Congratulations again on being selected to present a research roundtable session at the 2023 UPCEA Annual Conference in Washington, DC, March 22-24, 2023!

Research Roundtables are table-based, small-group, guided discussions about a specific and timely topic, question, or issue facing professional, continuing, or online education. During one, 60-minute concurrent session, multiple Research Roundtable presenters share their experiences and ideas and promote the sharing of thoughts, solutions, and questions among their respective tables' attendees. Designed to provide space and time to important but particularly nuanced topics which deserve attention, Research Roundtables provide opportunities for members to hone presentation skills and for attendees to access scholarly topics and the practitioners who examine them. As a Research Roundtable presenter, you can expect to share your topic twice in the session window, (each presentation 30 minutes in length) to allow you a chance to engage with up to two, small groups during the session.

The research roundtable session will take place on March 23 at 9:30 AM ET. You may view the full event program here.

Please review the following presenter timeline which includes items to be completed and submitted by the dates indicated below:

Due Date	Action Items
February 7	**Presenter Agreement Form:** Please take a moment to complete a Presenter Agreement Form, which confirms your intent to present the accepted session, and share presentation slides/materials. **You may fill out the form here.** **Please submit your form no later than February 7, 2023.** ***All concurrent session presenters must fill out the speaker agreement form.***
February 15	**Virtual Presenter Briefing Feb 15 at 3:00 PM ET:** Please save the date and time and make plans to attend this short, informative preparatory Zoom meeting to help ensure that your presentation is well-supported. After a short overview of session protocols, UCPEA staff will welcome questions from presenters. This session will be recorded. Click here to download a calendar invite.
February 22	**Registration:** Presenters are reminded to register for the conference. Click here to register today! ***Please note: All presenters must register and pay for the conference to present. If you have not registered by February 22,***

	UPCEA reserves the right to remove your session from the program. **Healthy and Safety Guidelines:** By registering for this event, you agree to abide by the host hotel's, local, state, and UPCEA's health and safety guidelines in effect as of the conference dates. UPCEA recommends that attendees be up to date on their vaccinations, and wear a properly fitting face mask during UPCEA events at all public indoor spaces. Conference attendees are reminded to be respectful of individual choices made by fellow attendees, UPCEA staff, and others at the conference. These guidelines are subject to change at any point, and attendees will be notified if any additional requirements are implemented.
February 22	**Hotel Reservations:** Reservations at the conference hotel, The Washington Hilton, can be made directly with the hotel by clicking here or calling (202) 328-2080 and identifying yourself as an UPCEA Annual Conference attendee. A special conference rate of $299 per night (single/double occupancy) is available until February 22, or until rooms are sold out. *Room blocks tend to sell out, please make sure to book your room early*. **Click here to learn more.**
March 1	**Presentation Slides and Materials:** If you plan to utilize slides, please use the UPCEA template (go to File -> Make a Copy -> Entire Presentation). Slides will be uploaded to the mobile conference app. **Slides are due by March 1,** to guarantee they will be available to attendees before the conference. **Please upload your slides to the 2023 UPCEA AC Presentations Google Drive folder**, and use the following naming convention: "[Session Title] - [Last Names of Presenters]" **Please bring a backup copy of your presentation on a flash drive, especially if you miss the deadline.** *Note: if you will not utilize slides, please email Jacqueline Romero at jromero@upcea.edu and we'll instead have a welcome slide in the room noting presenter names and session title.*

Before Presentation	**Promote Your Session:** You can use social media to share your excitement and recruit attendees for your session. Just use **#UPCEA2023 and @UPCEA** in your posts so the UPCEA social media team can like and repost. A few examples, feel free to replace the bold sections with your own custom content: ● I'm presenting at #UPCEA2023 on **AI and Instructional Design**--join me @UPCEA in DC this March! upcea.edu/annual **#AI #ID #highered** ● Join me at #UPCEA 2023 where I'm presenting a session! The conference is being held in Washington DC this March 22-24. Join me! upcea.edu/annual ● Are you involved in professional, continuing, or online education? Join me and hundreds of others at the UPCEA Annual Conference this March 22-24 in Washington DC upcea.edu/annual P.S. I'm presenting a session on **SESSION TOPIC** you do not want to miss. A link to an event promo photo can be downloaded here. Please also share with your own marketing teams that you're presenting at the UPCEA 2023 Annual Conference, so that they can support you with social posts as well!
Day of Presentation	**Audio-Visual:** Roundtables do not have traditional audio-visual available, but presenters are encouraged to bring handouts illustrating the discussed topic or share presentation slides on the presenter's laptops. Each roundtable presenter will have a designated table with 8-10 chairs. ***Note:*** ***Although Wi-Fi will be available throughout the conference, we suggest that you not rely on it for your session and download any online content essential to your presentation in advance.***

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

We look forward to seeing you in Washington, DC!