The Lilly Conference on College and University Teaching in Greensboro is very pleased to announce that the 2011 Conference will include the publication of proceedings following the conference. We hope that all presenters will consider formatting presentation materials for submission to the proceedings, making the proceedings truly a capstone of the conference experience.

Requirements for Submission to Proceedings
Presenters are requested to submit materials that provide a concise and accurate representation of the conference session and are formatted to meet the following requirements. The following guidelines are provided as reference for submitters; please contact us, before submission, if you wish to propose an alternate to any of the following items.

Content
Å The submission for conference proceedings must be representative of the conference session as presented.
Å May be a formal paper, description of session and discussion notes, or another form of report suitable for publication in the conference proceedings ï please refer to templates provided below in the Style section.
Å You may choose to reference additional files, such as PowerPoint presentations. If you cannot provide a URL to those files, please include them in your e-mail submission.

File Type
Å We are prepared to process submissions sent as a Microsoft Word file; please check with us before submission to confirm our ability to process any other file type.
Å You may include graphics, charts, or other embedded images; however, please include a high resolution copy of that file in addition to your document file. Acceptable formats include PDF, EPS, and commonly used image formats such as JPEG, GIF, and TIFF. Do not provide files in formats native to the programs that created them, such as Photoshop or Illustrator. The maximum size for each file is 5 MB.
Å Please ensure that your filename references the title of your session.

Paper Templates
Please use either the Research-Based Paper (template) or the Workshop/General Presentation Paper (template)

The Research-Based Paper should include the abstract, background concepts, methods, findings, and a bibliography, and be no more that 10 pages in length. The Workshop or General Presentation Paper should include the abstract, outline or notes, appropriate URLs, and a bibliography, and be no more than 5 pages in length. Both conference proceeding papers should also include a list of 3-5 keywords, along with the presentersô name(s), contact information and affiliation.

Copyright Assignment
Å Please initial and submit the following statement to indicate your acceptance of the copyright agreement applying to the conference proceedings submission. The statement is, ñI/We as author(s) of this submission to the 2011 Lilly Conference on College and University Teaching in Greensboro Conference Proceedings assign copyright for the purpose of publication in the proceedings without relinquishing any authorship rights.ò
Å Any text included from another source must be properly attributed to the original source. Any image included must be original work, or properly attributed and with full permission of the copyright holder.
Å Your submission will be copy-edited prior to publication. Minor changes in grammar and style will be made without consultation. Other changes will be made only with the author(s) permission.ò
Å Submissions may not include material published elsewhere unless properly referenced as a component of the submission.

Submission
Å Any submission for publication in the 2011 Lilly Conference on College and University Teaching in Greensboro Conference Proceedings *must be submitted electronically to utlc@uncg.edu* and must be received no later than **March 31, 2011.**
Å Submitters should retain the original file as a backup.