

Greetings!

Congratulations again on being selected to present a **70 minute**, workshop session at the [2024 UPCEA Annual Conference](#) in Boston, MA, March 26-28, 2024.

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

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 your session room laptop and the mobile conference app. Slides are due by March 7 to ensure they will be uploaded to the session room laptop and available to attendees before the conference via the mobile app. To ensure compatibility with the conference app, please upload your presentation as both a PDF and PowerPoint to the Annual Conference Presentations Google Drive folder using the following naming convention: "[Session Title] - [Last Names of Presenters]." <i>Please bring a backup copy of your presentation on a flash drive, especially if you miss the deadline.</i>

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	Audio-Visual: Each session room will include the following: • In-room laptop (<i>If you decide to use a Mac, please bring an adapter.</i>) • LCD projector and screen • Wireless slide advancer • Tabletop microphone(s) <i>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.</i>

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