

Preparing for your UPCEA Conference Session: **Convergence TALKS**

Session Format Information:

Convergence Talks are designed to introduce innovative ideas in a concise, engaging format.

- Talks are delivered by **one presenter** and are **less than 15 minutes** in length. The exact presentation time may vary depending on the number of presenters scheduled within the session block.
- Presentations are limited to **six slides**, with a minimum font size of 28 pt.
- Multiple Talks are presented sequentially during a single session, allowing attendees to explore a variety of timely topics in a fast-paced format.
- Audience discussion during individual presentations is limited so that each presenter has an equal opportunity to share within the allotted time.

Tips for a Successful Talk

- Focus on one key idea or takeaway rather than trying to cover everything.
- Keep your slides simple, visually engaging, and easy to read from the back of the room.
- Practice your presentation to ensure you stay within your allotted time. Because multiple presenters share the session, strict timing will be enforced.
- End with a memorable takeaway or call to action that attendees can continue exploring after your presentation.

Action Items	Resources	Due By
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Presenter Briefing: The virtual presenter briefing has been recorded for those who were unable to attend or would like to review the information. The recording provides an overview of conference logistics, session protocols, presenter expectations, and answers to common questions.	Recording link will be available here after the event.	Available after July 23
Registration: All Presenters are reminded to complete their registration. Failure to register may result in removal from the program. Visit the conference website and select Register from the navigation menu.	Registration Page REGISTER NOW	As soon as possible
Hotel Reservation: Reserve your hotel accommodations using the conference room block rate. Rooms fill quickly, so early booking is strongly recommended.	Conference Hotel Information	As soon as possible
Presentation Slides and Materials:	Slide Template	September 21

If submitted by the deadline, UPCEA will upload your presentation to the conference app (Guidebook) and will make it available in your session room. • Make a copy of the Slide Template (go to File -> Make a Copy -> Entire Presentation). • Upload both a PowerPoint (.pptx) and PDF version of your presentation. • Name your files using the following format: [Session Title_Presenter Last Name(s)] Please also bring your presentation on a flash drive as a backup, especially if you miss the submission deadline or make last-minute updates.	Upload Slides	
Promote Your Session: Generate excitement for your session by sharing it on social media. Visit the Social Media Toolkit and select the “I’m Presenting” section for ready-to-use, customizable posts. Just insert your session details and share on LinkedIn, X, or Facebook.	Social Promo Toolkit	Before the conference

Please contact Jacqueline Romero at Jromero@upcea.edu with any questions.