

Speaker Information Resources

What to know before you go

Conferences and Events

www.educause.edu/conferences-events

- ⇒ See **All Events**
- ⇒ Search or scroll for your event
- ⇒ Select **Speaker Information**



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Congratulations on having your proposal accepted! This is an important career milestone. There are a few things you need to know before you go.

Much of it can be found on the Speaker Information page of the event website. Go to the **Conferences and Events** section of the EDUCAUSE website and select “**See All Events**” to access the event finder. Once you locate your event, access its Speaker Information page.

There you’ll find answers to ...

Speaker Information Resources

What to know before you go

What will my space be like?

Will I have power?

What are the program tracks?

Will I have Internet?

What does session type mean?

Is there a PPT template? Can I edit session info?

How do I upload? Can I ship materials?

Which hotel? How do I get there? Must I register?

What about copyright?

So many details!

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... all of the questions running through your head! We know what you need to know. And we're here to help.

The Speaker Information page is specific to the event at which you'll present. You'll find links to update your profile and upload your presentation resources. There are links to registration and travel accommodations. There are lots of Frequently Asked Questions – and answers.

Speaker Information Resources

What to know before you go

Don't miss this one:

Can I edit session info?

Usually, yes.
And if you should, you should.



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Among all of the things you need to know, don't miss this one. It's important that your session title and abstract line up with your presentation. Maybe things have shifted a bit since you submitted your proposal? Now is the time to make adjustments and realign.

It's critical to your success. Attendees take your title and abstract to heart. When the presentation matches up with the program, everyone wins. Participants may become disgruntled otherwise and that may impact session evaluations. So if you need to edit your session information, please do so.

Contact the Speaker Liaison (listed on your event speaker information page) for assistance with this or additional information about event logistics.

Speaker Concierge Resources

Take advantage of proven techniques, tools, and tips.

The Speaker Concierge can help with:

- Writing successful proposals
- Crafting memorable presentations
- Engaging your audience
- Facilitating discussions
- Facilitating a Connect event
- Leveraging your good work



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The Speaker information page also links to the Speaker Concierge site. The Speaker Concierge has everything you need to present your best at EDUCAUSE.

Be sure to take advantage of these resources for every step of the process – whether you are speaking face-to-face, online or both, or you are presenting a poster. We have techniques, tools, and tips for writing proposals, crafting presentations, engaging your audience, facilitating discussion, and promoting your session and your good work.

Contact the Speaker Concierge if you have questions as you prepare to make event program contributions (speakerconcierge@educause.edu).

Speaker Concierge Resources

Please be in touch for assistance.

speakerconcierge@edUCAUSE.edu

www.edUCAUSE.edu/conferences-events/speaker-concierge



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The Speaker Concierge is here to help!