

26th Annual Management Information Systems (MIS) Conference
February 13-15, 2013
Mayflower Renaissance Hotel
Washington, DC

LAUNCHING DATA INITIATIVES



ies NATIONAL CENTER FOR
EDUCATION STATISTICS
Institute of Education Sciences

U.S. Department of Education
NCES 2013-901

26TH ANNUAL MIS CONFERENCE

GET CURRENT UPDATES FROM THE WEB

For conference information, visit the NCES website at <http://ies.ed.gov/whatsnew/conferences> and select the *2013 NCES Winter Forum and 26th Annual Management Information Systems (MIS) Conference* link.

A registration form 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 be found on the website. Visit the site from now until the week of the conference for current updates on schedules and speakers.

There is no registration fee to attend the 26th Annual MIS Conference.

The 26th Annual Management Information Systems (MIS) Conference is comprised of three days of concentrated information about best practices, innovative ideas, current issues, and practical how-to advice about management information systems for K-12 education.

Sponsored by 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 26 years, local, state, and national data professionals have come together to learn from one another in an informal setting. This year, the MIS Conference offers more than 100 presentations and demonstrations conducted by practitioners from K-12 information systems.

You are invited to attend the MIS Conference and to submit a proposal for presenting a session that will add to the conference's interest and usefulness. Topics are invited from all sources, but the major focus will be on data collection, data management, data privacy, data linking beyond K-12, data standards, data quality, data use (instructional), data use (analytical), and other.

For more information on submitting a proposal, please visit the registration page at the end of this brochure.

PRELIMINARY SCHEDULE OF EVENTS

National Forum on Education Statistics Forum Working Meetings

2/10/2013 Sunday	9:00 AM – 5:00 PM	Task Force and Working Group Meetings
2/11/2013 Monday	7:30 AM – 5:00 PM 8:30 AM – 9:15 AM 9:30 AM – 11:45 AM 1:00 PM – 3:15 PM 3:30 PM – 4:30 PM 4:30 PM – 5:00 PM	Registration New Members' Welcome Forum Opening Session Standing Committee Meetings Forum Joint Session Steering Committee Meeting
2/12/2013 Tuesday	7:30 AM – 5:30 PM 9:00 AM – 12:00 PM 1:15 PM – 3:45 PM 3:45 PM – 5:00 PM 5:00 PM – 5:30 PM	Registration Standing Committee Meetings Standing Committee Meetings Forum Closing Session Steering Committee Meeting

MIS Conference General Attendance

2/13/2013 Wednesday	7:30 AM – 5:15 PM 9:00 AM – 10:00 AM 10:15 AM – 5:15 PM	Registration Opening Session Concurrent Sessions
2/14/2013 Thursday	7:30 AM – 5:15 PM 9:00 AM – 10:00 AM 10:15 AM – 5:15 PM	Registration General Session Concurrent Sessions
2/15/2013 Friday	7:30 AM – 11:15 AM 9:00 AM – 11:15 AM	Registration Concurrent Sessions

This schedule is subject to change.

SPONSORED TRAVELERS

All state-appointed local education agency (LEA) members of the Forum, plus the State Education Agency Forum Liaisons (SEAs) from California, Indiana, Louisiana, Maine, New York, North Carolina, and Texas are eligible for sponsorship at the Winter Forum and MIS Conference. Sponsorship to attend the MIS Conference is also available for two additional state-appointed representatives from these states.

Sponsorship includes:

- Lodging at the February 2013 federal rate (currently \$183 plus taxes). The Mayflower Renaissance Hotel is the only hotel that NCES has negotiated with to provide the GSA lodging rates. If you book your reservations at the Mayflower or at another hotel at a higher rate, you will be responsible for the difference in cost.

You will still need to make your own hotel reservation and guarantee it to your credit card. In February, NCES' contractor will provide the hotel with a list of individuals whose room and tax will be transferred to the master account. If you have not reserved your room with the hotel, a reservation will **not** be made for you.

- Pre-paid Air/Ground Travel within GSA guidelines. Please wait until NCES' contractor notifies you about your sponsorship before booking your travel as it may not be reimbursable.
- Daily per diem (2013 Washington, DC per diem is currently \$71 on conference days and \$53.25 on travel days).

Sponsored participants will receive logistics details from NCES' contractor by e-mail approximately six weeks prior to the conference. **However, please book your hotel room in advance.**

OTHER TRAVELERS

For all other states and outlying areas, the expenses of appointed State Forum Liaisons and other persons selected by the state are paid for by NCES under the Basic Participation Task Order contract. Meeting expenses for these individuals are reimbursed directly by the State Education Agency and respective state travel regulations apply.

