



2026 Conference Presenter Guide

Last Updated: June 26, 2026

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.

Additionally, with the new Conference Portal, we are still working out some instructions and details. This Guide will continue to be updated leading up to the conference.

Table of Contents

Important Dates.....	5
Creating Accessible Presentations.....	8
Upload Your Presentation: Required for All Presenters.....	8
Suggestions For Presenting in an Accessible Way.....	9
Making your Presentation Accessible.....	10
Options to Present Virtually.....	12
Options to Present Virtually during the In-Person General Conference and CAHE, CEP, CAHEP, CIHE, and CPPHE Pre-Conferences.....	12
Providing a Land Acknowledgement.....	13
Conference Land Acknowledgment & Preparation to Gather in Borikén.....	13
Land Acknowledgment Expectations for Virtual Conference Day.....	14
Presentation Adjustments.....	15
Presenter Terms of Agreement.....	16
AI Usage & Research Transparency Policy.....	18
Presenter FAQs.....	21
Reviews.....	21
Adjusting Presentation Info.....	22
Schedule.....	23
Uploading your paper.....	23
Discussants and Chairs.....	23
Session Types.....	24
Conference Registration.....	24
Information for Interactive Symposia Presenters (including most Presidential Sessions).....	26
Uploading Your Final Paper.....	26
Uploading Your PowerPoint Presentation.....	26
Interactive Symposia Session Agenda (75 Minutes).....	27
Interactive Symposia Session Logistics (Virtual Conference Day).....	27
Interactive Symposia Session Logistics (In-Person Conference).....	28
Information for Poster Presenters.....	29
Paper Upload Not Required.....	29
PowerPoint Upload Not Required.....	29
Session Logistics (In-Person Conference).....	29
Discussing/Presenting your Poster.....	30
Poster Creation Information.....	30
Poster Creation Tips.....	31
Information for Works In Progress Presenters & Chairs.....	33
Works In Progress Session Agenda (75 Minutes).....	33

Session Logistics (Virtual Conference Day).....	34
Session Logistics (In-Person).....	34
Works In Progress Presenters.....	35
Final Paper Upload Not Required.....	35
Uploading Your PowerPoint Presentation.....	35
Handout.....	36
Presentation Tips.....	37
Works In Progress Session Chair.....	37
Contacting Authors: Early October.....	38
Sample Email: Chair To Presenters: Send before October 1.....	38
Sample Script: Chair Welcome And Introduction.....	38
Sample Script: Chair Presentation Transitions.....	39
Sample Script: Q&A.....	39
Sample Script: Closing.....	39
Information for Research Paper; Scholarly Paper; Performance, Visual, and Digital Scholarship; & Policy Brief Presenters, Chairs, and Discussants (including Self Designed Sessions).....	40
Session Agenda (75 Minutes).....	40
Session Logistics: Virtual Conference Day.....	41
Session Logistics: In-Person Conference.....	42
Authors/Presenters.....	42
Preparing your final submission.....	42
Recommendation for Individual Presentation Format (15 minutes).....	43
Uploading your Final Paper, Policy Brief, or PVDS Item(s).....	43
Uploading Your PowerPoint Presentation.....	44
Session Chairs.....	44
Contacting Authors and Discussant.....	45
Sample Email: Chair To Discussant (send before October 1).....	45
Sample Email: Chair To Presenters, with Discussant CC'ed (send before October 1)..	46
Keeping Time.....	46
Sample Session Script Sample.....	47
Transitions between papers.....	47
Transition between Authors & Discussant.....	47
Q&A.....	47
Closing.....	47
Session Discussants.....	48
Assigning Discussants.....	48
Connecting with the Session Chair and Presenters.....	48

Receiving Papers/PVDS SubmissionsProjects.....	48
Reviewing Papers, Policy Briefs, and PVDS items.....	49
Suggestions for reviewing papers/projects:.....	50
Written Feedback.....	51
Preparing & Delivering Your Remarks During the Session.....	51
Supporting the Chair & Authors During Q&A.....	52

Important Dates

*Please note these due dates are subject to change and are also available via <https://www.ashe.ws/important-dates>.

