EDUCAUSE ANNUAL CONFERENCE 2024

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

EDUCAUSE Annual Conference 2024 Speaker 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.* Create your presentation outline and target the first week of September to have this complete. For your convenience, you may download and use this PowerPoint Template.
- ☐ 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.* **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 October 14 upload date. Be sure to PRACTICE the presentation. *You will not regret this dry run!*
- ☐ **September 24:** Advance registration deadline. After this date, regular rates apply!

OCTOBER

- ☐ **October 14: Upload your final presentation slides** (PowerPoint) in the **Orchestrate upload site** (our presentation management system).
- ☐ **October 14: Upload a PDF of your presentation and any supporting materials** in the **speaker portal.**
- ☐ ***IMPORTANT:*** *If there are any changes to the presentation between Oct. 14 and the presentation date, these* ***MUST*** *be made in the Speaker Ready Room onsite in San Antonio* (Meeting Room 301, Third Level).
- ☐ **October 21-24: EDUCAUSE Annual Conference, San Antonio, TX.**
  - ☐ Onsite: Visit the Speaker Ready Room before your session to verify your slides are uploaded and are presenting correctly. Here, you may also make last-minute changes and practice using the provided presentation equipment.
  - ☐ Present at your scheduled date/time. Your presentation will be pre-loaded on a provided computer in the meeting room. *Good luck!*

Thank You!

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