WACUBO Speaker Success Guide: Delivering Impactful Sessions in Hawaii

Welcome to your comprehensive guide for delivering exceptional presentations at the WACUBO conference in Hawaii. This resource will help you prepare, deliver, and engage effectively.

WACUBO 2025

Conference Preparation

Meet Your Team

Etherio staff will provide onsite assistance throughout the conference. Program Committee chair Lori Seager will be your key contact.

Understand Your Audience Audience

WACUBO attendees are higher education professionals seeking practical knowledge. Align your content with the conference theme.

Create Interactive Sessions

Plan Q&A segments, polls, and activities. Engagement is crucial for audience retention and understanding.

CPE Requirements

Session Length

Concurrent sessions run 75 minutes. Minimum 50 minutes of education required for 1 CPE credit.

Verification Process

Attendees need to check-in and check-out of the session to be eligible for CPE credits.

- Can scan the QR code on badge or slide
- No technology? Sign-in sheets in every room

Required Elements

Plan to fill all the time with presentation, discussion, and engagement.
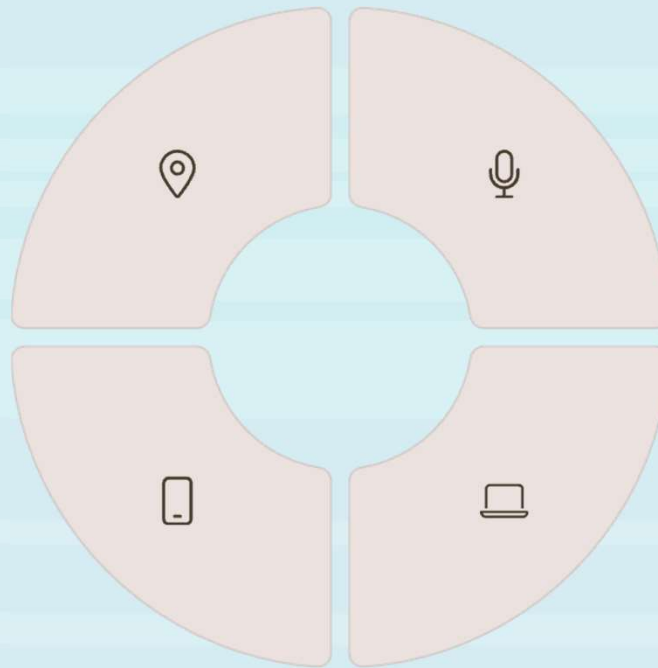
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Room Setup & Technology

Session Locations

- Map on next slide.
- Session Rooms will be using electronic signage outside of session rooms.
- Please confirm your location ahead of time.

Conference App

Access speaker resources, update your profile, upload collateral and more through the official conference app.

Equipment and Room Setup

- Rooms include podium, projector, screen, slide advancer, and microphones.
- Rooms will be set-up Theatre-Style | Podium and table upfront, chairs set up in rows.

