



2025 Conference Presenter Guide

Last Updated: August 25, 2025

The purpose of the Presenter Guide is to share important information to consider when developing presentations for and presenting at the ASHE General Conference, Pre-Conferences, and Virtual Conference Day. The ASHE Staff has poured much time and attention into these resources; however, it is possible (and perhaps likely) that we missed something or something is not as clear as it could be. We hope you will [reach out to us with any questions, comments, or concerns](#). This will help us ensure the resources we provide to the ASHE membership are as inclusive as possible.

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Important Dates

*Please note these due dates are subject to change.

Early February	<ul style="list-style-type: none"> • Call For Proposals sent to ASHE Community. • Conference Portal opens for proposal submissions and volunteer applications.
Early April	Conference and hotel registration opens.
Wednesday, April 30, 3pm Denver/Mountain Time	<p>Proposals and applications to volunteer as a Reviewer, Chair, or Discussant are due. No exceptions will be made to this deadline. Please plan to submit your proposal before the deadline.</p> <p>*Please note that this is an 80+ day window in which you are able to submit your proposal and/or volunteer. This is a hard deadline and there will not be an extension to this deadline and late submissions will not be accepted.</p>
Early May	Awards nominations open. Please visit the award section in the website navigation for more information about types of awards available for nominations.
Mid May	Reviewers are notified of assigned proposals and provided a two-week window to complete their reviews.
Late May	Reviews are due from assigned Reviewer(s).
Early June	Graduate Student Travel Scholarship applications open.
Mid June	Bobby Wright Dissertation of the Year and Outstanding Book Award nominations close (remaining awards open through June 30).
End of June	Award nominations close (excluding Bobby Wright Dissertation of the Year Award and Outstanding Book of the Year Award which are due earlier).
Early July	<ul style="list-style-type: none"> • Notification of the decision to accept or not accept proposals. • Notification of Chair and/or Discussant assignments.
Mid July	Graduate Student Travel Scholarship applications close.

Thursday, July 31	Early Registration Ends for the Conference and Pre-Conferences.
Late July	Tentative Schedule sent to presenters, chairs, and discussants.
Mid-August	Notifications sent to awardees for Graduate Student Travel Scholarships.
Mid-August	Conference and Pre-Conference Schedules available.
Wednesday, September 3, 3pm Mountain/Denver Time	Presenter, Chair, and Discussant conference registration deadline. If your proposal is accepted and/or if you are assigned as Chair or Discussant, you have a professional and ethical obligation to register for and attend the conference.
Early October	Announcement of award recipients.
October 1	Last day to register to receive a t-shirt with ASHE Dash registration
Wednesday, October 15	Regular Registration Ends for the Conference and Pre-Conferences.

Calendar last updated on 1/29/2025

Creating Accessible Presentations

Creating and delivering presentations that ensure all audience members—including those with disabilities—can fully participate is an important part of fostering inclusion and equity, as outlined in [ASHE's Inclusion, Equity, and Organizational Diversity Policy](#). Review the resources and information below to help all attendees engage with your session's content. Looking for general information on conference accessibility? Check out the [ASHE Conference Accessibility Webpage](#).

Upload Your Presentation: Required for All Presenters

Since 2021, ASHE has strongly encouraged presenters to upload their presentations before their session. Continuing the best practice from 2024, for 2025, it is required that all presenters upload presentations in advance. Uploading presentations allows attendees to preview the presentation materials ahead of time for better engagement with the session; and allows the captionist/interpreter to preview the presentation to ensure accurate translation of materials.

ASHE has created [a PowerPoint template](#) that includes accessibility information for presenters to download and use in their presentations.

Presentations should be uploaded in PowerPoint format, rather than converting to a PDF. This allows the accessibility aspects of the presentation to remain in place. Presenters may want to protect their presentations from being edited before upload. There are numerous resources available online with instructions on how to do this.

ASHE Accessibility Consultant, Dr. Autumn K. Wilke has created [a PowerPoint demo video](#) to walk presenters through how to use the accessibility features in PowerPoint and GoogleSlides. Presenters are encouraged to [review the video](#) as they work on their slides for the conference to ensure they are as accessible as possible.

Presentations will only be accessible through the ASHE Conference App. Attendees are responsible to the [ASHE Events Code of Conduct](#) and [Ethics Policies](#). As such, presentations remain the intellectual property of presenters and may not be copied or disseminated without the express written permission of the presenters. This statement will be included in the ASHE Conference App and presenters may include this (and any other language) on a cover page of their presentation. Any violation of the ASHE Code of Conduct or Ethics Policies can be reported to ASHE Executive Director/Ethics Officer, Dr. Jason P. Guilbeau at jason@ashe.ws.

Due Dates for Uploading Your Presentation

- October 15, 2025: All presenters in sessions where there is an accessibility request for the presentation ahead of time are required to [upload their presentation](#). We will notify presenters of these requests no later than October 1.
- October 23, 2025: [PowerPoint Presentations must be uploaded](#) for the Virtual Conference Day & CEP Pre-Con Virtual Colloquium.
- October 30, 2025: [PowerPoint Presentations must be uploaded](#) for the In-Person Conference and In-Person Pre-Conferences.

Suggestions For Presenting in an Accessible Way

Being able to fully engage with a presentation is different for each attendee, so providing clear and accessible content is important. Always use a working microphone so that audience members and communication access providers (interpreter/captionist) can hear you. Speaking quickly is a natural response to exciting or stressful situations. When possible, aim to speak at a slower pace and work to enunciate spoken language. Doing so helps to clarify your content for everyone but especially the captionist/interpreter and attendees who lip-read.

Consider adding reflective pauses during your presentation so the information shared can be processed by attendees who may have different processing speeds/needs. Provide a brief image description of yourself when presenting (e.g., I am a white woman with brown hair, glasses, and today I am wearing a black shirt and pants). Please make sure to describe any images you use and how they relate to the content during your presentation. Instead of saying "as you can see" or "looking at this chart," which assumes everyone can see, discuss the specifics of the image, chart, or graphic.

During question and discussion portions of your session, make sure that all audience members can hear the questions. Anyone speaking must use a microphone or repeat the question once it has been asked.

Familiarize yourself with additional ways to make the session more accessible. Helpful accessibility resources include:

- [How to Make Your Presentations Accessible to All](#)
- [Creating Accessible and Engaging Presentations](#)
- [Using Personal Pronouns](#)
- [Why the Microphone Matters](#)

Making your Presentation Accessible

We strongly recommend using PowerPoint to design your presentation (rather than Prezi, Canva, or Google Slides). PowerPoint is typically the easiest to navigate as well as provides the most support for designing an accessible presentation, including a built-in accessibility checker. Google Slides and Prezi Design have accessibility features for virtual audiences, but these can be lost when downloading slides. Numbering slides ensures the reading order is clear when slides are printed.

In an effort to foster an inclusive presentation environment, we strongly recommend using PowerPoint to design your presentation, as this platform is typically the easiest to navigate and provide the most support for accessibility.

