

25th Annual Management Information Systems (MIS) Conference

February 15-17, 2012

Sheraton San Diego Hotel & Marina • San Diego, California

SERVER'S UP, DUDE!

25th
Anniversary



ies NATIONAL CENTER FOR
EDUCATION STATISTICS
Institute of Education Sciences

Sponsored by:
The National Center for Education Statistics
and the California Department of Education
Tom Torlakson, California Superintendent of Public Instruction

U.S. Department of Education
NCES 2011-922

25TH ANNUAL MIS CONFERENCE



Happy 25th Anniversary!!

Join Us in Celebrating the 25th MIS Conference in San Diego, California!



Get Current Updates From the Web

For conference information, visit the NCES website at <http://ies.ed.gov/whatsnew/conferences> and select the 25th Annual 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 25th Annual MIS Conference.

The 2012 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.

Co-sponsored by the California 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 25 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 100 presentations and demonstrations conducted by practitioners from K-12 information systems.

You are invited to attend the 2012 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 use, data standards, statewide data systems, and data quality. For more information on submitting a proposal, please visit the registration page at the end of this brochure.

Preliminary Schedule of Events

Meeting of the National Forum on Education Statistics Forum Working Meetings

| | | |
|----------------------|---|---|
| 2/12/2012 Sunday | 9:00 AM – 5:00 PM | Task Force and Working Group Meetings |
| 2/13/2012 Monday | 7:30 AM – 5:00 PM 7:45 AM – 8:30 AM 8:30 AM – 10:00 AM 10:30 AM – 12:00 PM 1:15 PM – 4:15 PM 4:15 PM – 5:15 PM | Registration New Members' Welcome Forum Opening Session Standing Committee Meetings Standing Committee Meetings Steering Committee Meeting |
| 2/14/2012 Tuesday | 7:30 AM – 5:00 PM 8:30 AM – 9:30 AM 9:45 AM – 12:00 PM 12:00 PM – 1:00 PM 1:00 PM – 3:00 PM 3:00 PM – 4:00 PM 4:00 PM – 5:00 PM | Registration Forum Joint Session Standing Committee Meetings Forum Joint Session Standing Committee Meetings Forum Closing Session Steering Committee Meeting |

MIS Conference General Attendance

| | | |
|------------------------|---|--|
| 2/15/2012 Wednesday | 7:30 AM – 5:00 PM 8:30 AM – 10:00 AM 10:00 AM – 5:00 PM | Registration Opening Session Concurrent Sessions |
| 2/16/2012 Thursday | 7:30 AM – 5:00 PM 8:30 AM – 10:00 AM 10:00 AM – 5:00 PM | Registration General Session Concurrent Sessions |
| 2/17/2012 Friday | 7:30 AM – 12:00 PM 8:30 AM – 12:00 PM | Registration Concurrent Sessions |

Sponsored Travelers

All state-appointed local education agency (LEA) members of the Forum, plus the State Forum Liaisons (SEAs) from California, District of Columbia, 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 representatives from these states.

Sponsorship includes:

- Lodging at the February 2012 federal rate (\$133 plus taxes). The Sheraton San Diego Hotel & Marina is the only hotel that NCES has negotiated with to provide the GSA lodging rate. If you book at a higher rate, you will be responsible for the difference in cost.
- You should make your own hotel reservation and guarantee it to your credit card. In February, Coffey Consulting 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 Coffey notifies you about your sponsorship before booking your travel as it may not be reimbursable.
- Daily per diem (2012 San Diego per diem is \$71 on conference days and \$53.25 on travel days).

Sponsored participants will receive logistics details from Coffey Consulting by email 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. Meeting expenses for these individuals are reimbursed directly by the state education agency, and respective state travel regulations apply.

The expenses of 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 with approved travel 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

Monday, October 3, 2011

Online registration and information regarding the 25th Annual MIS Conference are available on the NCES website: <http://ies.ed.gov/whatsnew/conferences>.

Friday, November 4, 2011

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

Week of November 28, 2011

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

Friday, December 2, 2011

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

Wednesday, January 11, 2012

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. Please make your reservations early.

Friday, January 20, 2012

Pre-registration closes. After this date, participants must complete registration paperwork onsite at the conference. Please note: for your name to appear in the program participants' list, you **must register by Friday, December 2, 2011**.

