

Cybersecurity & Privacy Professionals 2024 Poster Session Checklist

● FEBRUARY

- **Feb. 27: Confirm your invitation to present.** Once we have your confirmation, we will be able to publish your session in the conference agenda when it goes live.
- **Feb. 27: Complete the following four agreements:** 1) Speaker agreement; 2) Publishing Agreement; 3) Streaming & Recording Agreement; 4) Registration Requirement Agreement.
- **Feb. 27: Update your profile** through [EDUCAUSE's membership system](#). Please make sure your profile has an **updated** photo, bio, and other professional updates. Your profile will be displayed in the event online agenda and mobile app, so please take a few moments to ensure it looks good for when we go live with it. (We suggest you mark it "Visible to Public (without contact info)" by going to "My Primary Information" and then to "Profile Settings.")
- **Late February:** The full event program will go live on the [conference website](#). We ask that you **review your session listing** once again to ensure that it is correct. If not, please email sreynolds@educause.edu (only minor edits will be allowed).

● MARCH

- **March 1: Two months out.** **Start drafting your poster** and target early April to have this complete. You will receive a poster creation guide and template (or you may create your own) to help you as you develop an outstanding poster.
- **March 6:** All presenters are asked to **register** and secure **Travel/Hotel** by this date. After this date, the special pricing ends and regular rates apply.
 - Scholarships are available. To see eligibility and deadlines please visit our [scholarships page](#).

● APRIL

- **April 1: One month out.** **Finalize your poster** and presentation points.
 - **Schedule the date to have your poster printed at a local printer.** *It is your responsibility to print your poster prior to the event.*
- **Refine presentation skills and engagement tactics.** Watch the [Presenter Support Modules](#) for best practices and great ideas!
- **April 17:** Two weeks out. Have your poster printed by this date and have it ready to travel with you (carried in a poster tube) to the event site.
- **April 24:** One week out. **Upload a copy of your poster to the EDUCAUSE speaker upload site** (Upload instructions will be provided at a later date).
- **May 1-3: Cybersecurity & Privacy Professionals Conference.** Present at your scheduled date/time. *Good luck!*

Thank You!

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