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Below are recommended tips in a text-based layout created by the 2023 Conference Accessibility Committee:

Font Style and Size	<ul style="list-style-type: none"> • Use Sans serif fonts such as Helvetica, Arial, Verdana, Calibri, and Antique Olive. • Use bold, underlining, and quotation marks for words and phrases needing emphasis rather than italics, which are less visually accessible. • Do not use shadows on text. • Font and background colors should have high contrast, meaning light font on a dark background or dark font on a light background. • Never use gray as it is the least accessible color for attendees with visual impairments due to its lack of contrast with every color, including white.
Font Size	<ul style="list-style-type: none"> • Use 32 point or larger font size for slide text. This is larger than PowerPoint’s default, but it ensures that text is viewable at any distance and that a slide does not overload the viewer with information. • If your text is overflowing the box or slide, consider splitting it up into multiple slides. • For Charts and Tables, use 24 point or larger font size. • Charts should have alternative text descriptions, tables should have a clear header row or the first row describing the content that is in the columns below it.
Images and Alternate Text	<ul style="list-style-type: none"> • Non-decorative images related to presentations should have alternative text provided.

	<ul style="list-style-type: none"> • Alternative text is a brief description of the image that can be attached in PowerPoint.
Video Captioning	<ul style="list-style-type: none"> • If including a video, make sure captions are included.

Options to Present Virtually

As noted in the Call For Proposals, the terms agreed to during the proposal submission, and the acceptance notification emails, at least one Author/Presenter must be in attendance from each paper/presentation. During the proposal submission process, attendees who were unable to attend in person were provided with the option to submit for consideration as a fully virtual presentation (see the Call For Proposals for more information).

The ASHE Staff has worked with those proposals that were accepted and indicated this preferred format. ASHE is excited to offer the Virtual Conference Day again this year.

Presenting during the Virtual Conference Day & CEP Pre-Conference Colloquium
Please review the information for your session type in the Presenter Guide. The sessions will be hosted through Zoom and you will receive a link in the days prior to the Virtual Conference Day. There is no charge for registration for anyone registered for a Pre-Conference, or General Conference. Registration for Graduate Students not registered for a Pre-Conference or the General Conference is \$10, Members that are not registered are \$25 and Registration for Non-Members is \$40. Presenters and attendees for Virtual Day must be registered.

Options to Present Virtually during the In-Person General Conference and CAHEP, CIHE, and CPPHE Pre-Conferences

If additional Authors/Presenters from a paper/presentation are unable to attend in person, the following options are available:

- Option 1: The Presenter(s) who is in attendance present on behalf of the group. ASHE highly recommends this option to avoid any technical difficulties.
- Option 2: If Option 1 isn't possible, the Presenter(s) not able to travel to Denver record their portion of the presentation for the Presenter(s) in attendance to play. This is ASHE's second recommendation, however, there may be difficulties with wifi or showing the video which may hinder the delivery of the presentation. As such, Option 1 is recommended. If Option 2 is selected, please download the video on a USB drive rather than rely on the hotel's wifi. Presenters can not be Zoomed in on a personal laptop. This limits the accessibility of the event as audio and video may not be able to be connected properly during the in-person session.

*****To help ensure the accessibility of the conference, individuals may not be video-conferenced in during in-person events*****

Providing a Land Acknowledgement

We are all grounded by diverse lands, each with their own names, histories, and relationships. Regardless of our location, we must reflect on the lands where we live and work as well as on the relationships that we have or aspire to build with them. Such reflection can provide a vital first step to the work of decolonization, work that must go hand in hand with the dismantling of entrenched racial inequities.

When developing your own land acknowledgment statement to preface a presentation or webinar, know that there is not one wrong or right way to do it. While your stated land acknowledgment may be brief, the reflection and intention came before it is what is most important. Some possible ways to incorporate a brief land acknowledgment in your presentation could include:

- Incorporate your land acknowledgment into your personal introduction, e.g., “My name is [Full name] and I am a [position] at [institution name], which sits on the ancestral lands of the [local Indigenous nation(s)].
- Create a slide (perhaps with a photo) that speaks to the history, original name, or another aspect of the land that you are joining from.
Recognize the original people(s) of the land that you’re on and speak to your own relationship with the land that you’re on, including how you may benefit from it. Look for other examples that resonate with you.

Remember that developing a land acknowledgment should be only part of a larger process of working toward decolonization. To continue this work, please consider:

- Bringing the practice of “land reflection” to your colleagues and other organizations you may work with.
- Building relationships with community members who have experience in land acknowledgment. The building process should be reciprocal, not extractive.
- After building relationships, offer a stipend(s) and/or other forms of reciprocity to community members who participate in land acknowledgment practices.

Conference Land Acknowledgment

We encourage conference presenters to do their own learning about the land we'll gather on and where their research is conducted. For those who need the resource, you may read the first and last paragraphs of this Land Acknowledgment during your session.

As we gather for the ASHE 2025 Conference, it is important to acknowledge that we are currently on the traditional ancestral homeland of the Nuuchiu (Ute), Tsistsistas (Cheyenne), and Hinono'ei (Arapaho) peoples. Forty-eight Tribal Nations are also connected to and continue to be in relation with the lands that are now known as Colorado. Denver was a site for the Indian Relocation Act of 1956, which sought to relocate Indigenous people from reservations to urban areas as a part of the federal government's broader termination policy era. Today, Denver is home to a large and thriving urban Indigenous community that is made up of citizens of Tribal Nations from across the country.

Land Acknowledgment Expectations for Virtual Conference Day and Virtual Poster Presenters

We encourage members and invited speakers to share brief remarks grounded by their own respective locations to begin their presentations. We hope that the ASHE membership will welcome this opportunity to share the labor that is too-often solely shouldered by the Indigenous members of our community. While the actual content of a land acknowledgment may be relatively brief, what is equally important is the work that goes on behind the scenes--the processes of research, learning, and reflection.

For additional resources, insight, and guidance on Land Acknowledgment, see <https://www.ashe.ws/landacknowledgements> which was drafted by the ASHE Land Acknowledgment Working Group.

Examples Land Acknowledgments:

- From the University of Maryland, College Park: We are standing on the ancestral lands of the Piscataway People, who were among the first in the Western Hemisphere to encounter European colonists. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today.
- From the NCORE Conference: This land on which I / we inhabit is physically situated in the original ancestral homelands of the << LOCAL TRIBE NAME(S) >>. We pay respect to the << TRIBE NAME(S) >> peoples – past, present, and future – and their continuing presence in the homeland and throughout their historical diaspora.
- One resource to identify the indigenous tribes and peoples of your area is <http://native-land.ca>.

Presentation Adjustments

Once proposals are accepted, some authors may need to make changes, such as adding additional authors, reordering authors, or making spelling or grammatical changes to their title and/or abstract. The details below outline the process for each.

Adjusting a Presenter's Name or Organization/Institution

Each presenter's name and organization/institution flows directly from the ASHE membership system. To adjust this information, a presenter can log in to their profile at [ashe.ws/login](https://www.ashe.ws/login) and update their information. Presenters have from June 24 through August 1 to make changes; changes made after Friday, August 1 at noon Mountain/Denver Time may not appear in the print program and/or conference app.

