

EDUCAUSE Annual Conference 2025 Speaker Checklist

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

AUGUST

- Set up regular planning meetings with your presentation team (if applicable).
- **Register & Book Your Hotel/Travel.** All presenters are required to register in advance for the conference, pay the registration fee, and secure and pay for travel and lodging (unless otherwise communicated). EDUCAUSE does not offer speaker or session passes. Scholarships are available. Register early for the best rates.
 - **Registration due dates:** Early Bird: Aug. 12 | Advanced Registration: Sept. 29 | Regular: Oct. 30.
- **August 19:** The full program [agenda](#) goes live on the conference website.
 - *Review your session listing to ensure that it is correct.* For updates:
 - Title/session abstracts: Email [Sarah Reynolds](#), Speaker Manager (only minor edits allowed).
 - Presenter changes, please use the [Speaker Update Form](#).
- **August 26:** Complete your **SPEAKER AGREEMENTS** in the speaker portal. **Access the [Speaker Portal Here!](#)**
 - All presenters are required to complete these. Go to the “Tasks” tab and select your session title to complete.
- **August 27:** *Two months out.* Create your presentation outline and target mid-September to have this complete. For your convenience, you may download and use this [PowerPoint Template](#). (Optional to use.)
- **August 29:** Update your EDUCAUSE profile through [EDUCAUSE’s membership system](#).
 - Attendees will be viewing your profile that is displayed within your session listing in the agenda so please make sure it is up-to-date and has a picture uploaded.

SEPTEMBER

- **September 20:** *One month out.* Refine presentation skills and attendee 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 (if applicable) to finalize your session slides in preparation for the October 20 upload date.
- **September 29:** Advance registration deadline. After this date, regular rates apply!

OCTOBER

- **October 20:** Upload your **final presentation slides** (required format: PowerPoint) in the **Orchestrate Upload Site** (our presentation management system). Make sure any polling/engagement questions are incorporated into your presentation slides. Update: You may use any polling system you prefer.
- **October 20:** 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. 20 and the presentation date, these must be made in the Speaker Ready Room onsite in Nashville (Meeting Room 202, Second Level).*
- Be sure to PRACTICE the presentation. And then practice again. *You will be that much more confident on presentation day.*
- **October 27-30: EDUCAUSE Annual Conference, Nashville, TN.**
 - **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. You will also pick up your Presenter Ribbon and gift here!
 - Present at your scheduled date/time. Your presentation will be pre-loaded on the provided computer in the meeting room. *Good luck!*

Thank You!

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