Hotel Highlights

- Nestled at the edge of spectacular San Diego Bay, the Sheraton San Diego Hotel & Marina provides panoramic views of the bay and the city skyline, yet is just 10 minutes from renowned attractions including the San Diego Zoo, Old Town, and Balboa Park
- Participants will receive complimentary Internet access in guestrooms
- Business center
- Spa and fitness center
- Three swimming pools
- Gift shop

Room Amenities

- Sheraton Sweet Sleeper™ Bed
- 32" Flat Screen HDTV
- Oversized Writing Desk
- Private Balcony or Patio
- Coffee Maker Featuring Starbucks Coffee
- Hairdryer
- Iron/Ironing Board

Conference Hotel

Sheraton San Diego Hotel & Marina
1380 Harbor Island Drive
San Diego, CA 92101
Phone: 619-291-2900
Fax: 619-692-2337
Toll Free Reservation Line: 877-734-2726

Conference Block Name: NCES-MIS



Making Your Hotel Reservations

(Please Read Carefully)

The Sheraton San Diego Hotel & Marina will provide accommodations for the winter meeting of the Forum representatives as well as the 25th Annual MIS Conference participants. Please refer to the preliminary schedule of events in this flyer when making your hotel reservation.

Please visit <https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1108062002&key=276AC> or call the Sheraton reservation line 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 Sheraton San Diego Hotel & Marina directly to reserve a sleeping room.

Reservations for lodging must be made before Wednesday, January 11, 2012. 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 San Diego is \$133 plus taxes per night.

Cancellations must be made 72 hours prior to arrival date or a fee of one night's room and tax will be assessed. Early departures will be charged \$100. These fees will be charged to the individual's credit card.





About the Sheraton San Diego Hotel & Marina

Sheraton San Diego Hotel & Marina enjoys a prime waterfront location on lovely San Diego Bay. Many of the area's most popular attractions are within a short drive, including the San Diego Zoo, Gaslamp Quarter, and Sea World Park. Shops and restaurants abound at nearby Horton Plaza.



About San Diego

As California's second largest city, San Diego offers a variety of attractions for visitors of any age. Check out the city's beautiful beaches, the world famous San Diego Zoo and San Diego Zoo Safari Park, Sea World San Diego, or one of its 92 golf courses. San Diego offers something for everyone!



Climate and Conference Attire

In February, the average high temperature is 66 degrees and the average low is 50 degrees.

Attire for the conference is business casual.

Information of Interest

Conference Website

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

Sheraton San Diego Hotel & Marina

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=127>

San Diego Convention and Visitors Bureau

<http://www.sandiego.org/nav/Visitors>

San Diego International Airport

<http://www.san.org/>

City of San Diego, California

<http://www.sandiego.gov/>



How to Get to the Sheraton San Diego Hotel & Marina

By Air

The San Diego International Airport is approximately one mile from the Sheraton San Diego Hotel & Marina. For more information, visit the airport website at <http://www.san.org/>.

The Sheraton San Diego Hotel & Marina offers a complimentary airport shuttle. The shuttle runs every 25 – 30 minutes between the hours of 5:30 AM and 12:00 AM. Outside of these hours, guests may request a pickup by phoning the hotel directly at 619-291-2900. Hotel shuttle vans are grey, blue, and white.

By Taxi

Taxicabs are available from the Transportation Plazas of the San Diego International Airport. A Transportation Coordinator will place you with the first available taxi – unless you specify a particular taxicab company. Taxi fare from the airport to the Sheraton San Diego Hotel & Marina is approximately \$6 one way plus gratuity.

By Car

From the East

Take Interstate 8 West to I-5 South. Take the Sassafras/San Diego Airport Exit. Turn right onto Laurel. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

From the North

Take Interstate 5 South to the Sassafras/San Diego Airport Exit. Turn right onto Laurel. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

