

Congratulations again on being selected to present a 30-minute Conversations with Colleagues/DT&L Talk at the [2023 DT&L and SOLA+R Conference](#) in Madison, Wisconsin, July 25-27, 2023!

Conversations with Colleagues (CwC) / DT&L Talks feature short, succinct idea introductions that are provided in less than 20 minutes by one or two presenters with limited or delayed audience discussion. Only one set of speakers is featured at a time. These talks are organized around the most pressing issues facing postsecondary leaders today and are scheduled consecutively with other short talks during one session. Part “TED Talk,” part “elevator speech,” these conversations are designed to provide quick dissemination of cutting-edge information on the hottest of topics.

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:

Date	Action Items
June 27	Virtual Presenter Briefing June 27 at 3:00 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 .
June 24	Hotel Reservations: Reservations at the hotel locations in relation to the Monona Terrace Convention Center are found here . <i>Rooms will be available for booking until June 24, 2023, or until each hotel sells out. Room blocks tend to sell out, please make sure to book your room early.</i> Click here to learn more. Please beware of room block poachers offering hotel reservations that are not associated with our event. To ensure a safe and secure booking process, please use only the official links provided on the UPCEA conference website to make your accommodation arrangements. Please note that no one other than an authorized UPCEA representative should be contacting you regarding hotel reservations. If you receive any communication from an unauthorized source, we strongly encourage you to disregard it and notify us immediately at jromero@upcea.edu .
June 27	Registration: Presenters are reminded to register for the conference. Click here to register today! <i>Please note: All presenters must register and pay for the conference to present. If you have not registered by June 27, UPCEA reserves the right to remove your session from the program.</i>

	Healthy and Safety Guidelines: By registering for this event, you agree to abide by the host hotel's, local, state, and UPCEA's health and safety guidelines in effect as of the conference dates. UPCEA recommends that attendees be up to date on their vaccinations and wear a properly fitting face mask during UPCEA events at all public indoor spaces. Conference attendees are reminded to be respectful of individual choices made by fellow attendees, UPCEA staff, and others at the conference. These guidelines are subject to change at any point, and attendees will be notified if any additional requirements are implemented.
June 30	Presentation Slides and Materials: If you plan to utilize slides, please use the 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 June 30 to guarantee they will be available to attendees before the conference. Please upload your slides to this Presentations Google Drive folder, and use the following naming convention: "[Session Title] - [Last Names of Presenters]." Please bring a backup copy of your presentation on a flash drive if you miss the due date or make any changes after uploading it to the folder. <i><u>Note:</u> if you do not utilize slides, please email Jacqueline Romero at jromero@upcea.edu, and we'll instead have a welcome slide in the room noting presenter names and session title.</i>

Before Conference	Promote Your Session: You can use social media to share your excitement and recruit attendees for your session. Use #DTLSOLAR23 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 #DTLSOLAR23 on AI and Instructional Design--join me @UPCEA in Madison, WI, this July! upcea.edu/2023-dtl-solar/ #AI #ID #highered • Join me at #DTLSOLAR23, where I'm presenting a session! The conference is being held in Madison, WI, July 25-27. Join me! upcea.edu/2023-dtl-solar/ • Are you involved in online teaching and learning? Join me and hundreds of others at the #DTLSOLAR23 on July 25-27 in Madison, WI. upcea.edu/2023-dtl-solar/ P.S. I'm presenting a session on SESSION TOPIC you do not want to miss. • Join colleagues this July 25-27 in Madison, WI., for sessions like mine on SESSION TOPIC, plus accessibility, faculty development, and instructional design to vision, leadership and scale, program management, recruitment and retention. #DTLSOLAR23. upcea.edu/2023-dtl-solar/ • Join me for a unique pairing of two premier online learning conferences taking place in Madison, WI, July 25-27. Connect with hundreds of colleagues at #DTLSOLAR23. upcea.edu/2023-dtl-solar/ A link to an event promo photo can be downloaded here. Please also share with your marketing teams that you're presenting at the #DTLSOLAR23 so they can also support you with social posts!
Day of Presentation	Audio-Visual: Each session room will include the following: • In-room laptop <i>(If you decide to use a Mac please make sure to bring an adapter.)</i>

	● LCD projector and screen ● Wireless slide advancer ● Tabletop microphone(s) Live Streaming: If your session has been selected to be streamed live, an UPCEA staff person will be in the room to monitor and relay any questions that may come from online attendees. <i><u>Note:</u> 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>
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Please contact Jacqueline Romero at jromero@upcea.edu with any questions.

We look forward to seeing you in Madison!