Adding/Removing/Reordering Participants

As noted in acceptance notification emails, presenters have from June 24 through August 1 to make changes; changes made after Friday, August 1 at noon Mountain/Denver Time may not appear in the print program and/or conference app. The form to make adjustments to participants can be found via: <https://www.ashe.ws/presentation-adjustments>

Editing Presentation Title/Abstract

As shared in notification emails, Presenters have from June 24 through August 1 to make changes; changes made after Friday, August 1 at noon Mountain/Denver Time may not appear in the print program and/or conference app. The form to make adjustments to participants can be found via: <https://www.ashe.ws/presentation-adjustments>

Presenter Terms of Agreement

After selecting your section and format type, you will be prompted to agree to the following terms:

Terms of Agreement for Proposal Submissions:

1. All co-authors and/or presenters are named in my proposal, are aware of this submission, have agreed to be listed on this proposal, and understand these terms of agreement.
2. This proposal is based on original work that has not been and will not before the conference be published in any venue online or print or presented at other conferences. (Dissertations published on university websites or portals does not disqualify authors from presenting at ASHE.) This proposal does not include text generated from a large-scale language model (LLM) such as ChatGPT, with the exception of proposals that explicitly study LLM text and present text as part of the conceptual or experimental analysis, in which case all instances of LLM text must be clearly identified as LLM text in the proposal.
3. Individual names and/or organization names do not appear anywhere on the proposal unless the proposal is an Interactive Symposium. If a name appears anywhere on the proposal, it will be removed from consideration.
4. All current ASHE members with a terminal degree (e.g., Ed.D., J.D., Ph.D.) listed on proposals agree to review a minimum of three proposals.

Terms of Agreement for Accepted Proposals:

1. All presenters agree to register for the ASHE General Conference, Virtual Conference Day, and/or respective Pre-Conference by September 3, 2025, 3:00 PM Mountain/Denver Time and pay appropriate registration fees.
2. For Research Papers, Scholarly Papers, and Self-Designed Paper proposals: If accepted, the completed paper will be submitted through the ASHE Conference Portal by:
 - October 20, 2025 3:00 PM Mountain/Denver Time, if accepted to present a virtual presentation for either the CEP Pre-Con or the Virtual Conference Day
 - October 23, 2025, 3:00 PM Mountain/Denver Time, if accepted for the In-Person Conference or a Pre-Conference in Denver, Colorado.

Failure to upload a completed paper by the respective deadline may result in the submission being removed from the conference program.

3. For PVDS individual proposals: If accepted, presenters will submit notes for their Discussant to support the PVDS Discussant's role in providing constructive feedback to Presenters before viewing the presentation by:
 - October 20, 2025 3:00 PM Mountain/Denver Time, if accepted to present a virtual presentation for either the CEP Pre-Con or for the Virtual Conference Day
 - October 23, 2025, 3:00 PM Mountain/Denver Time, if accepted for the In-Person Conference or a Pre-Conference in Denver, Colorado.
4. All presenters agree to upload their PowerPoint presentations by:
 - October 23, 2025, 3:00 PM Mountain/Denver Time, if accepted to present a virtual presentation for either the CEP Pre-Con or for the Virtual Conference Day
 - October 30, 2025, 3:00 PM Mountain/Denver Time, if accepted for the In-Person Conference or a Pre-Conference in Denver, Colorado.
5. For Paper, Poster, PVDS individual presentation, Self-Designed Paper Sessions, or Works in Progress proposals: If accepted, at least one author/co-author will present the work on the day and time designated and all authors/co-authors presenting will register and pay for the respective event in which they are presenting.
6. For Interactive Symposium and PVDS session proposals: If accepted, all of the presenters named in the proposal will present the work on the day and time designated and all authors/co-authors presenting will register and pay for the respective event in which they are presenting.
7. Submitters with an outstanding balance owed to the Association of more than 30 days may be removed from consideration by the ASHE Staff in accordance with the ASHE Payment Policies.
8. All Presenters at the CEP Pre-Con and Virtual Conference Day grant ASHE the right and permission to stream live and record presentation(s) as part of the annual conference. This material will be available to conference registrants, members, and the ASHE community during and after the conference for educational purposes consistent with the mission of the association. Presenters relinquish the right to examine or approve the audio or video recordings before publication, including any print materials in connection with audio and video recordings. Presenters agree no

royalties are due to me. By agreeing to these terms, presenters understand that ASHE is relying on this agreement and release and that release and consent are irrevocable.

Presenter FAQs

The FAQs below are updated regularly. If you can't find an answer to your question below, please email conference@ashe.ws.

Reviews

- How are decisions made about what is accepted for the conference? This year, the Program Committee was charged with considering over 1,000 proposals for about 200 sessions. Not only was the number of proposals high but so too was the quality. To make these decisions, nearly 500 ASHE members completed over 3,000 reviews. Each format type included a separate rubric that aligned with the Call For Proposals. The Program Committee then met in June to make decisions by weighing quantitative scores and qualitative feedback to tune their decisions which they used to create cohesive sessions. In the end, more than 500 proposals were accepted. For more information regarding the review process visit: ashe.ws/review-process.
- When will I find out if my proposal has been accepted or rejected? Notices were sent out in early July.
- How do I access reviewer feedback on my proposal? Reviewer notification emails for a proposal are only sent to the submitter of the proposal. Go to the ASHE [Conference Portal](#) and log in with your ASHE member or Guest log-in information. Under the "Submitter Menu," click on the "Submitter" link. Once you do this, your submission(s) will be listed under the submissions tab. In the "Action" column, click on the "Review Summary" link to access reviewers' comments for the proposal. This will also be the place where you upload your final paper if your proposal was accepted.
- I am an author but did not receive a notification. How do I find out if I was accepted and how do I access reviews? Only the proposal submitter will receive a notification email. If you were the proposal submitter and did not receive a notification, please email conference@ashe.ws. If you were not the submitter but were listed on the proposal and want to view the reviews, you can log in to the ASHE Conference Portal, click "Submitter" in the Submitter menu, then click the "Participations" tab. All of the proposals you are associated with, as well as any other conference roles (discussant, chair, organizer, etc.), will appear here. Click "Review Summary" to view reviewer comments and scores.
- My scores were high, why wasn't I accepted? To select conference presentations, nearly 500 ASHE members completed over 3,000 reviews of over 1,000 proposals. Each format type included a separate rubric that aligned with the Call For Proposals. The Program Committee then met in June to make decisions by weighing

quantitative scores and qualitative feedback to tune their decisions as they worked to create cohesive sessions. For more information regarding the review process visit: ashe.ws/review-process

- Can you re-evaluate my proposal? Proposals are not able to be re-evaluated as decisions of the Program Committee are final due to time and space constraints.
- Was my proposal also considered for a works in progress or poster? As communicated in the Call for Proposals, Roundtables are now Works in Progress which are meant to be unfinished projects or emerging ideas that the authors are actively working on. With this change, Research and Scholarly Papers are no longer able to be considered for alternate presentation formats as Works in Progress and Research and Scholarly Papers should differ in their format. Submitters were encouraged to consider the format that best matches their work.

Adjusting Presentation Info

- How do I add or delete a presenter/author? You can find more information about this at ashe.ws/presentation-adjustments. This must be done by Friday, August 1.
- How do I edit my abstract? You can find more information about this at ashe.ws/presentation-adjustments. This must be done by Friday, August 1.
- A presenter's name or institution/organization is incorrect. How do we update it? You can find more information about this at ashe.ws/presentation-adjustments. This must be done by Friday, August 1.

Schedule

- What Time Zone Does the ASHE Conference use? All activities during the ASHE Virtual Conference Day, Conference, and Pre-Conferences will occur in the Mountain/Denver time zone.
- When is my presentation/session scheduled? Information regarding the scheduling of your session will be provided to the submitter via email in early August. You can also find this information in the [ASHE Conference Portal](#) once it is available.
- Can I request a time for my presentation? With over 500 presentations to schedule, we cannot take requests for schedule preferences.

Uploading your paper

- What is the deadline for submitting my paper? You can find this information [here](#).
- How do I upload my paper? Please visit the Paper section of the this Guide.

