

Purdue Global Village Presenter Checklist

☐ Preparing for the Conference

The conference will provide concurrent session opportunities for attendees with presentation options during each. The conference will be held in Zoom Events. Review additional information on the platform as needed. We recommend you use the Google Chrome browser to participate in the sessions for the best experience.

- [Hardware and system requirements for Zoom](#)
- [Download the latest Zoom Client application](#)
- [Zoom Events Attendee resources](#)
- [How to test my audio](#)
- [How to test my video](#)

Visit the Conference Lobby to view the conference schedule. Your session(s) will display automatically on your Itinerary page.

Attend one of the two Empowering Presentation Prep sessions to learn more about presentation best practices, slide design, and audience engagement.

- TBD

Update your speaker image and bio on the event platform. You will receive an email invitation from Zoom Events with a link to make updates.

Reach out to pgvillage@purdueglobal.edu if you would like to add polls or upload handouts/presentation slides to your session listing on the event platform. Upon receiving your email request, an email invitation to edit your session will be sent from Zoom Events with a link to make updates.

Submit your presentation to the university archive. The [Purdue Global University Archive](#) expands visibility and access to the scholarly output of our university's academic community by showcasing its works, activities, and history. Adding your content to the archive improves the digital preservation of your work at the university, provides open access to your work (when possible), and is an opportunity for you to add to the reputation of the university. Documents added to the repository also have a persistent, durable link you can use and cite in your own professional development.

Review a practice session recording as needed to prepare for the conference.

Promote your session to colleagues and other higher education professionals. Invite them to register to attend the conference. Registration information will be available on the [conference website](#).

❑ Presenting at the Conference

- Please join the Zoom meeting room 10 minutes before the session start time. You can join using the link to your session on the itinerary page.
- You will have a Conference Crew Host in your session to assist with the pre-session tech check and attendee management.
- The Conference Crew Host will prompt you when it is time for you to begin. Wait for the recording signal to show before starting your presentation.
- Encourage attendees to share ideas and ask questions via chat or audio as you see fit.
- Approximately 3-5 minutes before the end of the session, begin wrapping up the discussion and encourage attendees to share their final thoughts. It is important to make sure your session ends on time to be respectful of the presenter(s) following you.
- When you finish your presentation, the Conference Crew Host will close out the session.

❑ Attend Sessions

We invite presenters to attend other sessions during the day. You can build your personal forum itinerary by bookmarking sessions.

The screenshot displays the 'Purdue Global Village 2023' interface for November 06 - 10. The 'Sessions' tab is active, showing a list of sessions for Day 1 (Monday, Nov 06). A red arrow points to a bookmark icon next to the first session, 'Conference Preview and Meditation'.

Time	Session Title	Format	Hosts	Bookmark
08:25 - 08:50 AM	Conference Preview and Meditation	Virtual Meeting	Liz Fitzgerald, Melinda Linscott	Yes
09:00 - 09:45 AM	Opening Keynote with Purdue Global Chancellor Frank Dooley	Virtual Webinar	Frank Dooley	No
10:00 - 10:45 AM	Things You Didn't Know You Could Do with PowerPoint	Virtual Meeting	Tamara Fudge	No
10:00 - 10:45 AM	"All We are is Ducks in the Wind..." An Exploration of How Music Brings Joy and Creativity to Teaching	Virtual Meeting	Dena AuCoin, Carolyn Stevenson	No
11:00 - 11:45 AM	Generational Wisdom: Boomers, Gen X, Millennials and Gen Z in the Classroom	Virtual Meeting	Jessi Eaton	No

Purdue Global Village 2023 • November 06 - 10

Lobby Sessions **Itinerary** Spe

Search Filter Export Itinerary as ICS File Day 1 (Nov 06) ▾

< Day 1 Mon Nov 06 >

8:00 AM

Conference Preview and Meditation

9:00 AM

Opening Keynote with Purdue Global Chancellor Frank Dooley
09:00 - 09:45 AM

10:00 AM

"All We are is Ducks in the Wind..." An Exploration of How Music Brings Joy and Creativity to Teaching
10:00 - 10:45 AM

11:00 AM

Questions and Contact Information

If you have any questions about participating in the conference, please contact pgvillage@purdueglobal.edu.