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.
Thursday, April 30, 3pm Pacific	<p>Proposals and applications to volunteer as a Reviewer, Chair, or Discussant are due.</p> <p>*We invite you to share your research by submitting a proposal within the 78-day window of the Call For Proposals launch on February 11 and the due date on Thursday, April 30 at 3:00 p.m. Pacific. To ensure that volunteer proposal reviewers have enough time to provide you with meaningful feedback on your proposal and the Program Committee can send you timely proposal status updates, please keep in mind that this is a firm deadline. We are unable to accept late submissions or grant extensions.</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.
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.
September 3	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.
September 21, 2026	Accessibility Best Practices Webinar - Register & Save the Date
September 29, 2026	Presenter Webinar - Register & Save the Date
September 30	Regular Registration Ends for the Conference and Pre-Conferences.
Early October	Announcement of award recipients.
October 1	Last day to register to receive a t-shirt with ASHE Dash registration
October 1	For Virtual Presenters (Virtual Conference Day: Final Research and Scholarly Papers (including papers in a Self-Designed session) must be uploaded to the ASHE Conference Portal and PVDS Sessions must upload notes for their Discussant regarding aspects of their presentation they would like feedback on.

October 6, noon - 1 pm Pacific	Discussant & Chair Webinar - Save the Date! Details coming soon.
October 15	For Virtual Presenters (Virtual Conference Day): PowerPoint Presentations must be uploaded.
October 15	For In-person Conference and CAHE, CAHEP, CIHE, and CPPHE Pre-Conference Presenters: Final Research and Scholarly Papers (including papers in a Self-Designed session) must be uploaded to the ASHE Conference Portal and PVDS Sessions must upload notes for their Discussant regarding aspects of their presentation they would like feedback on for in-person conference and pre-conference sessions.
October 20	CAHE Virtual Pre-Conference Gathering
October 22	Virtual Conference Day
October 22	For In-person Conference and CAHE, CAHEP, CIHE, and CPPHE Pre-Conference Presenters: PowerPoint Presentations must be uploaded.
October 23	CEP Virtual Pre-Conference Colloquium
October 26	CIHE Virtual Pre-Conference Keynote
October 26	Late Registration ends online. *Late registration after this date must be conducted onsite at the conference in San Juan
Tuesday, November 3	Pre-Conference Day in San Juan
Tuesday, November 3-Friday, November 6	General Conference in San Juan (Note: Nov 3 is U.S. Mid-term Election Day)

Calendar last updated on 6/29/2026

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.

ASHE membership includes many individuals with disabilities, and over the past five years, the annual conference has averaged 99 access requests per year. This consistent and significant volume of requests highlights not only the presence of disabled scholars and practitioners within the association, but also the importance of proactively designing accessible and inclusive experiences. The number of access requests demonstrates that accommodations are not a marginal or occasional need. By responding to these requests and embedding accessibility into its practices, ASHE affirms its commitment to equity and ensures that all members—regardless of disability status—can fully participate in and contribute to the scholarly community.

Review the resources and information below to help all attendees engage with your session's content.

- Participate in the 2026 Accessibility Best Practices Webinar to be held, Monday, September 21, 2026. [Register via the event page.](#)
- Looking for general information on conference accessibility? Check out the [ASHE Conference Accessibility Webpage.](#)

Upload Your Presentation: Required for All Presenters

Slides will be available only to registered attendees via the ASHE Conference Portal (login required) from October 21, 2026-November 7, 2026.

Since 2021, ASHE has strongly encouraged presenters to upload their presentations before their session. Continuing the best practice from 2024, for 2026, 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 shared directly with registered attendees. 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, 2026: PowerPoint Presentations must be uploaded for the Virtual Conference Day.
- October 22, 2026: 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 presenters should 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.

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.
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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. ● 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 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). Changes to proposal formats (from the Virtual Conference Day to In-Person or In-Person to the Virtual Conference Day) are not possible once final decisions have been sent out in July.