Discussants and Chairs

- I am a Discussant in a virtual session. What do I need to know? Please visit the Discussant section of the Presenter Guide (available in late August).
- I am a Chair in a virtual session. What do I need to know? Please visit the Chair section of the Presenter Guide (available in late August)
- How do I access papers in my session as a Discussant or Chair? Please visit the Discussant section of the Presenter Guide (available in late August)

Session Types

- I am leading or part of an Interactive Symposium. What do I need to know? Please visit the Interactive Symposium section of the Presenter Guide (available in late August)
- I am presenting a Performance, Visual, and Digital project. What do I need to know? Please visit the PVDS section of the Presenter Guide (available in late August)
- I am delivering a Works-In-Progress presentation. What do I need to know? Please visit the Works In Progress Section of the Presenter Guide (available in late August)
- I am delivering a poster presentation. What do I need to know? Please visit the Poster section of the Presenter Guide (available in late August)

Conference Registration

- Do I have to be registered for the ASHE Conference to present? Yes. Anyone presenting during the ASHE Conference must be a registered participant. Those attending in-person will need to be registered for the ASHE General Conference and/or respective Pre-Conference(s). Anyone presenting virtually will need to be registered for the Virtual Conference Day. Those presenting virtually but also attending the in-person conference will only need to be registered for the in-person conference.
- How do I register for the ASHE Conference? Don't forget to register for the conference and take advantage of discounted registration prices through July 31. Conference registration information is available via ashe.ws/events/conference. All

conference presenters must be registered for the ASHE Conference by the Presenter Registration deadline of September 3.

- Is there funding available to attend the ASHE Conference? ASHE offers scholarships to assist in covering conference expenses. For more information and to apply for the scholarship visit ashe.ws/scholarships. For more information about donating to the Graduate Student Scholarship Fund visit [here](#).

Information for Interactive Symposia Presenters (including most Presidential Sessions)

An Interactive Symposium is a 75-minute session that features interaction between and among expert Presenters and the audience to advance knowledge of a particular research problem, theory, or higher education issue. Rather than present the results of discrete research studies as in a paper session, participants in an interactive symposium session draw from research and/or experience to foster dialogue and interactions.

A typical Interactive Symposium session might begin with brief presentations from the panelists (or interactive Q&A between the moderator and panelists) about the session's topic, followed by ample time for discussion and activities among the panelists and between the panelists and attendees.

Uploading Your Final Paper

Because there is no Discussant for this session, you are not required to upload a final paper.

Uploading Your PowerPoint Presentation

Before October 23 for Virtual Conference Day presentations; before October 30 for In-Person Pre-Conferences and the General Conference

ASHE Accessibility Consultant, Dr. Autumn K. Wilke has created [a PowerPoint demo video](#) to walk presenters through how to use the accessibility features in PowerPoint and GoogleSlides. Presenters are encouraged to [review the video](#) as they work on their slides for the conference to ensure they are as accessible as possible. ASHE has provided [a PowerPoint template](#), with accessibility information included, which presenters are encouraged to use.

Review the information on the Creating Accessible Presentations section above.

1. Go to the Form at: [ASHE Presentation Upload Form](#)
2. Select your Session Name (not the name of your paper).
3. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 30 to November 15, 2025.

Virtual Interactive Symposium Format (75 minutes)

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day & the CEP Virtual Pre-Conference Colloquium. Presenters not registered will not receive a link and will not be able to attend sessions.
- Plan to arrive 15 minutes early to make sure your Zoom, audio and camera are working correctly and your name & pronouns are showing up correctly. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Do a sound check and screen share (if applicable) with the ASHE staff supporting the session.
- A member of the ASHE 2025 Conference Committee Leadership Team will provide a brief welcome to all attendees.
- Interactive Symposium Presenters are responsible for coordinating the presenters and flow of your session. Session Chairs will begin each session by introducing themselves, providing a land acknowledgment, and allowing Presenters to introduce themselves similarly.
- ASHE Staff will be in the room to:
 - Allow screen sharing
 - Admit registered attendees
 - Monitor the chat and comments for Code of Conduct issues
 - Serve as a technical resource for attendees

In-Person Interactive Symposium Format (75 minutes)

- Locate your session's room assignment in the Conference Whova app--this is the most up-to-date schedule.
- Plan to arrive 15 minutes early. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Interactive Symposium Presenters are responsible for coordinating the presenters and flow of your session. Session Chairs will begin each session by introducing themselves, providing a land acknowledgment, and allowing Presenters to introduce themselves similarly.
- ASHE will provide:
 - Projector and screen



- Laptop computer with a hard-wired internet connection and audio connection.
*We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation.
Podium with microphone
- 2-3 Head tables with 4-6 microphones: All presenters must use the microphone.
- A microphone in the audience for Q&A: All commenters must use the microphone.

Information for Poster Presenters

Posters are a mechanism for scholars to engage in discussion with other conference attendees about a research project. The poster venue allows scholars with similar research interests to interact by using the poster as a focal point. Posters will be presented during the Poster Session on Friday morning. Presenters should arrive at the session 15-20 minutes early to set up their poster.

Note: The Graduate Student Poster Award is presented to an ASHE Member(s) in recognition of an outstanding poster presented at the Annual Conference. All authors on the poster must be graduate students. The annual award will provide \$750 in two installments; a \$250 annual award for the selected poster author(s) (all of which shall be graduate students) and an additional \$500 gift upon submission of a manuscript of the poster presentation to a scholarly venue (e.g., journal, op-ed) within one year of the annual conference in which the award was presented. Additionally, the award comes with up to three hours of mentoring with the donors or another scholar that is most appropriate. Nominations are not accepted for this award. Any poster accepted to the Annual Conference in which every author is a graduate student will be considered. For more information, please visit <https://www.ashe.ws/graduate-student-poster-award>



Uploading Your Final Paper

Because there is no Discussant for this session, you are not required to upload a final paper.

Uploading Your PowerPoint

The poster is the focus of the presentation, and as such, no PowerPoint is needed nor will there be AV available to present one.

Poster Session Format

The Poster Session will occur on Friday morning of the conference and will be one hour long. A coffee break will be set up in the room and we encourage attendees to visit with presenters.

Locate your session's room assignment in the Conference Program. Plan to arrive 15 minutes early. Please note that the session will occur before the Friday morning Plenary Session and will be purposefully located in a high-traffic area.

ASHE will provide push pins to display your poster.

Discussing/Presenting your Poster

When preparing verbal remarks clarity, brevity, and engagement are key. The goal is to communicate the core findings and significance of your research in a concise and compelling manner, typically within 1-2 minutes.

Begin with a brief introduction that contextualizes your research question, followed by a summary of your methodology, key results, and implications.

Use the poster as a visual aid—highlight key figures or sections rather than reading from it directly.

Practice your speech to ensure smooth delivery, and prepare to respond to follow-up questions that invite deeper discussion of your work.

Feel free to bring notecards or prepared remarks.

Attendees will often ask questions and provide advice, so it is recommended to bring something to take notes.

Poster Creation Information

- Maximum size of poster: 3.5' (height) x 3.5' (width)
- Push Pins are provided and board space will be shared with other poster authors.
- Please ensure your display is no larger than 3.5' (h) x 3.5' (w) or 42" x 42."

Recommended content for the poster:

- A clear statement of the purpose or goals of the research (i.e., the primary research questions or issues being addressed)
- A brief summary of the theoretical or conceptual foundation for the work
- A description of the methodology being used and the project findings (if applicable), and the theoretical and/or practical significance and implications of the research.