Slide Template

- Use the provided template with WACUBO branding for consistency.
- Download from WACUBO Conference Speaker Resource page
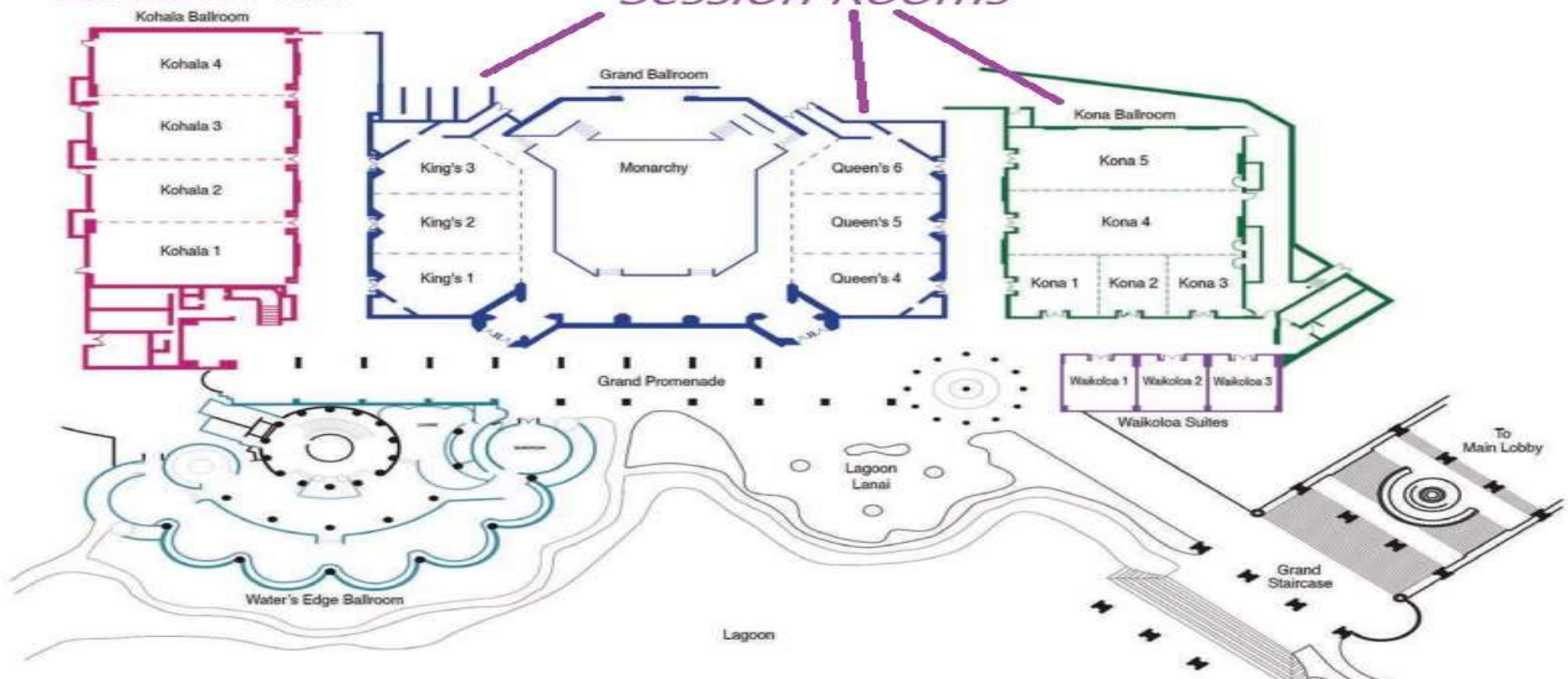
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Meeting Space | Hilton Waikoloa Village

Hilton Waikoloa Village is considered by many meeting planners to have the most flexible meeting space in Hawaii. With over 255,000 square feet of first class meeting, prefunction and exhibit facilities including extensive outdoor areas, the resort boasts the largest amount of space on the outer islands.

Exhibit Hall

Session Rooms

Kohala Ballroom

Kohala 4

Kohala 3

Kohala 2

Kohala 1

Grand Ballroom

King's 3

King's 2

King's 1

Monarchy

Queen's 6

Queen's 5

Queen's 4

Kona Ballroom

Kona 5

Kona 4

Kona 1 | Kona 2 | Kona 3

Grand Promenade

Waikoloa 1 | Waikoloa 2 | Waikoloa 3

Waikoloa Suites

To Main Lobby

Lagoon Lanai

Grand Staircase

Water's Edge Ballroom

Lagoon

Speaker Resources

Please refer to these places for Speaker Resources:
- Annual Conference Speaker Resource Page (under Programs)
- On the Event App
  - Speaker Resource chiclet
  - Uploading collateral tutorial
  - Link to desktop event app
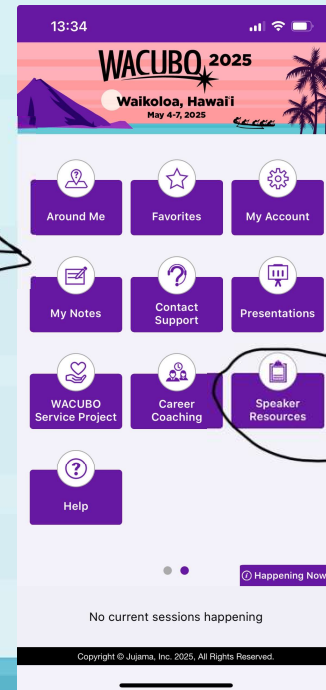
Uploading Your Presentations

We ask that presenters upload your presentations by Monday, April 28.

- Presentations uploaded by this date will be downloaded by WACUBO staff in their respective session rooms.
  - Download your presentation via this [Google Form](#)
- If you do not upload your presentation by Monday, April 28, you will be expected to download your presentation directly to the computer in the session room
  - Plan ahead!
  - Make sure you have the presentation on a thumb drive and bring your personal computer with a copy of the presentation, as a back-up to access.

