

Greetings!

Congratulations again on being selected to participate in a **Roundtable** session at the [2024 UPCEA Annual Conference](#) in Boston, MA, March 26-28, 2024.

Roundtable Sessions have been placed into the program, which you may find [here](#).

Roundtable sessions are 25 to 30-minute table-based, small-group, guided discussions about a specific and timely topic, question, or issue. During one, 60-minute concurrent session, multiple Roundtable presenters concurrently share their ideas at one round table each (+/- 10 people can fit, comfortably, around each table), and promote the sharing of thoughts, solutions, and questions among their respective tables' attendees. Roundtables are designed to provide space and time for important but particularly nuanced topics that deserve attention, and as such, attendees are free to move between tables. The Roundtable session will have a moderator who will welcome attendees, invite them to find a topic/table of their choice, and watch the time, and will signal at the halfway mark, for presenters to host their discussions twice during the hour, allowing attendees to engage deeply with up to two different topics. Roundtable presenters are welcome to incorporate slides into their presentations, though laptops will not be provided (presenters are welcome to bring their own). Slides received by the deadline will be uploaded to the app for attendee use. Signage and a session moderator will help attendees navigate to the conversations of their choice.

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

Due Date	Action Items
February 9	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. Please fill out the form here, and submit it by February 9, 2023. <i>ALL presenters in your session must fill out the speaker agreement form.</i>
February 13	Virtual Presenter Briefing February 13 at 2:00 PM ET: Please view the recording of this short, informative preparatory Zoom meeting to help ensure your presentation is well-supported. After a brief overview of session protocols, UPCEA staff will welcome questions from presenters. This session will be recorded. Click here to view the Presenter Briefing recording.

March 7	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 7 to ensure they are available to attendees before the conference. To ensure compatibility with the conference app, please upload your presentation as a PDF to the Annual Conference Presentations Google Drive folder using the following naming convention: "[Session Title] - [Last Names of Presenters]."
Before Conference	Promote Your Session! You can use social media to share your excitement and recruit attendees for your session. Just use #UPCEA2024 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 #UPCEA2024 on AI and Instructional Design--join me @UPCEA in Boston this March! upcea.edu/annual #AI #ID #highered • I'm excited to present a session at #UPCEA2024 in Boston this March 26-28! Looking forward to a great conversation around SESSION TOPIC. • Are you involved in online and professional continuing education? Hope to see you at #UPCEA2024 this March 26-28 in Boston where I'm presenting a session on SESSION TOPIC you won't want to miss. upcea.edu/annual 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 2024 Annual Conference, so they can support you with social posts as well!

Day of Presentation

Session Room Layout: Each roundtable session will have an assigned number, which will be displayed on the table along with a table tent with the session title. Additionally, signage will be available to help guide attendees around the room.

Audio-Visual: If you plan on using slides during your presentation, please bring your own laptop, as one will not be provided. Also, please ensure that the presentation slides are submitted by the deadline. The slides will be uploaded to the conference mobile app for attendees to access.

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 reach out if you have any questions. We look forward to seeing you in Boston!