Tips to enhance your poster:

- Keep it simple and brief. Determine the key points for your poster and highlight these, rather than trying to cover the whole project.
- Use large enough fonts so people will not have to squint to read the material.
- Headings of at least 48-point font and text at least 18-point font is helpful to readers.
- Make your poster visually appealing. Be creative. Incorporate color. Use photographs, graphs, charts, maps, and the like.
- Be attentive to the layout and placement of your materials.
- Simple handouts/brochures are an excellent complement to a poster session.
- Consider having a pad of paper handy to allow visitors who have more in-depth questions or would like more information about your research to provide you with their contact information or provide you with their business card.
- You may also want to consider bringing business cards of your own to distribute.

Poster Creation Tips

- Posters should be informative and graphically appealing. A well-done poster should provoke interest and questions rather than overwhelm with text.
- Divide the content into sections. Clearly detail the project's topic, thesis, scope, methodology, results, and conclusions.
- Include Presenter(s) name(s), co-Authors, academic program, faculty advisor(s), and project title.
- Maintain a good contrast between the background color and the text color. For example a light gray background and black text or a dark navy blue background with light blue or white text.
- Colors should be consistent throughout the poster and readability should be the top priority.
- Do not use bright colors, as they may not be accessible. Dark text on a light background is most accessible.

- Whenever possible use graphics to represent information. Keep figures and tables as simple as possible.
- If you provide illustrations, a brief large type heading of no more than one or two lines should be provided above each illustration.
- When necessary, be sure to caption images, tables, etc. for clarity.
- Use a font that is cross-platform to ensure that your poster retains the text, spacing, and look you want. Examples include Calibri, Arial, Times New Roman and Sans-serif (particularly for the title, subtitle, and headers).
- Use size 28-32 size fonts and headings of at least 48-point font, to help with accessibility for readers.
- Consider using columns rather than rows for displaying content and arrange them in boxes.

Information for Works In Progress Presenters & Chairs

Works in Progress sessions provide an opportunity for authors to share information regarding their research in an informal, conversational style and to receive feedback at early stages of the project. Both research and scholarly works are accepted. Proposals in this format will be evaluated on the basis of their potential to generate discussions that advance the field and provide opportunities to exchange feedback.

Works In Progress papers are grouped with 2-3 other papers that have similar content or foci in a 75-minute session. Each work in progress will have 20 minutes to discuss their work (10 minutes to present, 10 minutes for a discussion with the audience).



Works in Progress Sessions will be moderated by a chair but will not feature a discussant. Presenters are encouraged to use 8-10 minutes to present their work followed by time to engage with audience members on questions and comments specific to their paper. Presenters are encouraged to end their presentations with prompts or questions for the audience. Each presenter will have up to 20 minutes for their presentation. Presenters are encouraged to create material providing an overview of their work, such as a very brief PowerPoint presentation and/or one-page handout, but should specifically focus on an overview of the project, purpose, and questions to engage the audience.

Virtual Works In Progress Session Format

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day & the CEP Virtual Pre-Conference Colloquium. Presenters not registered will not receive a link and will not be able to attend sessions.
- Plan to arrive 15 minutes early to make sure your Zoom, audio and camera are working correctly and your name & pronouns are showing up correctly. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Do a sound check and screen share (if applicable) with the ASHE staff supporting the session.

- A member of the ASHE 2025 Conference Committee Leadership Team will provide a brief welcome to all attendees.
- In the 15 minutes before your session starting, the Session Chair, Session Discussant, and Session Authors can discuss:
 - The order of the presentations based on the program
 - Name pronunciations and preferred names for Authors (e.g., Jason vs. Dr. Guilbeau)
 - The time limits for each Presenter
 - Process for selecting questions for the Q and A section
 - Process for Q and A section of the session
- ASHE Staff will be in the room to:
 - Allow screen sharing
 - Admit registered attendees
 - Monitor the chat and comments for Code of Conduct issues
 - Serve as a technical resource for attendees

In-Person Works In Progress Session Format

- Locate your session's room assignment in the Conference Whova app--this is the most up-to-date schedule.
- Plan to arrive 15 minutes early. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- In the 15 minutes before your session starting, the Session Chair, Session Discussant, and Session Authors can discuss:
 - The order of the presentations based on the program
 - Name pronunciations and preferred names for Authors (e.g., Jason vs. Dr. Guilbeau)
 - The time limits for each Presenter
 - Process for selecting questions for the Q and A section
 - Process for Q and A section of the session
- ASHE will provide:
 - Reserved seating in the first row for all presenters
 - Projector and screen
 - Laptop computer with a hard-wired internet connection and audio connection.

*We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation.

- Podium with microphone
- 2-3 Head tables with 4-6 microphones: All presenters must use the microphone.
- A microphone in the audience for Q&A: All commenters must use the microphone.

Virtual & In-Person Works In Progress Session Agenda (75 Minutes)

The Chair introduces themselves and acknowledges the place you are joining from (i.e., a land acknowledgment). Session Chair introduces the session and reviews the agenda/timing of the session (1-2 minutes).

- Session Chair introduces Paper #1 and Presenters (1 minute)
- Paper #1 (20 minutes, presentation & discussion of Paper #1).
- Session Chair introduces Paper #2 and Presenters (1 minute)
- Paper #2 (20 minutes, presentation & discussion of Paper #2)
- Session Chair introduces Paper #3 and Presenters (1 minute)
- Paper #3 (20 minutes, presentation & discussion of Paper #3)
- Session Chair facilitates Open Q&A (10 minutes).

NOTE: If only 2 presentations are assigned to a session, 30 minutes will be allocated to each Presenter. If there are four papers, then each Author will have 15 minutes.

Session Logistics (In-Person)

All Presenters **MUST** use the microphone, as must audience members who pose questions. There will be one microphone on the podium, one for each presenter, and one for the audience. If anyone is speaking and not using the microphone, the Chair will step in to ask them to use the microphone or repeat what was said; if the Chair does not step in, we encourage community accountability and ask for any attendee to step in to ask for usage of the microphone.

All Presenters must use the ASHE laptop provided in the meeting space for their presentation. We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation. Session Agenda (75 minutes) (In-Person & Virtual) Works In Progress Sessions are 75-minutes long and feature Authors sharing their research in an informal, conversational style.

ASHE will provide:

- Projector and screen
- Laptop computer with a hard-wired internet connection and audio connection. *We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation.

- Podium with microphone
- A podium with a microphone: All presenters must use the microphone.
- A microphone in the audience for Q&A: All commenters must use the microphone.

Works In Progress Presenters

Uploading Your Final Paper

Because there is no Discussant for this session, you are not required to upload a final paper.

Handout or PowerPoint Presentation (In-Person & Virtual)

We suggest you create a one-page overview of your paper.

- Use an easy-to-read font and layout (e.g., Times New Roman or Arial). Use at least a 14-point font.
- Use high-contrast background and text colors (black text on white background).
- Make sure your handout matches your presentation and add any references that may be helpful to your audience.
- For in person: you can bring a few copies of this, share your email address with attendees and follow up afterward, or collect attendee emails to send after the presentation.
- For virtual: you can share an accessibility checked document in the chat. NOTE: PowerPoint presentations are not required, but some presenters prefer to create a very brief deck vs. having a handout.

