

Higher Learning 2025

HLC's Annual Conference
April 5–8 | Hyatt Regency Chicago

Presenter Guide

Thank you for presenting at Higher Learning 2025.

In the months leading up to the conference, you will submit information related to your presentation(s) through HLC's presenter portal. Please familiarize yourself with the tasks and deadlines and keep this guide as a resource through the end of the conference.

Presenting at the Annual Conference

All presentations will be in-person at Higher Learning 2025, April 5–8 in Chicago.

As a presenter, you will:

- Present in a meeting room at the Hyatt Regency or Swissôtel Chicago during the General Program
- Engage with attendees by answering questions after the presentation
- Receive discounted registration for the Higher Learning 2025 General Program

Key Deadlines

All notifications are sent to the primary presenter. It is the primary presenter's responsibility to inform the co-presenters about their tasks.

Some tasks will not be visible in the presenter portal until closer to the conference.



✚ Indicates task must also be completed by co-presenter(s)

• November 22, 2024

Review & Approve Terms and Conditions ✚

• December 6, 2024

Review Presentation Title & Description, Update Presenter Information ✚, Upload Headshot (optional) ✚, Confirm Co-Presenters

• January 21, 2025

Approve Final Presentation Title & Description, Confirm On-Site Audio Equipment

• January 31, 2025

Register for the Conference & Secure Hotel Reservations ✚

• March 28, 2025

Submit Final On-Site Presentation, Upload Presentation for Publishing in Mobile App & Conference Website, Upload a Supporting Document

• April 5-8, 2025

Present at Higher Learning 2025 ✚

Important Information



Presenter questions: Contact Erin Gallagher at egallagher@hlcommission.org

Conference questions: Contact annualconference@hlcommission.org

Cancellations

If you are no longer able to present, please notify us as soon as possible by contacting Erin Gallagher at egallagher@hlcommission.org.

Speaker Ready Room

All presenters must check in at the Speaker Ready Room, located in Grand Suite 2, immediately after checking in at the Registration Desk or **at least four hours prior to their presentation**. In the Speaker Ready Room, you will:

- Test your presentation
- Confirm that any embedded audio, video or other elements are working properly
- Make any last-minute adjustments
- Give approval for the presentation to be sent to the meeting room

Presenters must visit the Speaker Ready Room at least four hours prior to their presentation and no later than 5:30 p.m. CT on Monday. The room will close at 6:00 p.m. on Monday and will not be open on Tuesday, April 16.

Presentations cannot be loaded directly onto the presentation laptop in the assigned meeting room.



Preparing Your PowerPoint Presentation

1. **Presentations should be formatted in the 16:9 aspect ratio.**
2. PPT files should be converted to the .PPTX format.
3. Presenters should use a standard font (Ex: Times New Roman, Arial, Tahoma) that is easy to read. Custom or licensed fonts may not be supported and can cause formatting issues. Use a font size that will allow everyone in the room to read the materials.
4. If you plan to show content from an online source, screenshots of the content should be embedded within the slideshow.
5. Use common image formats such as JPG, PNG and GIF.
6. Use background and font colors with a high degree of contrast.

A technician will be available for assistance in the Speaker Ready Room.

Meeting Rooms

Presenters should arrive at their assigned room at least 10 minutes prior to their session to launch the presentation and test equipment.

Technicians are available to assist with setup or issues that may arise prior to and during the presentation, but technical issues should not delay the start of a presentation. If an issue arises, please be prepared to begin speaking without tech.

Please bring a backup version of your presentation and video files on a flash drive in case of issues with the network connection at the conference event space.

Task Overview

✚ Indicates task must also be completed by co-presenter(s)

Review & Approve Terms and Conditions – 11/22/24 ✚

All presenters must review and accept the terms and conditions of presenting at Higher Learning 2025.

Review Presentation Title & Description – 12/6/24 ✚

Review and confirm or make updates to the presentation title and description that you submitted. This information may be edited by HLC. Final approval of the title and description will be required in a separate task (see below).

Update Presenter Information – 12/6/24 ✚

Review and confirm or update presenters' professional information to be published in conference materials.

Confirm Co-Presenters – 12/6/24

Confirm, the co-presenters listed on the presentation, if applicable. Make requests to add or remove presenters. One primary presenter and up to two co-presenters are permitted.

Upload Headshot (optional) – 12/6/24 ✚

Upload a high-resolution image (.JPG, .PNG) to be published in conference materials.

Approve Final Presentation Title & Description – 1/21/25

Approve your final presentation title and description, which may have been edited by HLC. Presentation information will be published on the conference website, mobile app, and printed materials.

Confirm On-Site Audio Equipment – 1/21/25

All presentation rooms will be equipped with these three audio components:

- Two lavalier lapel microphones
- One handheld microphone (please note this microphone can be used at the podium for a presenter as well as passed around for Q&A)

Laptop audio can be made available upon request, based on room assignment.

Register for the Conference & Secure Hotel Reservations – 1/31/25 ✚

All presenters must register for the conference.

You must use the link in your proposal acceptance email to receive the appropriate discount.

Register before January 31, 2025 to receive Early Bird pricing.

Make sleeping room reservations early! The Hyatt Regency and Swissôtel often reach capacity before February.

Submit Final On-Site Presentation – 3/28/25

Submit final presentation slides for the conference. This task will be available in February. At the conference, primary presenters will check in at the Speaker Ready Room to test their presentation and give final approval before it is sent to the meeting room.

Presentations submitted through this system are for the assigned meeting room only and will not be distributed into the mobile app or conference website. See the next task for uploading your presentation to the conference website and mobile app.

Upload Presentation for Publishing in Mobile App & Conference Website – 3/28/25

Submit your presentation slides to be published in the conference website and mobile app. If you do not wish to share all presentation slides with attendees, you may submit an alternate version to be published.

Upload a Supporting Document – 3/28/25

If you have supporting document(s) for your presentation, submit them in a single PDF file in this task.



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