

Preparing for your UPCEA Conference Session: **Roundtables or Stop & Share**

Session Format Info & Tips:

- Roundtable Sessions:
 - Scheduled during an hour-long, concurrent session in a large room with multiple tables
 - Session block is split into two 25-30-minute table-based conversations; each topic has a single table for approximately 8-10 attendees
 - Presenter(s) leads two rounds of discussion, allowing attendees to join more than one session during the block
- Stop & Share Sessions:
 - Scheduled during an hour-long, concurrent session in a large room with multiple tables
 - Presenters will have their own table to allow brief but meaningful conversation as attendees stop in and mill about the space.
 - Often Stop & Share presenters provide visual collateral, swag, or program information in a tabling format
 - Attendees move freely between tables for multiple, short exchanges; no timed rounds—conversations flow as attendees circulate
- Tips:
 - Presenters concurrently share their ideas at each table and promote the sharing of thoughts, solutions, and questions
 - Brevity and conversation is key, find the handful of most important elements of your story, and be ready to lead conversation with table-mates on those items, pausing for questions or invited dialogue
 - You may upload a full slide deck for the Conference App if desired, but choose to keep the conversation to something you might be able to share in a one-page handout
 - Help build interest in your topic by having an “elevator pitch” handy as attendees enter the room

Action Items	Resources	Due By
Presenter Briefing: Join our brief, informative virtual presenter briefing on April 30 at 3 PM, where we will provide an overview of session protocols and offer an opportunity to ask questions.	Join Link Meeting ID: 823 4745 3307 Passcode: 559460	April 30 at 3 PM ET
Registration:		

Presenters are reminded to complete their registration. Failure to register by the early bird deadline may result in removal from the program. Please note that there are no additional speaker discounts beyond the early member rate.	Registration Page	April 22
Hotel Reservation: Book your stay at the conference hotel, early using the Conference Room Block rate. Rooms fill quickly, so early booking is recommended.	Conference Hotel(s)	ASAP
Presentation Slides and Materials: If provided by the deadline, UPCEA will add your slides to the conference app (Guidebook). Make a copy of the Slide Template (go to File -> Make a Copy -> Entire Presentation). To ensure compatibility with the conference app, please upload your presentation as a PDF to the Presentation Folder using the following naming convention: "[Session Title] - [Last Names of Presenters]." Bring a flash drive backup in case of last-minute updates.	Slide Template Upload Slides	June 29
Promote Your Session: Generate excitement and attract attendees by sharing your session on social media. Visit our Social Media Toolkit and explore the "I'm Presenting" tab to find ready-to-use, customizable posts. Just insert your session details and share on LinkedIn, X (formerly Twitter), or Facebook.	Social Promo Toolkit	Optional
Day of Presentation: Head to your assigned room. Check the screen at the Front of the room for your Table Assignment. Tables will have a table tent with session title and number. Find your table assignment; prepare your table. There will NOT be laptops at the tables or power strips available. While Wi-Fi is available, we recommend downloading any essential online content in advance to ensure smooth delivery. Moderator Support: A dedicated moderator will be in the room who will welcome attendees and indicate timing	See notes on format above	

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