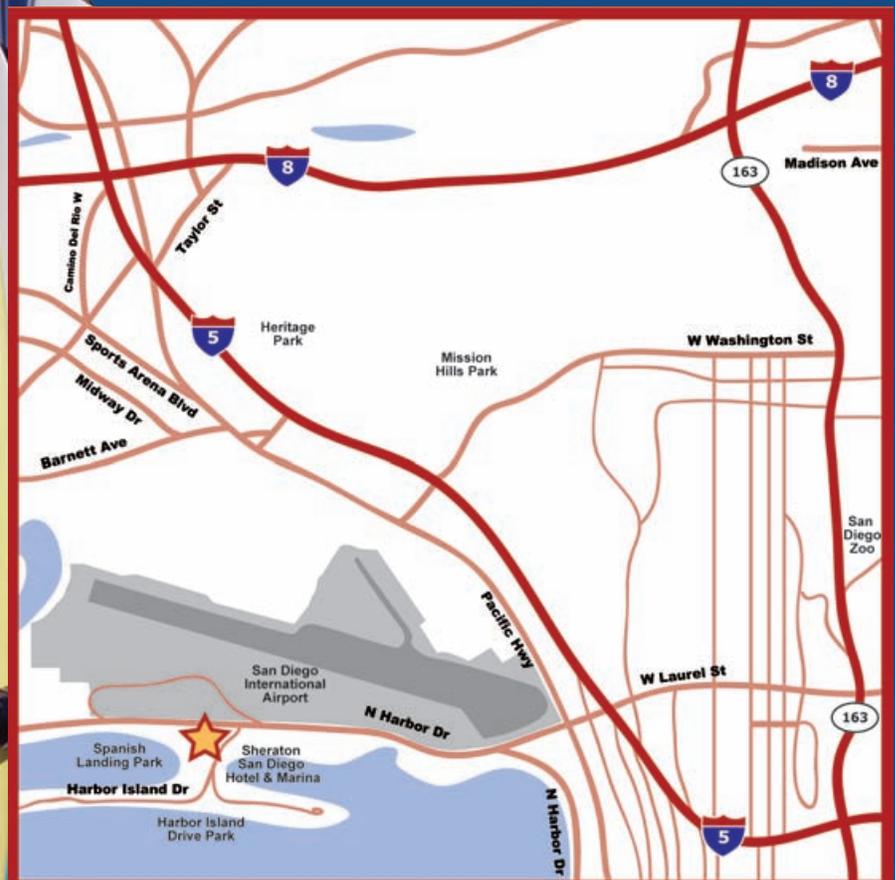
From the San Diego International Airport

Follow the exit which becomes Harbor Island Drive. Drive straight through the intersection to Harbor Island Drive. The hotel is on the right-hand side.

From the South

Take Interstate 5 North to the Hawthorne/San Diego Airport Exit. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

Sheraton San Diego Hotel & Marina 1380 Harbor Island Drive, San Diego, CA 92101



Winter Forum and 25th Annual MIS Conference San Diego, California

February 13-17, 2012

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

I will attend: Forum only (Feb. 13-14) MIS Conference only (Feb. 15-17) Forum and MIS Conference (Feb. 13-17)

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, dietary, or other accommodations needed: _____

THERE IS NO CONFERENCE REGISTRATION FEE

Methods of Registration

You may register by faxing this form to 301-907-2925 or registering online at <http://ies.ed.gov/whatsnew/conferences> by Friday, January 20, 2012. After this date, participants must complete registration paperwork onsite at the conference. *Please note: for your name to appear in the program participants' list, you must register by Friday, December 2, 2011.*

25th Annual MIS Conference Call for Proposals – All proposals are due by Friday, November 4, 2011. Presentation and Demonstration proposals **MUST BE SUBMITTED ONLINE** at <http://ies.ed.gov/whatsnew/conferences>.

Topics of Interest

The MIS Conference welcomes proposals for presentations about education data system design and management, data standards, data delivery methods, and strategies for improving data use.

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 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 Conference Program.
- Other presenters and demonstrators to be included in Conference Program (name and e-mail address).
- An abstract of the presentation/demonstration. The abstract will be used to review your proposal for acceptance and will be used in the Conference Program. Summarize in 60-100 words, using complete sentences.

Presentation and Demonstration proposals must be submitted online at <http://ies.ed.gov/whatsnew/conferences> by Friday, November 4, 2011. **Late proposals will not be considered.**

Please note: All presenters, co-presenters, and demonstrators must register for the conference by **Friday, December 2, 2011** for their names to appear in the participant list.

Audiovisual Equipment: All presentation rooms will be equipped with a high-speed Internet connection, laptop, data projector, screen, and flipchart. Overhead projectors will not be provided.

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 government or education and not use the presentation to promote their businesses. However, 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, two chairs, power strip/extension cord, and a high-speed Internet connection.

For additional information regarding the conference, contact:

Renee' Rowland, renee.rowland@ed.gov, at the National Center for Education Statistics, or
Sonya Edwards, sedwards@cde.ca.gov, at the California Department of Education.