If you chose to create a PowerPoint, you will need to upload it before October 23 for Virtual Conference Day presentations; before October 30 for In-Person Pre-Conferences and the General Conference

ASHE Accessibility Consultant, Dr. Autumn K. Wilke has created [a PowerPoint demo video](#) to walk presenters through how to use the accessibility features in PowerPoint and GoogleSlides. Presenters are encouraged to [review the video](#) as they work on their slides for the conference to ensure they are as accessible as possible. ASHE has provided [a PowerPoint template](#), with accessibility information included, which presenters are encouraged to use.

Review the information on the Creating Accessible Presentations section above.

1. Go to the Form at: [ASHE Presentation Upload Form](#)
2. Select your Session Name (not the name of your paper).

3. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 30 to November 15, 2025.

Presentation Tips (In-Person & Virtual)

- Keep your presentation simple and brief.
- Determine the key points for your presentation and highlight them in your talk.
- Speak slowly, clearly, and pause between topics, so attendees, captioners, and/or sign language interpreters can keep pace.
- Avoid jargon, acronyms, and idioms, or explain acronyms, terms, names, etc., that you will use.
- Summarize the main points at the end.
- Have at least 3 questions to ask the attendees in the discussion to assist you with moving your work forward.
- Have a pad of paper handy (for in-person presentations) to allow attendees who have more in-depth questions to provide you with their contact information.
- Distribute your business card (when in -person) as a way to network with other attendees, or share your contact information in the chat for virtual.

Works In Progress Session Chair

Serving as a Works In Progress Chair during the ASHE Conference is an important task that ensures session participants are involved in a well-managed session. The Works In Progress Chair is responsible for assisting the Presenters before and during the session. Works In Progress Chairs provide clarity and organization for Presenters and attendees. Works In Progress Chairs will support the Presenters by introducing speakers, keeping time, organizing the session, organizing the question & answer portion, and providing overall structure to the session.

Before the Conference, the Works In Progress Chair is responsible for initiating outreach via email to the Presenters. This email serves as an important introductory point to build excitement around the session; develop rapport among the Chair and Authors; provide important context for ASHE sessions; and open channels of communication to address

clarifying questions and session news. Your role as a Works In Progress Chair helps ensure that each session, and ultimately the conference, runs smoothly and on time. Ultimately, you are an ambassador of the Association and are responsible for helping to ensure an impactful session.

Contacting Authors: Early October

Send an introduction email to the Presenters by early October. You can find contact info by logging in to the ASHE Conference Portal using the following instructions:

1. Log in to ASHE Conference Portal:
<https://convention2.allacademic.com/one/ashe/ashe25>
2. Select Main Menu (Submission Site) from the menu.
3. From the Submitter menu, click on the "Chair/Discussant" tab.
4. Within this link, you will find the sessions for which you are a participant (Presenters and Chair).
5. Click on the "Participations" tab and click the "view" link next to the title of the session in which you are the Chair.
6. Gather the author emails listed on the page.

Sample Email: Chair To Presenters: Send before October 1

Dear Presenters,

As ASHE 2025 approaches, I wanted to send a few reminders. [Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at the ASHE Conference. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session.

A few things I want to highlight:

- For Works In Progress sessions, you do not need to upload a final paper nor create a PowerPoint Presentation.
- Each paper will be allocated 20 minutes during the session. I will be the timekeeper and alert you of timing during the presentation.
- Please notify the ASHE Staff of any accessibility accommodations. ASHE Staff can best meet your needs when notified at least 3 weeks before any event.
- The ASHE Staff has provided a Presenter Guide website at www.ashe.ws/presenter-guide

[Add a closing]

[Sign your name]

[We suggest including your gender pronouns. You can find more information about using gender pronouns here: <https://www.mypronouns.org/>]

Sample Script: Chair Welcome And Introduction

Hello Everyone [please do not say ladies and gentlemen or any gendered greeting].

My name is [Insert Name, Institution/Organization, and Gender Pronouns] and I would like to welcome and thank you for joining us today for this session titled [Insert Session Title].

[Provide land acknowledgment]

I am very excited to introduce our excellent presenters today. We will begin the session with our first presentation from [Insert Author(s) names] titled [Insert Title of Presentation]. They will have 20 minutes for the presentation and Q&A.

Sample Script: Chair Presentation Transitions

Thank you [Insert Name of Author(s)] for your excellent presentation. Our next presenter is [Insert Author(s) names] titled [Insert Title of Presentation]. They will have 20 minutes for the presentation and Q&A.

Sample Script: Q&A

It is at the discretion of the authors how they use their 20 minutes. We provide recommendations above. As Chair, you can help to moderate their Q&A portion. Questions should be based on the information provided during the presentation.

Acceptable questions typically:

- Are specific towards an aspect of the research being presented
- Allow the presenter to clarify or expound upon information provided in the presentation
- Provide the presenter an opportunity to discuss the future of their research or topic area

Sample Script: Closing

Thank you to our authors for the great presentations today. And thank you all for joining us.

Information for Performance, Visual, & Digital Scholarship (Full Session) Presenters

PVDS Sessions intend to provide opportunities for the (re)presentation of scholarship, inquiry, and knowledge production in the forms of exhibitions, live performances, videos, looped slides, and other digital and arts-based mediums. PVDS Sessions will be based on empirical research that present findings of a study including photo-voice exhibition, spoken word art, performance ethnography, digital storytelling, poetry, documentary videos, art displays, visual discourse analyses, digital humanities projects, and other (re)presentations of knowledge production and inquiry outside of the paper, symposium, or poster formats. Individual PVDS Sessions will be no longer than 15 minutes in length. Sessions will incorporate individualized logistical and technical needs requested by the Presenter(s) to allow for the full display or performance of their session.

*The ASHE Staff will contact PVDS Presenters prior to the conference if additional AV was requested in the proposal. If you have questions, please contact the ASHE Staff at conference@ashe.ws.

Uploading Your Final Paper

Because there is no Discussant for this session, you are not required to upload a final paper.

Uploading Your PowerPoint Presentation

Before October 23 for Virtual Conference Day presentations; before October 30 for In-Person Pre-Conferences and the General Conference.

ASHE Accessibility Consultant, Dr. Autumn K. Wilke has created [a PowerPoint demo video](#) to walk presenters through how to use the accessibility features in PowerPoint and GoogleSlides. Presenters are encouraged to [review the video](#) as they work on their slides for the conference to ensure they are as accessible as possible. ASHE has provided [a PowerPoint template](#), with accessibility information included, which presenters are encouraged to use.

Review the information on the Creating Accessible Presentations section above.

1. Go to the Form at: [ASHE Presentation Upload Form](#)
2. Select your Session Name (not the name of your paper).
3. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 30 to November 15, 2025.

Virtual PVDS Session Format (75 minutes)

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day & the CEP Virtual Pre-Conference Colloquium. Presenters not registered will not receive a link and will not be able to attend sessions.
- Plan to arrive 15 minutes early to make sure your Zoom, audio and camera are working correctly and your name & pronouns are showing up correctly. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Do a sound check and screen share (if applicable) with the ASHE staff supporting the session.
- A member of the ASHE 2025 Conference Committee Leadership Team will provide a brief welcome to all attendee.
- Interactive Symposium Presenters are responsible for coordinating the presenters and flow of your session. Session Chairs will begin each session by introducing themselves, providing a land acknowledgment, and allowing Presenters to introduce themselves similarly.
- ASHE Staff will be in the room to:
 - Allow screen sharing
 - Admit registered attendees
 - Monitor the chat and comments for Code of Conduct issues
 - Serve as a technical resource for attendees

In-Person PVDS Session Format (75 minutes)

- Locate your session's room assignment in the Conference Whova app--this is the most up-to-date schedule.
- Plan to arrive 15 minutes early. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Presenters are responsible for coordinating the presenters and flow of your session. Session Chairs will begin each session by introducing themselves, providing a land acknowledgment, and allowing Presenters to introduce themselves similarly.
- ASHE will provide:
 - Projector and screen

- Laptop computer with a hard-wired internet connection and audio connection.
*We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation.
- Podium with microphone
- 2-3 Head tables with 4-6 microphones: All presenters must use the microphone.
- A microphone in the audience for Q&A: All commenters must use the microphone.