The expenses for all other Winter Forum and MIS Conference participants are the responsibility of the individual. Please consult your organization or association regarding procedures, rules, and regulations for travel. **Only designated Forum representatives, with prior approval for travel from NCES, will receive sponsorship and reimbursement.**

If you are unsure whether your travel can be sponsored through this vehicle, please contact your State Education Agency Forum Liaison. As in previous years, the expenses of all other participants and presenters are the responsibility of the individual.

The expenses associated with the meeting for federal employees will be paid according to guidelines outlined by the Office of Government-wide Policy (OGP). For answers to frequently asked questions, please refer to the website <http://www.gsa.gov/portal/content/104208>.

IMPORTANT DATES

Week of October 29, 2012

Online registration and information regarding the 26th Annual MIS Conference are available on the NCES website: <http://ies.ed.gov/whatsnew/conferences>.

Wednesday, November 28, 2012

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

Friday, December 14, 2012

Cut-off date for name to appear in the agenda program participants' list.

Week of December 17, 2012

Presenters and demonstrators notified by e-mail of acceptance or rejection of proposals.

Friday, January 11, 2013

Cut-off date for hotel room block. All meeting participants booking a room after this date will not be guaranteed the group rate and will be responsible for paying a higher room rate if space is available. Please note: the room block may sell out prior to this date, so please make your reservations early.

Friday, January 18, 2013

Pre-registration closes. After this date, participants must complete registration paperwork onsite at the conference. **Please note: for your name to appear in the agenda program participants' list, you must register by Friday, December 14, 2012.**

Hotel Highlights/Room Amenities

- Full-service business center
- Complimentary health club usage
- Cable/satellite TV
- Complimentary newspaper delivery
- Complimentary connect for 800 numbers, collect numbers, and calling cards
- Coffee maker/tea service
- Hair dryer
- Iron and ironing board
- Smoke-free policy

There is no complimentary Wi-Fi in guest rooms and meeting space.

Climate and Conference Attire

In February, the average high temperature is 47 degrees and the average low is 31 degrees.

Attire for the conference is business casual.

Information of Interest

Conference Website

<http://ies.ed.gov/whatsnew/conferences>

Mayflower Renaissance Hotel

<http://www.marriott.com/hotels/travel/wassh-the-mayflower-renaissance-washington-dc-hotel/>

Destination DC

<http://washington.org/>

Washington Metropolitan Transit Authority (Metro)

<http://www.wmata.com/>

CONFERENCE HOTEL

Mayflower Renaissance Hotel
1127 Connecticut Avenue NW
Washington, DC 20036
Phone: 202-347-3000
Fax: 202-776-9182

Toll Free Reservation Line: **877-212-5752**

Book Your Reservations Online:

<https://resweb.passkey.com/go/ncesmis>

Conference Block Name: **NCES-MIS**

MAKING YOUR HOTEL RESERVATIONS

(Please Read Carefully)

The Mayflower Renaissance Hotel will provide accommodations for the winter meeting of the National Forum on Education Statistics representatives as well as the 26th Annual MIS Conference participants. Please refer to the preliminary schedule of events in this flyer when making your hotel reservation.

Please visit <https://resweb.passkey.com/go/ncesmis> or call the Mayflower Renaissance Hotel reservation line at 877-212-5752 to reserve a sleeping room. Reference the **conference block name, NCES-MIS**, to receive the group rate. You will need to provide a personal credit card number to guarantee your room.

All participants, including those sponsored by NCES, must contact the Mayflower Renaissance Hotel directly to reserve their sleeping room.

Reservations for lodging must be made before **Friday, January 11, 2013**. After this date, any remaining rooms in the conference block will be released to the hotel for general sale and the group rate will no longer be guaranteed. The approved lodging per diem for Washington, DC is currently \$183 plus taxes per night.

Cancellations must be made 24 hours prior to arrival date or a fee of one night's room and tax will be assessed **to the individual's credit card**. **Early departures** will be charged one night's guest room and tax.

ABOUT THE MAYFLOWER RENAISSANCE HOTEL

The Mayflower Renaissance Hotel is a historic landmark in Washington, DC, just blocks from the White House, metro stops, dining, and cultural hot spots. It offers a central location for exploring the nation's capital.

ABOUT WASHINGTON, DC

The winter is a wonderful time to visit Washington, DC. The crowds are a bit thinner after the holidays, but there's still plenty to see and do in February! Stay warm visiting any of the 17 Smithsonian museums, thaw out during a theater or musical production at the Kennedy Center, or warm up with a variety of delicious dining options.



HOW TO GET TO THE MAYFLOWER RENAISSANCE HOTEL

By Air

The Mayflower Renaissance Hotel is approximately five miles from Ronald Reagan Washington National Airport (DCA), 27 miles from Washington Dulles International Airport (IAD), and 34 miles from Baltimore/Washington International Thurgood Marshall Airport (BWI).