Options to Present Virtually during the In-Person General Conference and CAHE, CEP, 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. Presenters can not be Zoomed in on a personal laptop as this limits the accessibility of the event as audio and video may not be able to be connected properly during the in-person session.
- Option 2: If Option 1 isn't possible, the Presenter(s) not able to travel to San Juan 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 and save the video rather than rely on the hotel's wifi. Presenters can not be Zoomed in on a personal laptop as this limits the accessibility of the event as audio and video may not be able to be connected properly during the in-person session.

*****Presenters can not be Zoomed in on a personal laptop as this limits the accessibility of the event as audio and video may not be able to be connected properly during the in-person session*****

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 reciprocation to community members who participate in land acknowledgment practices.

Conference Land Acknowledgment & Preparation to Gather in Borikén

We encourage conference presenters to do their own learning about the land we'll gather on and where their research is conducted. Additionally, the Conference Leadership Team has prepared a number of resources for you to engage with as we collectively prepare to be thoughtful visitors in Puerto Rico. You can engage with the Webinar Series here:

<https://www.ashe.ws/boriken-webinars>. The 2026 Syllabus & Land Acknowledgement will be shared via <https://www.ashe.ws/lcec>.

Land Acknowledgment Expectations for Virtual Conference Day

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 Acknowledgments, see <https://www.ashe.ws/landacknowledgements> which was drafted by the ASHE Land Acknowledgement 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.

All adjustments will be reviewed to ensure they align with the original proposal and that participant counts do not exceed the limit (i.e., 4 proposal submissions or 5 times on the schedule for the General Conference).

Please note that the deadline for any modifications is September 3, 2026. Due to scheduling constraints and the finalization of the conference program, we are unable to accept or accommodate any changes or adjustments after this date.

To make an adjustment to the list of authors/presenters, your title, or your abstract:

1. The proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal not can they make adjustments)
2. In the right side bar, click the link "Needs Attention."
3. Find the proposal and update it.
4. Upload your Presentation.

Presenter Terms of Agreement

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 and does not include any substantive 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. The Program Committee Co-Chairs may review content suspected of using LLM and disqualify proposals at their discretion.
3. The content of the proposal has not been and will not before the conference be submitted for publication or published in any venue online or print or presented at other conferences, with the exception of content presented in Interactive Symposia. Dissertations published on university websites or portals does not disqualify authors from presenting at ASHE.
4. 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.
5. All current ASHE members with a terminal degree (e.g., EdD, JD, PhD) listed on a proposal agree to review a minimum of four proposals per proposal submitted.

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, 2026, 3:00 PM Pacific Time and pay appropriate registration fees.
 - For Paper, Poster, PVDS, Self-Designed Sessions, Policy Briefs, 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.
 - For Interactive Symposium: 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.

2. For Research Papers, Scholarly Papers, Policy Briefs, PVDS, Self-Designed Session proposals: If accepted, the completed paper, policy brief, or PVDS item(s) will be submitted through the ASHE [Conference Portal](#) by:

- October 1, 2026 3:00 PM Pacific Time, if accepted to present a virtual presentation for Virtual Conference Day
- October 15, 2026, 3:00 PM Pacific Time, if accepted for the In-Person Conference or a Pre-Conference in San Juan, Puerto Rico.

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

3. All presenters agree to upload their PowerPoint presentations by:

- October 15, 2026, 3:00 PM Pacific Time, if accepted to present a virtual presentation for either the Virtual Conference Day
- October 22, 2026, 3:00 PM Pacific Time, if accepted for the In-Person Conference or a Pre-Conference in San Juan, Puerto Rico.

4. 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.

5. All Presenters at the Virtual Conference Day grant ASHE the right and permission to stream live presentation(s) as part of the annual conference. This presentation will be available to conference registrants, members, and the ASHE community during the Virtual Conference Day for educational purposes consistent with the mission of the association.

AI Usage & Research Transparency Policy

Approved by the ASHE Board of Directors on June 8, 2026

We remain mindful of the significant environmental footprint of these technologies, recognizing that the intensive energy and water consumption required to sustain AI models necessitates a commitment to their responsible and sustainable use.

