

NERCOMP Annual Conference 2024 Poster Session Checklist

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

JANUARY

- ☐ **Jan. 2:** Confirm your invitation to present in the speaker portal.
- ☐ **Jan. 2:** Complete the following four agreements: 1) Speaker agreement; 2) Publishing Agreement; 3) Streaming & Recording Agreement; 4) Registration Requirement Agreement.
- ☐ **Jan. 2:** **Update your profile** through [EDUCAUSE's membership system](#). Does your profile have a recent photo, bio, and other professional updates? If not, take a moment to do so. Your profile will be viewed by hundreds of potential attendees as they peruse the session listings in the agenda.
- ☐ **Early January:** The full event program will go live on the conference website. We ask that you review your session listing once again to ensure that it is correct. If not, please email sreynolds@educause.edu (only minor edits will be allowed).
- ☐ **January 25:** Two months out. Start drafting your poster and target mid-February to have this complete. You will receive a poster creation guide and template (or you may create your own) to help you as you develop an outstanding poster.
- ☐ **January 29:** All presenters are required to register and secure Travel/Hotel by this date.
 - ☐ One presenter from each session (excluding corporate purchased sessions) is entitled to a complimentary conference registration. A unique promo code will be sent to you in early January. Please coordinate with your presentation team (if applicable) who will receive this. All other presenters must register and pay the full conference fee.
 - ☐ Scholarships are available. To see eligibility and deadlines please visit our [scholarships page](#).
- ☐ **Jan. 31st:** Set up regular planning meetings with your presentation team (if applicable).

FEBRUARY

- ☐ **February 25:** One month out. Finalize your poster and presentation points.
- ☐ Schedule the date to have your poster printed at a local printer. It is your responsibility to print your poster prior to the event.
- ☐ **Late February:** Refine presentation skills and engagement tactics. Watch the [Presenter Support Modules](#) for best practices and great ideas!

MARCH

- ☐ **March 15:** Upload a copy of your poster to the EDUCAUSE speaker upload site (instructions will be provided at a later date) and any supporting materials (supplemental documents).
- ☐ **March 15:** Have your poster printed by this date and have it ready to travel with you (carried in a poster tube or your suitcase if it is a fabric poster) to the event site.
- ☐ **March 25-27:** NERCOMP Annual Conference, Providence, RI. Present at your scheduled date/time. Good luck!

*Questions? Contact [Sarah Reynolds](#), Speaker Liaison
direct: 720.406.6742 | Schedule a meeting via [Calendly](#).*