



Bonita Springs, FL

2011 Small Business Institute® (SBI) ***Conference Submission Guidelines***

General Rules

- At least one paper author, and all workshop and best practice presenters of accepted submissions are required to register and attend the conference.
- All authors/presenters will be enrolled into the online software package (details to come later), and then listed as author/co-author/presenter on all submissions. Full contact information for accepted submissions will be required later for the Proceedings.
- The 2011 SBI Conference will utilize a “Rule of 3” for conference participation. No one may be a co-author on more than three acceptances (papers and/or workshops/best practices) to the 2011 SBI Conference, or appear in more than three sessions total (please note: submissions to the Project of the Year competition are separate from the paper, workshop, and best practice submissions). Exceptions may be made for any invited events and for officer roles.
- Paper & Best Practice presentations will be 30 minutes, and workshops will be 90 minutes.

Submission Requirements for Competitive Papers (Deadline is September 17, 2010, 11pm EST)

- All submissions must be original and must not be under concurrent consideration or scheduled for presentation elsewhere.
- All submissions must be typed, double spaced with one-inch margins using 12-point Times Roman font in a 2007 Word file.
- All submissions from students should be noted as such when author information is entered into the online submission system.
- All submissions must include an abstract (no more than 100 words).
- All submissions must include an “Implications” section prior to the “Conclusion” section. This section should address the paper’s relevance to academics, practitioners, or both.
- The entire paper, including the abstract, references, tables, figures, etc., should not exceed 25 pages in length.
- All submissions will be blind reviewed. Authors must avoid revealing their identity in the body of the paper.
- Selection for inclusion in the conference program will be based upon quality, originality, and relevance in the judgment of at least two independent reviewers.
- Authors having papers accepted for presentation must agree to follow the specific format mentioned above for inclusion in the proceedings. Abstracts of all papers will be included in the program given out at registration.

If you have questions, please contact **Dianne H.B. Welsh, Competitive Papers Chair**, at DHWELSH@uncg.edu

Submission Requirements for Best Practices (Deadline is September 17, 2010, 11pm EST)

(Best Practices may include-but are not limited to: New entrepreneurial curriculum; New or innovative classroom delivery; Innovations in attracting and maintaining clients; Promoting entrepreneurship across the curriculum; Superior outcomes from existing programs, etc.)

- All submissions must be original and must not be under concurrent consideration or scheduled for presentation elsewhere.
- All submissions must be typed, double spaced with one-inch margins using 12-point Times Roman font in a 2007 Word file.
- All submissions must include an abstract (no more than 100 words).
- Best practice submissions should be no more than 3 pages in length. Submissions must explain why the activity is considered a best practice, and provide evidence of its success.
- Authors having best practices accepted for presentation must agree to follow the specific format mentioned above for inclusion in the proceedings. Abstracts of all best practices will be included in the program given out at registration.
- Authors of top scoring submissions will have their conference presentations judged to determine an overall "best of the best" award.

Questions should be directed to **Todd Mick, Best Practices Chair**, at toddmick@hotmail.com

Submission Requirements for Workshops (Deadline is September 17, 2010, 11pm EST)

- Workshop submissions must be no more than 5 pages in length. Submissions must provide details on the purpose, procedures, and contributions of each participant. (What are the takeaways for the audience)?
- All submissions must be typed, double spaced with one-inch margins using 12-point Times Roman font in a 2007 Word.
- All submissions must include an abstract (no more than 100 words).
- Authors having workshops accepted for presentation must agree to follow the specific format mentioned above for inclusion in the proceedings. Abstracts of all workshops will be included in the program given out at registration.

If you have questions, please contact **Peggy Chaudhry, Workshop Chair**, at peggy.chaudhry@villanova.edu

For any other questions about the 2011 SBI Conference please contact:
Michael Harris, Program Chair, at harrismi@ecu.edu or 252-737-1057.

Hyatt Regency
Coconut Point