By Car

From the North via I-95 (New York, Baltimore) or Baltimore/Washington International Thurgood Marshall Airport (BWI): Take I-95 South towards Washington, DC. Take the I-495 West exit toward Rockville/Silver Spring. Take Exit 33 Connecticut Avenue South towards Chevy Chase. Follow Connecticut Avenue for approximately seven miles. The hotel is located on the left at Connecticut Avenue and DeSales Street between M and L Streets.

From the North via I-270 (Frederick, Gaithersburg): Take I-270 South to I-495 South towards Virginia. Take the George Washington Parkway exit. Take the Theodore Roosevelt Bridge (U.S. Route 50) exit. Cross the bridge and stay in the left lane. Follow signs to E Street. Continue on E Street and turn left onto 17th Street. 17th Street turns into Connecticut Avenue after crossing K Street. The hotel is located 1½ blocks on the right.

From the South via I-95 (Richmond): Take I-95 North towards Washington, DC. Take the I-395 North exit and stay in the left lane. Follow signs to the 14th Street Bridge/Route 1 North exit. Cross the 14th Street Bridge and stay in the far left lane. Follow 14th Street for approximately 10 blocks, and turn left on K Street into the service lane on the right. Turn right onto Connecticut Avenue. The hotel is located 1½ blocks on the right.

From Ronald Reagan Washington National Airport (DCA):

Exit the airport by following signs to Washington. Take the 14th Street Bridge/Route 1 North exit. Cross the 14th Street Bridge and stay in the far left lane. Follow 14th Street for approximately 10 blocks, and turn left on K Street into the service lane on the right. Turn right onto Connecticut Avenue. The hotel is located 1½ blocks on the right.

From the West or Washington Dulles International Airport (IAD): all hours except 6:30 AM–9:00 AM, Monday–Friday*

Follow the signs to I-66 East towards Washington, DC. Follow I-66 East to the Theodore Roosevelt Bridge (U.S. Route 50). Cross the bridge and stay in the left lane. Follow signs to E Street. Continue on E Street and turn left onto 17th Street. 17th Street turns into Connecticut Avenue after crossing K Street. The hotel is located 1½ blocks on the right.

***HOV Restrictions:** I-66 East, 6:30 AM–9:00 AM, Monday–Friday, minimum of two passengers during morning rush hour.

Alternate Directions from the West or Washington Dulles International Airport (IAD)—if you are driving between the hours of 6:30 AM–9:00 AM, Monday–Friday:

Take the Dulles Access Road to I-495 North towards Baltimore. Take the George Washington Parkway exit to the Theodore Roosevelt Bridge. Cross the bridge and stay in the left lane. Follow signs to E Street. Continue on E Street and turn left onto 17th Street. 17th Street turns into Connecticut Avenue after crossing K Street. The hotel is located 1½ blocks on the right.

Parking: The Mayflower Renaissance Hotel offers valet parking for \$45 per day. Parking is \$45 overnight with in/out privileges and \$25 during the day, no in/out privileges. **The Mayflower Renaissance Hotel can only valet park personal vehicles under 6' 2".**



HOW TO GET TO THE MAYFLOWER RENAISSANCE HOTEL



By SuperShuttle

The SuperShuttle serves Ronald Reagan Washington National, Washington Dulles International, and Baltimore/Washington International Thurgood Marshall airports. No reservations are needed for service from these airports into Washington, DC. Shuttles leave for the Washington, DC area every 15 to 30 minutes. For return service to the airport, please call 800-BLUEVAN, 24 hours before departure to reserve SuperShuttle pickup from the hotel. You can also contact the hotel's concierge desk to make your shuttle or taxi arrangements. Please read below for specific departure information for each airport, and for more information, visit the SuperShuttle website at <http://www.supershuttle.com>.

From Ronald Reagan Washington National Airport

Go to the ground transportation area, walk out of the terminal to the taxi stand area, and look for the onsite SuperShuttle representative. After 12:00 AM, call 800-BLUEVAN and press 1 for dispatch to arrange for service. The approximate one-way fare is \$14 per person.

From Washington Dulles International Airport

Follow signs for Ground Transportation/Shared Ride Vans on the lower level where the SuperShuttle ticket counters are located just before the building exit. After 12:00 AM, call 703-416-7884 to arrange for service. The approximate one-way fare is \$29 per person.

From Baltimore/Washington International Thurgood Marshall Airport

Go to one of the SuperShuttle ticket counters located on the lower level to make arrangements. The ticket counters are located near Baggage Claim areas 1 and 10. When the counters are closed, call 888-826-2700 to arrange service. The approximate one-way fare is \$38 per person.