As members of a scholarly community dedicated to the study of higher education, we value the "intellectual labor of thinking and making connections" as the bedrock of our field. While we recognize Generative AI as a transformative tool for productivity, it remains a supportive instrument. Within our community, AI is not a replacement for human scholarship, ethical judgment, or the unique voice of the researcher.

1. Authorship and Accountability

- a. Human Authorship: Generative AI (LLMs like ChatGPT, Gemini, etc.) cannot be listed as an author or co-author. Authorship requires the capacity to take legal and ethical responsibility for the work—a standard only a human scholar can meet.
- b. Ultimate Responsibility: Authors are 100% accountable for the accuracy, integrity, and originality of their work. This includes the manual verification of all citations, facts, and data points provided by AI.
- c. Originality Requirement: Substantive text generated by an LLM is prohibited unless the LLM output is itself the object of the study (e.g., an analysis of AI-generated discourse), in which case it must be clearly identified.

2. Usage Guidelines

- a. Prohibited Use. To maintain the integrity of our scholarly community, the following are strictly prohibited:
 - i. Fabrication: Generating synthetic data or falsifying claims/references.
 - ii. The "Mastermind" Role: Using AI to generate a thesis, primary theory, or analysis of qualitative themes in lieu of human researchers.
 - iii. Participant Substitution: Conducting "interviews" with AI tools in place of human participants.
 - iv. Reviewer Breach: Reviewers and editors must not upload unpublished manuscripts into AI tools. AI must not be used to generate peer-review reports or decision letters.
 - v. Ghostwriting and Structural Delegation: Using AI to draft the entirety of a manuscript or to construct the core narrative and interpretive flow of the paper. The intellectual "heavy lifting," including the framing of

arguments and the synthesis of ideas, must remain the work of the human author.

- vi. Automated Editing and Length Adjustment: Using AI tools to alter a manuscript's length, whether to condense text for word-count limits or to expand text to meet minimum requirements. The distillation of academic arguments, the generation of supporting prose, and the decision of what content to prioritize or omit are intellectual tasks that must be executed solely by human authors.

3. Transparency and Disclosure

All conference proposals and journal submissions must include formal disclosure.

- a. The Submission Check-Box: Every submission portal will ask a question such as: "Did you use Generative AI in the production of this work?"
- b. Standardized Disclosure Statement: If "Yes" is selected, authors must provide a statement in the methods or acknowledgments detailing the tool name, version, and specific function (e.g., "ChatGPT-4o was used to organize author-generated notes").
- c. Citing AI: If AI-generated text is quoted (permissible only for research on AI), it must follow current APA Style: OpenAI. (2024). ChatGPT (May 13 version) [Large language model]. <https://chat.openai.com>

4. Enforcement and Education

- a. Proposals, manuscripts, nor any other documents should not be run through AI checkers by reviewers, editors, or committee members. These documents contain proprietary author information and intellectual property; uploading or sharing this content without explicit permission constitutes a breach of confidentiality and can have serious legal or professional implications for the individual responsible.
- b. When allegations of prohibited use arise, the respective volunteer leader(s) and the Executive Director shall collaborate to determine a resolution, which may include an inquiry or an educational conversation with the member in question, or, if appropriate, a referral to the Ethics Committee as a formal complaint.
- c. In all instances, the ASHE Ethics Committee should be made aware of the incident. It is at the discretion of the leadership volunteer to file a formal case with the Ethics Committee for further investigation, depending on the severity of the incident.

5. Review

- a. This policy shall be reviewed by March 1 of each year by the Values and Policies Committee with proposed amendments brought to the Board of Directors.

