<div align="center">

College of Business and Economics
Faculty Information System

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What Information Goes Where?

Conference activities

- The paper that was presented should be listed under "Intellectual Contributions". The Contribution Type requested on this screen will probably be "Conference Proceedings".
- If you attended the event then also enter the information on the screen titled "Faculty Development Activities Attended". This is particularly important if you attended sections at a conference beyond your own.
- If you presented your own work at the conference then you can also enter that information on the "Presentations" screen.

Service:

- "Academic Advising" is entered for you and needs no additional entries
- "University and College" should include those activities that aid students, your department, college and university that have to do with your assignment at Western for the past 5 years. Please go back further than 5 years if desired or edit the imported information.
- "Professional" should include those activities that assist your disciplinary field such as reviewing articles, assisting companies or trade organizations in your field of expertise.
- "Public" should include those activities that help the greater community