By Taxi

Taxicabs are available in the Ground Transportation areas of all three local airports. Taxi fare is approximately \$18 from Ronald Reagan Washington National Airport, \$65 from Washington Dulles International Airport, and \$70 from Baltimore/Washington International Thurgood Marshall Airport.



By Metro

Farragut North (Red Line): The Mayflower Renaissance Hotel is located ½ block from the Farragut North Metro Station. Take the escalator marked L Street at the far end of the platform (not the center escalator). The escalator will bring you to the corner of L Street and Connecticut. At street level, follow the sidewalk ½ block to the right. The hotel will be on your right.

To get to the Farragut North Metro Station from Ronald Reagan Washington National Airport, take the Yellow Line north to the Gallery Place Metro Station and transfer onto the Red Line heading toward Shady Grove. The Farragut North Station is the second stop from the Gallery Place Station.

Farragut West (Orange/Blue Lines): The Farragut West Metro Station is approximately 2½ blocks from the Mayflower Renaissance Hotel. Exit the station through 18th and I (Eye) Street NW exit, walk two blocks north on 18th Street. Next, turn right on L Street, walk one block east on L Street, turn left on Connecticut Avenue, and walk one block on Connecticut Avenue. The hotel is at the end of the block, on the right.

NCES WINTER FORUM AND 26TH ANNUAL MIS CONFERENCE

February 11-15, 2013 - Washington, DC

Pre-registration Form *(Please type or print clearly.)*

I will attend: Forum only (Feb. 11-12) MIS Conference only (Feb. 13-15) Forum and MIS Conference (Feb. 11-15)

Name: _____

Agency/Affiliation: _____

Title/Department: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Emergency Contact Name and Phone Number (optional): _____

Please describe any special physical or other accommodations needed: _____

Although the Mayflower Renaissance Hotel is ADA compliant, as a historic hotel, there may be instances where special accommodations are required for accessibility to certain meeting rooms. If you have accessibility requirements, please let us know in advance so accommodations can be made.

THERE IS NO CONFERENCE REGISTRATION FEE

Methods of Registration

You may register online at <http://ies.ed.gov/whatsnew/conferences> by **Friday, January 18, 2013**. After this date, participants must complete registration paperwork onsite at the conference. *Please note: for your name to appear in the agenda program participants' list, you must register by **Friday, December 14, 2012**.*

26th Annual MIS Conference Call for Proposals – proposals are due by **Wednesday, November 28, 2012**. Presentation and demonstration proposals **MUST BE SUBMITTED ONLINE** at <http://ies.ed.gov/whatsnew/conferences>. **Late proposals will not be considered.**

Topics of Interest

The MIS Conference welcomes proposals for presentations about data collection, data management, data privacy, data linking beyond K-12, data standards, data quality, data use (instructional), data use (analytical), and other.

When you submit your proposal online, you will be requested to provide the following information:

- Whether you are submitting a proposal for a Concurrent Session Presentation OR a Demonstration Table in the Cyber Café.
- If submitting a Presentation proposal, you will be asked if the presentation type will be Individual (one presenter) or a Panel (two or more presenters). Both will be scheduled for a 50-minute time slot. NCES will not offer any 2-hour workshop slots.
- Title of Presentation or name of Demonstration organization to appear in the Conference Agenda Program.
- Other presenters and demonstrators to be included in Conference Agenda Program (name and e-mail address).
- An abstract of the presentation or demonstration. The abstract will be used to review your proposal for acceptance and will be published in the Conference Agenda Program. Summarize in 60-100 words using complete sentences.

Please note: All presenters, co-presenters, and demonstrators must register for the conference by Friday, December 14, 2012 for their name to appear in the agenda program participant list.

Audiovisual Equipment: All presentation rooms will be equipped with a high-speed Internet connection, laptop, data projector, screen, and flipchart.

Vendor Guidelines for Presentations and Demonstrations: Vendors may only submit proposals for demonstrations in the Cyber Café. Presentations from vendors are allowed only if the vendors are co-presenting with the state or district representative with whom they are working. Vendors are only allowed to talk about a specific project they did for the government or education agency and may not use the presentation to promote their businesses. The state or district representative must submit the proposal and lead the session if the proposal is selected. If vendor demonstrations are accepted, the vendor will be required to sign an agreement to follow the NCES Demonstrator Guidelines.

Demonstrators will be provided with one 6' x 30" skirted table, a small table sign, and two chairs in the Cyber Café.

For additional information regarding the conference, contact:

Renée Rowland, NCES STATS-DC/MIS Conference Manager at renee.rowland@ed.gov.