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 1,787 proposals for about 200 sessions. This was the most proposals ever received in ASHE's 51 year history. Not only was the number of proposals high, but so too was the quality. To make these decisions, nearly 700 ASHE members completed over 5,000 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 will be sent out via e-mail to individuals that submitted proposals in early July.
- How do I access reviewer feedback on my proposal? Reviewer notification emails for a proposal are sent only to the submitter and only the submitter can access reviewer feedback. Go to the ASHE [Conference Portal](#) and log in with your ASHE member or Guest log-in information. In the left menu bar, select "Results." (Note: This section is only accessible to the primary submitter).
- I am a participant 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.
- My scores were high, why wasn't I accepted? To select conference presentations, over 700 ASHE members completed over 5,000 reviews of 1,787 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? Given the thorough nature of our review process and strict presentation timelines, we unfortunately aren't able to revisit selection decisions once they are made. While we wish we could feature every submission, our team strived to ensure a highly reliable, constructive, and equitable review process. For a complete description of our collaborative proposal review process, you can [click here to learn more](#).
- 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? If you need to add or remove participants, or make grammatical corrections to your proposal title or abstract, the proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal nor can they make adjustments). All adjustments will be reviewed to ensure they align with the original proposal and that participant counts do not exceed the limit (i.e., 4 proposal submissions or 5 times on the schedule for the General Conference). Please note that the deadline for any modifications is September 3, 2026. Due to scheduling constraints and the finalization of the conference program, we are unable to accept or accommodate any changes or adjustments after this date.
- How do I edit my title or abstract? Edits to the title or abstract are able to be made for spelling or grammatical reasons only. No substantive changes are allowed to titles at this time as these substantive changes could create conflicts with the other presentations in the session. If you need to add or remove participants, or make grammatical corrections to your proposal title or abstract, the proposal submitter can log into the [Conference Portal](#) in the left menu, select "Needs Attention". (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal nor can they make adjustments). All adjustments will be reviewed to ensure they align with the original proposal and that participant counts do not exceed the limit (i.e., 4 proposal submissions or 5 times on the schedule for the General Conference). Please note that the deadline for any modifications is September 3, 2026. Due to scheduling constraints and the finalization of the

conference program, we are unable to accept or accommodate any changes or adjustments after this date.

- A presenter's name or institution/organization is incorrect. How do we update it? 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 and update their information. Changes made after Wednesday, September 3 at 8am Pacific Time may not appear in the online conference program and/or conference app.
- I need to update the slides I've submitted for my presentation. Can I resubmit? Yes, if you've made edits, you can simply delete your upload and replace it with the new file.

Schedule

- What Time Zone Does the ASHE Conference Use? All activities during the ASHE Virtual Conference Day, will be listed in Pacific Time. The In-Person Conference, and Pre-Conferences will occur in San Juan Time. San Juan, Puerto Rico, is in the Atlantic Standard Time (AST) zone, which is UTC-4 and does not observe daylight saving time. Beginning at the end of daylight savings time on November 1, San Juan Puerto Rico will be 1 hour ahead of Eastern Time. Thus, during the In-Person Conference in San Juan beginning on November 3, after the U.S. switches to Eastern Standard Time (EST), San Juan is one hour ahead of Eastern Time.
- 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 700 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 Presenter Guide](#).

Discussants and Chairs

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

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](#).
- I am presenting a Performance, Visual, and Digital project. What do I need to know? Please visit the PVDS section of [the Presenter Guide](#).
- 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](#).
- I am delivering a poster presentation. What do I need to know? Please visit the Poster section of [the Presenter Guide](#).

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 the 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 as registration for Virtual Conference Day is included with in-person general conference and any pre-conference registration.
- 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. Applications are open now and due no later than July 15, 2026. For information about donating to the Graduate Student Scholarship Fund visit [the donation page](#).

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.

Uploading Your Final Paper

As this is a Symposium, there is no paper for this session and no paper needs to be uploaded.

Uploading Your PowerPoint Presentation

Before October 15 for Virtual Conference Day presentations; before October 22 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.

To upload your PowerPoint presentation,

1. The proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal not can they make adjustments)
2. In the right side bar, click the link "Needs Attention."
3. Find the proposal and update it.
4. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 20 to November 7, 2026.

Interactive Symposia Session Agenda (75 Minutes)

The Session Moderator should begin the session by introducing themselves and acknowledging the place you are joining from (i.e., a land acknowledgment).

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.

The Session Organizer, Moderator, and Presenters are responsible for coordinating the agenda flow of the session.