PVDS Accessibility Considerations

- Images related to presentations (non-decorative) should have alternative text provided. Alternative text is a brief description of the image that can be attached in PowerPoint.
- If including a video, make sure captions are included.
- If including audio, provide a transcript, that is, a text version of the speech and non-speech audio information. Ideally, make it a descriptive transcript that also includes a text description of the visual information.
- Include multiple methods of communication in your presentation (visual, audio, handout, transcripts, etc.) Keep aisles clear to allow access for everyone.
- Please keep performance or display items out of the aisles.

Information for Research & Scholarly Paper (including Self Designed Sessions) and Individual PVDS Session Presenters, Chairs, and Discussants

In a 75-minute session, research papers (empirical/data-based studies) and scholarly papers (novel arguments, pose and grapple with critical questions, synthesize divergent bodies of literature, and/or elaborate new theoretical or conceptual frameworks) are presented. The papers are either submitted individually and sessions are created by the Program Committee or session organizers propose a complete session of papers (research and/or scholarly) that consists of up to four papers that address a specific topic.



As was the case last year, some sessions will also integrate Performance, Visual, and Digital Scholarship Presentations. PVDS presentations are intended to provide opportunities for the (re)presentation of scholarship, inquiry, and knowledge production in the forms of exhibitions, live performances, videos, looped slides, and other digital and arts-based mediums. PVDS presentations will be based on empirical research that present findings of a study including photo-voice exhibition, spoken word art, performance ethnography, digital storytelling, poetry, documentary videos, art displays, visual discourse analyses, digital humanities projects, and other (re)presentations of knowledge production and inquiry outside of the paper, symposium, or poster formats.

Virtual Paper & PVDS Session Format

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day & the CEP Virtual Pre-Conference Colloquium. Presenters not registered will not receive a link and will not be able to attend sessions.
- Plan to arrive 15 minutes early to make sure your Zoom, audio and camera are working correctly and your name & pronouns are showing up correctly. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- Do a sound check and screen share (if applicable) with the ASHE staff supporting the session.

- A member of the ASHE 2025 Conference Committee Leadership Team will provide a brief welcome to all attendees.
- In the 15 minutes before your session starting, the Session Chair, Session Discussant, and Session Authors can discuss:
 - The order of the presentations based on the program
 - Name pronunciations and preferred names for Authors (e.g., Jason vs. Dr. Guilbeau)
 - The time limits for each Presenter
 - Process for selecting questions for the Q and A section
 - Process for Q and A section of the session
- ASHE Staff will be in the room to:
 - Allow screen sharing
 - Admit registered attendees
 - Monitor the chat and comments for Code of Conduct issues
 - Serve as a technical resource for attendees

In-Person Paper & PVDS Session Format

- Locate your session's room assignment in the Conference Whova app--this is the most up-to-date schedule.
- Plan to arrive 15 minutes early. Please note that there is a 20 minute break between sessions, so the previous session may still be wrapping up when you arrive.
- In the 15 minutes before your session starting, the Session Chair, Session Discussant, and Session Authors can discuss:
 - The order of the presentations based on the program
 - Name pronunciations and preferred names for Authors (e.g., Jason vs. Dr. Guilbeau)
 - The time limits for each Presenter
 - Process for selecting questions for the Q and A section
 - Process for Q and A section of the session
- ASHE will provide:
 - Reserved seating in the first row for all presenters
 - Projector and screen

- Laptop computer with a hard-wired internet connection and audio connection.
*We recommend uploading your presentation to a USB drive and then saving it onto the ASHE laptop desktop before your presentation.
- Podium with microphone
- 2-3 Head tables with 4-6 microphones: All presenters must use the microphone.
- A microphone in the audience for Q&A: All commenters must use the microphone.

Virtual & In-Person Paper & PVDS Session Agenda (75 Minutes)

The typical Session format is as follows:

- The Session Chair introduces themselves and provides a land acknowledgment.
- Session Chair introduces the session and reviews the agenda/timing of the session (1-2 minutes).
- Session Chair introduces Paper #1 and Presenters (1 minute)
- Presentation #1 (15 minutes)
- Session Chair introduces Paper #2 and Presenters (1 minute)
- Presentation #2 (15 minutes)
- Session Chair introduces Paper #3 and Presenters (1 minute)
- Presentation #3 (15 minutes)
- Session Chair introduces Session Discussant (1 minute)
- Session Discussant (15 minutes)
- Session Chair facilitates Open Q&A (10 minutes).

During the session, the Session Chair should keep strict time on each paper. They may have cards letting presenters know when they have 5, 1, and 0 minutes remaining. Please be mindful that there is likely a session occurring after yours in the same room. We ask that you end on time and move conversations outside of the room so the next session can begin promptly.

Paper & PVDS Presenters

Finalizing and Uploading Your Paper

Before October 21 for Virtual Conference Day presentations; before October 31 for In-Person Pre-Conferences and the General Conference

Papers should not be longer than 30 double-spaced pages (excluding references, tables, and appendices). We also encourage you to add a cover page with any relevant notes to the Session Discussant (e.g., areas where feedback would be most helpful, if the paper was from a dissertation, etc.).

Should you not upload a paper by the deadline, your Discussant may elect only to give cursory feedback or no feedback at all.

Please note that when you upload your paper to the ASHE Conference Portal, it is not made public; it will only be visible to Presenters in your session, including your discussant and chair. Presenters are prohibited from publicly sharing any materials that are uploaded in the ASHE Conference Portal.

How to Upload your paper to the Conference Portal:

1. Log in to ASHE Conference Portal:
<https://convention2.allacademic.com/one/ashe/ashe25>
2. Log In from the link above the conference logo.
3. From the Submitter menu, select "Submitter."
4. Make sure you are seeing your submissions by clicking the "Submitter" option
5. Select over to the "Participations" tab (not the Submissions tab).
6. Under the "Action" column next to the accepted paper, select "upload."
7. Select "Choose File" and select the saved PDF to upload (NOTE: only one file may be uploaded and it must be in PDF).
8. Select "Accept and Continue" to complete the upload.

Uploading Your PowerPoint Presentation

Before October 23 for Virtual Conference Day presentations; before October 30 for In-Person Pre-Conferences and the General Conference

ASHE Accessibility Consultant, Dr. Autumn K. Wilke has created [a PowerPoint demo video](#) to walk presenters through how to use the accessibility features in PowerPoint and GoogleSlides. Presenters are encouraged to [review the video](#) as they work on their slides for the conference to ensure they are as accessible as possible. ASHE has provided [a PowerPoint template](#), with accessibility information included, which presenters are encouraged to use.

Review the information on the Creating Accessible Presentations section above.

1. Go to the Form at: [ASHE Presentation Upload Form](#)
2. Select your Session Name (not the name of your paper).
3. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 30 to November 15, 2025.

