

# annual convention

FEB 8 - 10 · SAN DIEGO, CA

## Roundtable Unconference Guidelines (In-Person)

SPSP 2024 will be held February 8-10, in San Diego, CA. These guidelines are for roundtable unconference presentations.

All in-person roundtable unconference presenters will present in person and may upload a PowerPoint to the convention app (Optional)

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### Important Dates (*dates subject to change*)

December 12	Deadline for Presenters to <a href="#">Register</a> for the Convention.
December 22	Whoava site link sent to: -upload Slides and Handouts -create Presenter Profile -create Polls
January 5	Deadline for Early Bird registration pricing
February 1	Prerecordings due. All prerecordings are created <u>by the presenter using their own technology</u> and uploaded to Whoava by the presenter. <i>Note roundtable unconfereces are not required to upload a prerecording.</i>
February 1	Deadline to upload Slides and Handouts to Whoava
February 8-10	SPSP Annual Convention 2024
May 10	Convention website/app closes

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### PRESENTER ACTION ITEMS:

#### Presenter Registration – Deadline December 12

- Presenters must [register](#) for the convention to present.
- Access to Whoava (to upload slides, handouts, and presenter profile) is available to registered presenters only.
- Presenters not registered by December 12 will be removed from the program (unless exception has been provided from [meetings@spsp.org](mailto:meetings@spsp.org)).
- Presenters must have an active SPSP membership through **December 31, 2024**.

## **Uploading Slides and Handouts to Whova – Deadline February 1, 2024**

- Create your PowerPoint slides and upload to Whova. Suggested name file as follows:
  - File name: *Presentation Title\_Last Name\_PPT*
- Please be sure to upload your final file, as you are not able to delete the file after uploading and SPSP Staff will have to remove it for you. **Making sure the final file is uploaded correctly will help avoid delay**
- Presenters may upload up to (2) optional supplemental materials (e.g. worksheets, data results) directly into Whova:
  - File name: *Presentation Title\_Last Name\_handout.pdf*
- February 1, 2024 is the suggested deadline for your slides and handouts, you may submit to Whova later if needed
- How to upload your materials
  - Check your email for a message sent to registered convention presenters by Whova on Dec 22, 2023.
  - To ensure email delivery, add [events-noreply@whova.io](mailto:events-noreply@whova.io) to your address book or safe sender list.
  - This email contains a unique link for each presenter that leads to the **Speaker Form**.
  - Open the Speaker Form and follow the instructions to submit your slides.

## **Presenting Your Session In Person (Roundtable Unconference)**

**Roundtable unconfereces are scheduled during two 70-minute sessions.** There will be numbered tables in the room and presenters will be assigned a slot at a designated table. Attendees will be able to rotate among the tables to talk with all presenters.

- **Presenters will present their content in person** in San Diego, CA.
  - A separate email has been sent to you with your presentation date and time.
  - If you cannot find this email, email [meetings@spsp.org](mailto:meetings@spsp.org)
- **Our audio/visual team** will be available onsite to help troubleshoot any AV and technology issues.
- **All in-person speakers must bring their own computers/laptops/handouts**, etc, in order to share information and interact with attendees.