Interactive Symposia Session Logistics (Virtual Conference Day)

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day. 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 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

Interactive Symposia Session Logistics (In-Person Conference)

- Locate your session's room assignment in the Conference 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 either during the Poster Session on Thursday or 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>

Paper Upload Not Required

As this is a Poster, there is no final paper for this presentation and no paper needs to be uploaded.

PowerPoint Upload Not Required

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

Session Logistics (In-Person Conference)

- Locate your session's room assignment in the Conference 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
- 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 are 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 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.

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 (Virtual Conference Day)

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day. 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 Conference Committee Leadership Team will provide a brief welcome to all attendees.
- In the 15 minutes before your session starting, the Session Chair 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

Session Logistics (In-Person)

- 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 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
 - A microphone in the audience for Q&A: All commenters must use the microphone.

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.

Works In Progress Presenters

Final Paper Upload Not Required

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

Uploading Your PowerPoint Presentation

Before October 15 for Virtual Conference Day presentations; before October 22 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.

To upload your PowerPoint presentation,

1. The proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal not can they make adjustments)
2. In the right side bar, click the link "Needs Attention."
3. Find the proposal and update it.
4. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 20 to November 7, 2026.

Handout

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.

Presentation Tips

- 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

We are finalizing instructions for this section in the new Conference Portal. We'll update this guide once info is available.

Sample Email: Chair To Presenters: Send before October 1

Dear Presenters,

As ASHE 2026 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 Research Paper; Scholarly Paper; Performance, Visual, and Digital Scholarship; & Policy Brief Presenters, Chairs, and Discussants (including Self Designed Sessions)

In a 75-minute session, a grouping of presentations is presented with feedback from a Discussant. The presentation types include a mix of:

- Research Papers: empirical/data-based studies
- Scholarly Papers: novel arguments, pose and grapple with critical questions, synthesize divergent bodies of literature, and/or elaborate new theoretical or conceptual frameworks
- Performance, Visual, and Digital Scholarship: (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
- Policy Briefs (only available for the CPPHE Pre-Con in 2026): Policy Briefs should focus on ideas that could improve or change federal or state higher education policy.



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 Presentation #1 and Presenters (1 minute)
- Presentation #1 (15 minutes)
- Session Chair introduces Presentation #2 and Presenters (1 minute)
- Presentation #2 (15 minutes)
- Session Chair introduces Presentation #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 presentation. 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.

Session Logistics: Virtual Conference Day

- Zoom links for registered attendees and presenters will be sent out the morning of the Virtual Conference Day. 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 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

Session Logistics: In-Person Conference

- Locate your session's room assignment in the Conference 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.

Authors/Presenters

Preparing your final submission

- Research & Scholarly Paper: A paper should not be longer than 30 double-spaced pages (excluding references, tables, and appendices).
- Policy Brief: A policy brief should not be longer than 20 double-spaced pages (excluding references, tables, and appendices). Final Policy Briefs must include the results/findings of studies.
- Performance, Visual, and Digital Scholarship:
 - If submitting a paper, the paper should not be longer than 30 double-spaced pages (excluding references, tables, and appendices).

- If submitting something besides a paper, the (re)presentation of scholarship, inquiry, and knowledge production (e.g., exhibitions, performances, videos, looped slides, and other digital and arts-based mediums) should be submitted in its entirety to allow for the Discussant to prepare feedback.

Recommendation for Individual Presentation Format (15 minutes)

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
- 3-4 Minutes: Results
- 1-2 Minutes: Implications & Conclusion

Uploading your Final Paper, Policy Brief, or PVDS Item(s)

Before October 1 for Virtual Conference Day presentations; before October 15 for Pre-Conferences and the General Conference

As a reminder from the Terms of Agreement:

- This scholarship must be based on original work and does not include any substantive 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. The Program Committee Co-Chairs may review content suspected of using LLM and disqualify at their discretion. You can find the ASHE AI Usage & Research Transparency Policy at <https://www.ashe.ws/ai>
- The content of the scholarship has not been and will not before the conference be submitted for publication or published in any venue online or print or presented at other conferences, with the exception of content presented in Interactive Symposia. Dissertations published on university websites or portals does not disqualify authors from presenting at ASHE.

