

## EDUCAUSE Annual Conference 2024 Poster Session Checklist

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

### Upon Acceptance to EDU24

- Complete your individual speaker agreements in the speaker portal.
- Access the [Speaker Portal Here!](#) Go to the “Tasks” tab and select your session role to complete.

### AUGUST

- Update your **EDUCAUSE profile** through [EDUCAUSE’s membership system](#).
  - Please make sure your profile has an **updated photo, bio, and other professional updates**.
- Set up regular planning meetings with your presentation team (if applicable).
- August 14:** The full event program goes live on the [conference website](#). *We ask that you review your session listing at that time to ensure that it is correct.* If not, please email [sreynolds@educause.edu](mailto:sreynolds@educause.edu) (only minor edits will be allowed). If you have any speaker changes, please send these via our [Speaker Update Form](#).
- August 21:** *Two months out.* Start drafting your poster. Please visit the [Presenter Resource Center > FAQs: Poster Sessions](#). There, you will find information that will help with your poster creation (poster size, suggested design layout, etc.). You may also review this [Poster Session Info Sheet](#).
- Presenter Registration:** All presenters are required to register for the event as soon as possible so that EDUCAUSE knows you are confirmed to attend/present. Book your lodging during the registration process as well.
  - Scholarships are available! The deadline is **August 21<sup>st</sup>**. To see eligibility and to apply, please visit our [scholarships page](#).

### SEPTEMBER

- Join one of EDU24 September Speaker Webinars:** The dates/times and topics will be announced via email. If you can’t join one of these webinars, they will be recorded.
- September 20:** *One month out.* Finalize your poster and presentation points. Schedule the date to have your poster **printed** at a local printer.
- Late September:** **Refine presentation skills and engagement tactics.** Watch the highly-rated EDUCAUSE [Presenter Support Video Shorts](#) for best practices and great ideas!
- September 24:** Advance registration deadline. After this date, regular rates apply!

### OCTOBER

- October 14:** **Upload a copy of your poster to the EDUCAUSE speaker upload site** (instructions will be provided at a later date) and any supporting materials (supplemental documents).
- October 14:** Have your poster printed by this date and have it ready to travel with you to San Antonio.
- October 21-24: EDUCAUSE Annual Conference, San Antonio, TX.**
  - Onsite: Visit the Speaker Ready Room (Meeting Room 301, Third Level) to ask any last minute questions, to pick up your presenter ribbon and speaker gift.
  - Present at your scheduled date/time. *Good luck!*

### NOVEMBER

- November 13-14: EDUCAUSE Annual Conference ONLINE.** (Full conference registrants have access to the online conference.)

**Thank You!**