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FAQs

Presentation Timing

75 Minutes Total

Plan to use your full allotted time effectively.

50+ Minutes Content

Ensure at least 50 minutes of educational material to qualify for CPE.

10-15 Minutes Q&A

Reserve time for audience questions and discussion.

5-10 Minutes Activities

Include interactive elements to boost engagement.

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Handling Technical Issues

Prepare Backups

Bring your presentation on a USB drive. Email yourself a copy as additional backup.

Test in Advance

Arrive early to check your slides and equipment. Program committee volunteers will assist.

Remain Flexible

If issues persist, continue without slides. Focus on your expertise and audience engagement.

Attire & Comfort

Aloha Attire

Short-sleeved collared shirts, aloha shirts, blouses, and comfortable slacks or skirts are ideal.
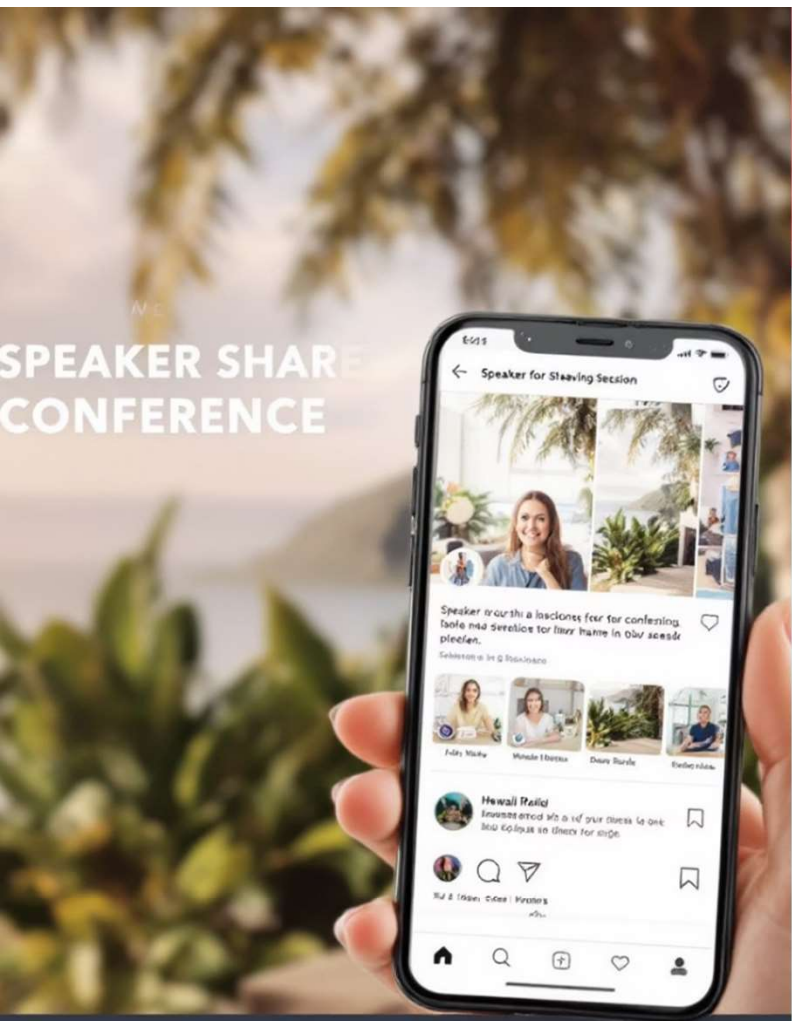
Comfort is Key

Wear comfortable shoes for walking at the conference. Air conditioning may require a light sweater.

Leave Ties at Home

No ties needed! Embrace the relaxed Hawaiian business atmosphere.

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Promoting Your Session

LinkedIn

Share your session on LinkedIn and tag WACUBO's official page.

Conference App

Use the app to connect with attendees interested in your topic.

Branded Materials

Access logoed promotional materials in the speaker collateral link.

Transportation & Logistics

1

WACUBO Shuttle

Secure your spot on the exclusive conference shuttle service between Kona airport and conference hotel. Deadline April 17.

2

Advance Booking

Reserve transportation early through the special WACUBO arrangement with local providers.

3

Arrival Planning

Please arrive in your assigned session room at least 15 minutes prior to your session, especially if you need to upload your presentation!

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THANK YOU!
See You May

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