Please ensure your paper, policy brief, and/or PVDS item(s) is uploaded by the deadline to maintain your place on the conference program. The Program Committee reserves the right to remove you from the conference program if your paper is not uploaded by the deadline. Timely submissions are a requirement for presentation, as they respect the time of our colleagues who are serving as your Discussant. We set with consideration of the time needed for authors to complete their research project

as well as to ensure that Discussants have ample time to thoroughly review your research and provide meaningful, high-quality feedback to you.

How to Upload your paper to the Conference Portal:

1. The proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal not can they make adjustments)
2. In the right side bar, click the link "Needs Attention."
3. Find the proposal and update it.
4. Upload your Presentation.

Uploading Your PowerPoint Presentation

Before October 15 for Virtual Conference Day presentations; before October 22 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.

To upload your PowerPoint presentation,

1. The proposal submitter can log into the [Conference Portal](#) (Note: only the person who originally submitted the proposal will have this option; co-authors will not see the proposal not can they make adjustments)
2. In the right side bar, click the link "Needs Attention."
3. Find the proposal and update it.
4. Upload your Presentation.

Note: The presentations will only be available to attendees of the conference from October 20 to November 7, 2026.

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 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.

We are finalizing instructions for this section in the new Conference Portal. We'll update this guide once info is available.

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 2026. 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 2026 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, policy briefs, and PVDS item(s) are to be uploaded by [October 1 for Virtual Conference Day Sessions and October 15 for In-Person Pre-Conference or General Conference Sessions]. See www.ashe.ws/presenter-guide for more info.
- Final PowerPoint Presentations are to be uploaded by [October 15 for Virtual Conference Day Sessions and October 22 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.

Session Discussants

As a Session Discussant, you play a key role in advancing authors' scholarship. Your constructive feedback helps authors strengthen their work and grow as scholars, while also highlighting connections among session themes and setting expectations for high-quality research. They read research and scholarly papers in advance of the conference and review notes provided by performance, visual, and digital scholarship presenters. They provide oral and written feedback to authors at the session and offer comments that inform and integrate the papers in the larger session.

Assigning Discussants

- Beginning in 2022, submitters were able to share recommendations for the discussant during the submission process.
- Beginning in 2026, submitters also had the option to share members who they prefer not to serve as discussants for their session.
- Members are able to share their interest in serving as a discussant during the submission window (usually February-April).
- During the Summer Program Committee meeting, Section and Pre-Con Chairs review the Discussant interest forms and assign Discussants based on the areas of interest and expertise. Each assignment is individually matched to proposal topics to ensure alignment with the discussant's knowledge and experience. A strong match between the discussant and the proposal enhances the quality of feedback and discussion.
- Assignments are sent to assigned Discussants in early July.

Connecting with the Session Chair and Presenters

- The Session Chair is prompted to reach out to the Session Discussant in early October. We encourage the Discussant to promptly respond to this email and engage with the Session Chair. In many instances, the Session Chair will be a graduate student or early career scholar. This is a service and networking opportunity for them and we encourage you to support them in their role.
- The Session Chair is prompted to reach out to the Session Presenters in early October. A template email is provided in this guide for their use. We encourage the Discussant to follow up to this email with an introduction to the Presenters.
- You can find contact info by logging in to the ASHE [Conference Portal](#). using the following instructions:

*We are finalizing instructions for this section in the new Conference Portal.
We'll update this guide once info is available.*

Receiving Papers/PVDS SubmissionsProjects

- Papers, Policy Briefs, & PVDS Item(s) are due about three weeks prior to the event, either the Virtual Conference Day or General Conference. See www.ashe.ws/important-dates
- As the Discussant, you can provide an extension at your own discretion.
- If paper/projects are not submitted by the stated due date or the extension granted by the Discussant, the Discussant may elect only to give cursory feedback or no feedback at all. If a paper/project is not received, please work with your Session Chair to contact presenters.
 - If you do not have any contact from your paper authors by the due date and papers are not received, please let the ASHE Staff (conference@ashe.ws) know and they can work with the Program Committee to contact authors as well.
- Download papers, policy briefs, and PVDS item(s) that are uploaded in the [Conference Portal](#) (after October 1 for Virtual Conference Day Presentations and after October 15 for Pre-Conference and General Conference Presentations).

