuquerque directly at (800) 274-6835 between the hours of 8:00 a.m. and 5:00 p.m. Mountain Standard Time (MST). If, however, you call outside the above reservation hours, your call will be forwarded to Hilton's National Reservation line, which will be able to take your reservation for the Hilton Albuquerque.

If the Hilton Albuquerque becomes sold out, the adjoining Fairfield Inn by Marriott will provide overflow rooms (505) 889-4000. You will not need to place an additional phone call to the Fairfield Inn; Hilton Albuquerque will transfer your call to the Fairfield Inn. Please note that if you call after hours and are forwarded to Hilton's National Reservation line, the national reservation line will not be able to reserve your room or transfer your call to the Fairfield Inn. You will need to call the Hilton Albuquerque during normal business hours.

When taking your reservation, you will be asked to provide your credit card number to guarantee your room reservation and to receive a confirmation number. (Local Education Agency liaisons to the National Forum on Education Statistics should refer to the Sponsorship information appearing elsewhere in this conference flyer.)

Reservations for lodging must be made at the hotel before Friday, February 15, 2002. After this date, the Hilton Albuquerque will release the MIS Conference room block for general sale and will accept sleeping room reservations on a space and rate availability basis. Sponsored individuals who book their rooms after February 15, 2002, will be responsible for payment of any increase in room rate over the \$65.00 plus tax.

Check-in time at the Hilton Albuquerque is 3:00 p.m.; check-out time is 12:00 p.m.

Directions to Hotel

The Hilton Albuquerque is located at the intersection of Interstates 25 and 40.

Getting There By Air

Albuquerque International Sunport is located at 2200 Sunport Blvd. SE, Albuquerque, New Mexico 87106 and is served by the following airlines: America West, American, Continental, Delta, Frontier, Great Plains, Mesa, Northwest, Rio Grand, Skywest, Southwest, Trans World, and United. For more detailed information, please visit the Sunport Web site at <http://www.cabq.gov/airport>

Getting There By Taxi from Sunport

At the Sunport, taxis can be found in the Ground Transportation area adjacent to the baggage claim area on the lower level. The cost is approximately \$13.00 one way.

Getting There by Rental Car from Sunport

Car rental customer service counters and ready/return lots are located at the Sunport Car Rental Center, 3400 University Blvd. SE. Car rental shuttles provide transportation between the terminal building and the Car Rental Center. Shuttles run every 5 minutes from the commercial lane located outside the first level of the airport terminal building.

Getting There By Car

Please note that the Interstate system in Albuquerque is under construction until July 2002. Although it is planned that most work in spring 2002 will be confined to landscaping, please be aware that traffic may be detoured or slowed. Please budget enough time for your travel. For more information on the Big I Reconstruction project and updated traffic alerts, please visit <http://www.thebigi.com>

From the Albuquerque International Sunport Traveling North

Take Yale north (straight out of the airport) to Gibson. Turn west (left) on Gibson to University. Turn north (right) on University to 1901 University just south of Menaul. (You will cross the following major intersections: Central, Lomas, and Indian School.) Turn west (left) into the Hilton parking lot.

From Santa Fe Traveling South

Take I-25 south to Comanche. Exit and stay straight on the frontage road to Candelaria. Turn east (left) on Candelaria to University. Turn south (right) on University to 1901 just over Menaul. Turn west (right) into the Hilton parking lot.

From the Westside of Albuquerque Traveling East

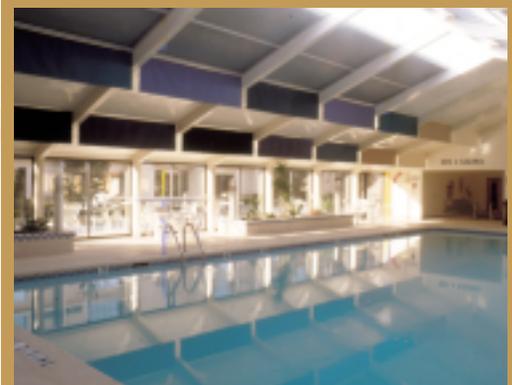
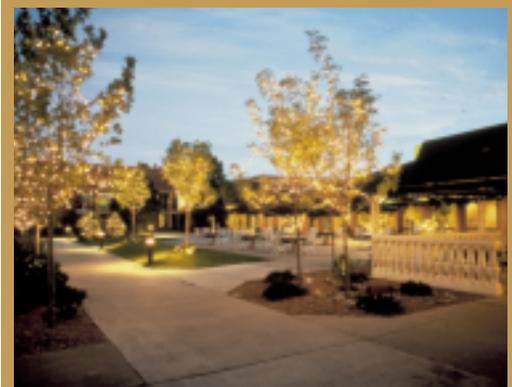
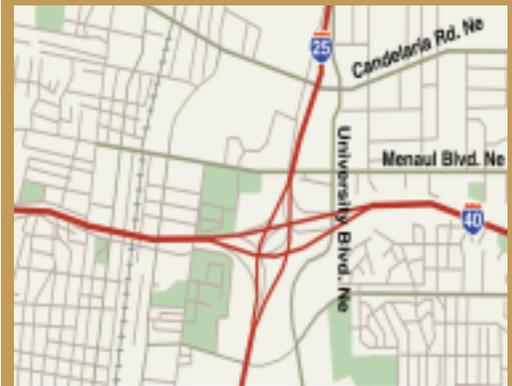
Take I-40 east to Carlisle. Exit on Carlisle and turn north (left) to Menaul. Turn west (left) on Menaul to University. Turn south (left) on University to 1901 University. Turn west (right) into the Hilton parking lot.

