

## NERCOMP Annual Conference Presenter Checklist

**NOTE:** Please *make a copy* of this checklist for your use or download the document.

### January

- Jan. 2: Confirm your invitation to present in the speaker portal.**
- Jan. 2: Complete the following four agreements in the speaker portal:** 1) Speaker agreement; 2) Publishing Agreement; 3) Streaming & Recording Agreement; 4) Registration Requirement Agreement.
- Jan. 2: Update your profile** through [EDUCAUSE's membership system](#). Does your profile have a recent photo, bio, and other professional updates? If not, take a moment to do so. Your profile will be viewed by hundreds of potential attendees as they peruse the session listings in the agenda.
- Early January:** 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](mailto:sreynolds@educause.edu) (only minor edits will be allowed).
- January 25: Two months out. Create your presentation outline** and target early February to have this complete. For your convenience, you may use the provided [PowerPoint template](#).
- January 29:** All presenters are required to **register** and secure **Travel/Hotel** by this date.
- One presenter from each session (excluding corporate purchased sessions) is entitled to a complimentary conference registration.** A unique promo code was sent via email. *Please coordinate with your presentation team (if applicable) who will receive this.* All other presenters must register and pay the full conference fee.  
Scholarships are available. To see eligibility and deadlines please visit our [scholarships page](#).
- Jan. 31<sup>st</sup>: Set up regular planning meetings** with your presentation team (if applicable).

### FEBRUARY

- February 25: One month out. Refine presentation skills and engagement tactics.** Watch the [Presenter Support Modules](#) for best practices to help you create and deliver an outstanding presentation.
- Continue meeting with your presentation team to finalize your session slides in preparation for the March 18 upload date.

## MARCH

- March 15: Upload a PDF of your final presentation slides as well as any supporting materials/supplemental documents.** (Upload instructions will be sent via email in early March.)
- March 15:** Practice, practice, practice! *You will not regret this dry run!*
- March 25-27: NERCOMP Annual Conference, Providence, RI.** Present at your scheduled date/time. *Good luck!*

Questions? Contact [Sarah Reynolds](#), Speaker Liaison  
direct: 720.406.6742 | Schedule a meeting via [Calendly](#).