



WACUBO
LAS VEGAS
Winning Strategies
May 3-6, 2026

**WACUBO Speaker Success Guide:
Delivering Impactful Sessions**

Conference Preparation



Meet Your Team

Etherio staff will provide onsite assistance throughout the conference.

Program Committee Chair, Dean Calvo, will be your key contact.

Understand Your 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.

Speaker Resources

- This presentation (with links) and recording
- [2026 Template](#)
- [LinkedIn Graphics](#)
- Annual Conference Speaker Resource Page



Make Sure Your Slides are Accessible for EVERYONE!

- **Using the template:**
 - **Created in accordance with accessibility guidelines and best practices.**
- **Using your own:**
 - **Consider adding the conference logo**
- **Keep these tips in mind:**
 - **Less is More**
 - **Contrast Matters**

CPE Requirements



SESSION LENGTH

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

PLEASE MAKE SURE YOU RUN YOUR SESSION FOR THE ENTIRE 75 MINUTES!



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.

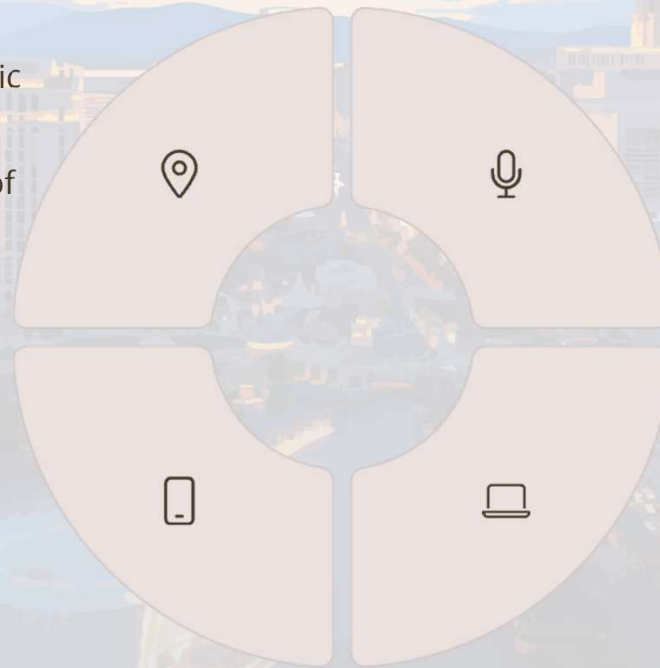
Room Setup & Technology

Session Locations

- 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

Uploading Your Presentations

Upload your Presentations by Monday, April 27

- Presentations uploaded by this date will be downloaded by WACUBO staff in their respective session rooms.





Can't Meet the Deadline?

- Be prepared to download your presentation directly to the computer in the session room:
 - Plan ahead!
 - Thumb drive
 - On your personal computer as a back-up to access.

An aerial view of a city at sunset. The sky is a mix of orange, yellow, and blue. In the foreground, there's a large body of water with a fountain. To the right, a tall, illuminated tower resembling the Eiffel Tower stands prominently. Next to it is a large Ferris wheel. The city is filled with various buildings, some with lights on, and a road with traffic. The overall scene is vibrant and captures the beauty of a city at dusk.

FAQs

Presentation Timing

-  **75 Minutes Total**
-  **50+ Minutes Content**
-  **10-15 Minutes Q&A**
-  **5-10 Minutes Activities**



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, Promotion and Logistics



Business Casual

Short or long-sleeved collared shirts, button-downs, 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.



LinkedIn

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



Branded Materials

Access promotional materials on the Speaker Resources page.



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!



QUESTIONS?





THANK YOU!
See You May