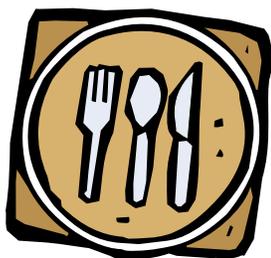
From the Northeast Heights Traveling West

Take I-40 to Carlisle. Turn north (right) on Carlisle to Menaul. Turn west (left) on Menaul to University. Turn south (left) to 1901 University. Turn west (right) into the Hilton parking lot.

Getting There By Shuttle

At this time, the Albuquerque International Sunport does not have an airport-based shuttle service. However, the Hilton Albuquerque will provide a complimentary shuttle to hotel guests arriving at the airport on Sunday, March 10, 2002, and departing Wednesday, March 13, 2002. The shuttle will run from 10:00 a.m. - 7:00 p.m. on the hour stopping at the second curb in the Ground Transportation area of the Albuquerque International Sunport. If you plan to arrive or depart at other times, you will need to take a taxi from the airport or contact one of the Albuquerque shuttle companies listed on the Sunport Web site (<http://www.cabq.gov/airport>). When departing the Hilton Albuquerque to Sunport, please call for a shuttle approximately 24 hours in advance or request a taxi from the bell stand attendant 2 hours prior to your departure from the Hilton Albuquerque.





Smorgasbord and T-Shirt Exchange Information

What to do if you are planning to bring food

Traditionally, on the Monday night of the conference, participants get together for a potluck supper and T-shirt exchange. Bring a dish that represents your state to share with participants (or just bring yourself). Previous years' dishes included catfish from Mississippi, oranges from Florida, steak from Wisconsin, and, of course, razorback from Arkansas (try to top that!). Also, you can participate in the T-shirt exchange by bringing a new T-shirt from your state, which will be exchanged for a T-shirt from another state.

If you plan to bring food representative of your state, you will need to complete this form and submit it to Daniel Gatson at Westat (see contact information below).



What you need to know

1. Dry storage is the only type of storage available at the Hilton Albuquerque.
2. An electrical outlet, extension cord, and one-half of a 6' x 30" table will be provided.
3. The Hilton Albuquerque will not provide any utensils, pots/pans, heating elements, kitchen staff, or plastic-ware.
4. In keeping with health code regulations, the chef of the Hilton Albuquerque has final approval of any food or beverage served at the hotel.

The Hilton Albuquerque may charge for receipt, handling and storage of your packaged food. It is your responsibility to pay any handling fees when you pick up your items.

What we need to know

Dimension of box(es):

Number of boxes:

Your contact information:

Name of responsible individual:

Address:

Phone: **Fax:** **E-mail:**

Hotel check-in date for responsible individual:

Expected time of arrival at hotel with food or date of expected shipment of food:

What food items are being stored or brought to your hotel room:

More details on procedures, and onsite pick up of stored boxes will be sent via listserv in February and March 2002 to individuals who have completed this form and submitted it to Westat.

Whom to contact

Please Mail, Fax, or E-mail this form by Monday March 4, 2002.

As soon as we receive your form you will be placed on the smorgasbord listserv to receive updates and further instructions.

Westat

Attn: Daniel Gatson

1650 Research Boulevard, TA2045

Rockville, MD 20850

Phone: (301) 294-4472

Fax: (301) 294-3992

E-mail: gatsond@westat.com

Ship to:

Hilton Albuquerque

1901 University, NE

Albuquerque, NM 87102

ATTN: Catering Design Services

(Please label your box(es) with your name and check-in date)



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Pre-Registration Form (Please type or print clearly)

- I will attend MIS only (March 11-13, 2002)** **I will attend the Forum only (March 13-14, 2002)** **I will attend both MIS and the Forum (March 11-14, 2002)** **I will not attend either meeting**

Name:

Agency/Affiliation:

Title/Position:

Street Address:

City: State: Zip Code:

Phone: Fax: E-mail:

For information regarding the conference, contact Mary McCrory, Mary.McCrory@ed.gov, at the National Center for Education Statistics, or Peter Abeyta, pabeyta@sde.state.nm.us, at the New Mexico Department of Education.

You may fax this form to Erin Dahlberg at (301) 294-3992 or use the enclosed envelope to mail it to Westat, 1650 Research Blvd, TA2049, Rockville, MD 20850. This form will also be available as a PDF at <http://nces.ed.gov/conference/mis2002>. You may also register for the meeting on line at the same URL.

THERE IS NO CONFERENCE REGISTRATION FEE!

Call for Proposals

All proposals are due by Friday, December 21, 2001

I am interested in making a presentation at the 15th Annual MIS Conference: Yes No

The suggested topics for the 15th Annual MIS Conference are: **Decision Support Systems, State-to-State Collaboration**

Session Types Individual or panel presentation/paper (60 minutes) Workshop (2 hours) Computer demonstration area

Presentation title:

Other presenters, their titles, and their agencies/affiliations:

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Please submit an abstract of the proposal presentation in 60-100 words, using complete sentences. This abstract will be used in the conference program.

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All workshop or session presenters will be provided with a data projector and screen, flipchart, and high-speed Internet connection. No overhead projectors will be provided this year. Presenters are responsible for providing their own laptops, if needed. Demonstrators in the technology area will be provided with a 6'x30" skirted table, powerstrip, electrical outlet, and high-speed Internet. If additional equipment is required for your workshop or demonstration, please include the request in your proposal application. A decision on your request will be made in February 2002.