EDUCAUSE ANNUAL CONFERENCE 2024

October 21–24 | San Antonio, TX
November 13–14 | Online

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 (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 21st.** 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!

Contact Sarah Reynolds, Speaker Manager, at sreynolds@educause.edu with questions.