Session Recommended Individual Presentation Format (15 minutes) - Virtual & In-Person

Depending on the focus of your presentation, Presenters can take more or less time on theory, methods, and other sections. The following is a suggested guide, but not meant to be constrictive and can vary substantially by topic and paper:

- 1 Minute: Introduction, Land Acknowledgement, Visual Description
- 2 Minutes: Paper Overview including the purpose and research questions
- 3 or 4 Minutes: Literature Review and Theoretical Framework
- 3 or 4 Minutes: Methodology & Methods
- 4 Minutes: Results
- Minute: Implications & Conclusion

Paper & PVDS Session Chairs

Serving as a Chair during the ASHE Conference is an important task that ensures session participants are involved in a well-managed session. The Chair is responsible for assisting the Presenters and Discussant before and during the session.

- Before the Conference, the Chair is responsible for initiating outreach via email to the Presenters and Discussant. This email serves as an important introductory point to build excitement around the session; develop rapport among the Chair, Discussant, and Authors; provide important context for ASHE paper and PVDS sessions; and open channels of communication to address clarifying questions and session news.
- Chairs provide clarity and organization for Presenters, Discussants, and attendees.
- Chairs will support the Discussant and Presenters by introducing speakers, keeping time, organizing the session, organizing the question & answer portion, and providing overall structure to the session.

Your role as a Session Chair helps ensure that each session, and ultimately the conference, runs smoothly and on time. Ultimately, you are an ambassador of the Association and are responsible for helping to ensure an impactful session.

Contacting Authors and Discussant

Send an introduction email to the Presenters by early October. You can find contact info by logging in to the ASHE Conference Portal. using the following instructions:

- Log in to ASHE Conference Portal:
<https://convention2.allacademic.com/one/ashe/ashe25>
- Log In from the link above the conference logo.

- From the Submitter menu, click on the "Chair/Discussant" tab.
- Within this link, you will find the sessions for which you are a participant (Presenters, Chair, Discussant, Organizer, etc.).
- Click on the "Participations" tab and click the "view" link next to the title of the session in which you are the Discussant.
- Gather the author and discussant emails listed on the page.

Sample Email: Chair To Discussant (send before October 1)

Dear NAME,

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at ASHE 2025. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session. If you have any special requests or ideas of how we can ensure an impactful session, please let me know. I will be following up with the Presenters in the coming days to introduce myself as well as remind them of the timeline to submit their papers through the ASHE Conference Portal [and PVDS projects if applicable].

[Add a closing]

[Sign your name]

[We suggest including your gender pronouns. You can find more information about using gender pronouns here: <https://www.mypronouns.org/>]

Sample Email: Chair To Presenters, with Discussant CC'ed (send before October 1)

Dear Presenters,

As ASHE 2025 approaches, I wanted to send a few reminders.

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at the ASHE conference. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session. A few things I want to highlight:

- [SESSION WITH PAPERS] Final papers are to be uploaded by October 20 for Virtual Conference Day Sessions and October 23 for Pre-Conference or General Conference Sessions. See www.ashe.ws/presenter-guide for more info.
- [SESSIONS WITH PVDS PRESENTATIONS] Final notes for the Discussant are to be uploaded by [October 20 for Virtual Conference Day Sessions and October 23 for Pre-Conference or General Conference Sessions]. See www.ashe.ws/presenter-guide for more info.
- Final PowerPoint Presentations are to be uploaded by [October 23 for Virtual Conference Day Sessions and October 30 for In-Person Pre-Conference or General Conference Sessions]. See www.ashe.ws/presenter-guide for more info.
- Each presenter will be allocated 15 minutes during the session. I will be the timekeeper and alert you of timing during the presentation.
- Please notify the ASHE Staff of any accessibility accommodations. ASHE Staff can best meet your needs when notified at least 3 weeks before any event.
- The ASHE Staff has provided a Presenter Guide website at www.ashe.ws/presenter-guide

[Add a closing]

[Sign your name]

[We suggest including your gender pronouns. You can find more information about using gender pronouns here: <https://www.mypronouns.org/>]

Keeping Time

During the session, the Session Chair should keep strict time on each presentation. You can create cards or use hand signals letting presenters know when they have 5, 1, and 0 minutes remaining. Please be mindful that there is likely a session occurring after yours in the same room. We ask that you end on time and move conversations outside of the room so the next session can begin promptly.

Sample Session Script Sample

Chair Welcome And Introduction

Hello Everyone [please do not say ladies and gentlemen or any gendered greeting].

My name is [Insert Name, Institution/Organization, and Gender Pronouns] and I would like to welcome and thank you for joining us today for this session titled [Insert Session Title].

[Provide land acknowledgment]

I am very excited to introduce our excellent presenters today. We will begin the session with our first presentation from [Insert Author(s) names] titled [Insert Title of Presentation].

Transitions between papers

Thank you [Insert Name of Author(s)] for your excellent presentation.

We will now have [Insert Name of Next Author] with their presentation titled [Insert Title of Presentation].

Transition between Authors & Discussant

Thank you [Insert Name of Author] for your outstanding presentation.

I would like to thank all the presenters for sharing their amazing research with us.

We will now receive feedback regarding the presentations from the Session Discussant [Insert Name of Discussant] from [Insert Institution/Organization].

Q&A

In addition to keeping time during the Session, the Chair will facilitate the Q&A portion of the session. We recommend having at least one question (if possible) for each presentation. These questions should be based on the information provided during the presentation.

Acceptable questions typically:

- Are specific towards an aspect of the research being presented
 - Allow the presenter to clarify or expound upon information provided in the presentation
 - Provide the presenter an opportunity to discuss the future of their research or topic area
- At the end of the session, the Chair should again thank the Presenters for sharing their information and thank the attendees for joining the session

Closing

Thank you to our authors and discussant for the great presentations today. And thank you all for joining us.

Paper & PVDS Session Discussants

An ASHE Discussant Workgroup is currently developing additional resources to support Discussants. We aim to have these available in early October.

Your role as a Session Discussant helps Authors/Presenters enhance their paper or project and ultimately their scholarship. Your critical, honest, and constructive feedback can make Authors/Presenters better scholars, researchers, and writers. Your feedback also connects themes within your session for the attendees as well as creates a benchmark for the expectations of scholarly work. Discussants serve a deeply important role in higher

education knowledge production and in our ASHE community by supporting the scholarly development of Authors and providing important context for ASHE sessions.

During the conference, you will provide feedback to Authors at the session, and offer comments that look across the papers and/or projects. The discussion should last about 10 minutes. Some sessions will also integrate Performance, Visual, and Digital Scholarship Presentations (PVDS). PVDS presentations are intended to provide opportunities for the (re)presentation of scholarship, inquiry, and knowledge production in the forms of exhibitions, live performances, videos, looped slides, and other digital and arts-based mediums.

Accessing Papers

Download papers that are uploaded in the Conference Portal (after October 20 for Virtual Conference Day Presentations and after October 30 for Pre-Conference and General Conference Presentations).

1. Log in to ASHE Conference Portal:
<https://convention2.allacademic.com/one/ashe/ashe25>
2. Log In from the link above the conference logo.
3. From the Submitter menu, click on the "Chair/Discussant" tab.
4. Select "Download" next to each paper. Note: If there was an upload with the original submission, this will still show up until the final paper is uploaded.

Preparing Your Discussant Presentation/Feedback (Paper Session Discussants)

Prepare a 10-minute presentation to share feedback on each paper and the collection of papers with session attendees. Prepare written feedback for each paper to share with the Authors.