*We are finalizing instructions for this section in the new Conference Portal.
We'll update this guide once info is available.*

Reviewing Papers, Policy Briefs, and PVDS items

Discussants may receive Research Papers, Scholarly Papers, PVDS items, or Policy Briefs, each with distinct goals and formats. All submissions aim to foster scholarly discussion and provide opportunities for constructive feedback. Papers/projects should be final, however, authors feedback on specific areas where authors could strengthen their work may be specifically noted.

There are three types of items that Discussants may receive:

- Research Papers: empirical/data-based studies. Papers should not be longer than 30 double-spaced pages (excluding references, tables, and appendices).
- Scholarly Papers: novel arguments, pose and grapple with critical questions, synthesize divergent bodies of literature, and/or elaborate new theoretical or conceptual frameworks. Papers should not be longer than 30 double-spaced pages (excluding references, tables, and appendices).
- Performance, Visual, and Digital Scholarship: (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

- Policy Briefs (only available for the CPPHE Pre-Con in 2026): Policy Briefs should focus on ideas that could improve or change federal or state higher education policy.

As you're reviewing the paper, if you have concerns, please reach out to the ASHE Staff at conference@ashe.ws. This may include ethical concerns such as plagiarism or inappropriate [use of AI](#), concerns about quality of the paper, or other concerns that may warrant an additional review by the Program Committee Co-Chairs. We specifically encourage this if you have concerns or hesitations about how to provide oral feedback within the session or concerns about how feedback may be received.

- In most instances, we hope these concerns could be alleviated with a conversation.
- The ASHE Staff will work with the Program Committee Co-Chairs to review the concerns raised. This may lead to a conversation with the authors prior to the conference or more serious actions if there are ethical concerns (i.e., referral to the ASHE Ethics Committee).

Suggestions for reviewing papers/projects:

<u>Area</u>	<u>Guiding Questions</u>
Objectives / Purpose	Are the goals or research questions clearly stated?
Significance / Contribution	Does the work address an important issue in higher education? Does it contribute to knowledge, theory, or practice?
Theoretical / Conceptual Framework	Is the framework clear, relevant, and well-justified?
Connection to Literature / Sources	Are sources appropriate, current, and well-integrated?
Methodology / Approach	Are research design, methods, or modes of inquiry clearly described? Are paradigms, analysis plans, and quality criteria addressed?
Data / Evidence	Is the evidence relevant, sufficient, and credible?
Analysis and Argumentation	Are findings or interpretations persuasive and well-supported? Does the work extend or challenge existing scholarship?

Findings / Outcomes	Are results or project outcomes clearly presented and relevant?
Clarity and Organization	Is the work well-written or presented? Are ideas logical and assumptions transparent? As you review, please note that members from certain states may need to make specific wording choices to ensure they consider their state's particular political dynamics.
Engagement and Broader Connections	Does the work connect to session themes and stimulate discussion? Is it accessible and meaningful for the intended audience?

Written Feedback

While reviewing papers, prepare written feedback for each paper to share with the Authors. The role of the Discussant is not to serve as an editor/copy editor but to provide broad feedback on the strengths and areas of opportunity for the paper.

Some presenters prefer written feedback in advance to process critiques; this depends on learning styles as well as accessibility accommodations. We encourage Discussants to work with presenters as requested.

Discussants should provide written feedback to each set of Presenters within two weeks of the conference. You can do this in a few ways:

- Email your feedback directly to the author(s)
- Hand the author(s) a copy of the paper in person during the conference with your notes
- Upload the paper with feedback through the Conference Portal (this will be available after the conference and you'll receive an email notice)

Preparing & Delivering Your Remarks During the Session

As a Discussant, your feedback bridges the gap between the authors' work and the audience's understanding.

- Discussants should prepare a 10-minute presentation to share feedback on each paper and the collection of papers with session attendees.
- There are a variety of approaches to remarks. However, Discussants who balance specific feedback for authors with broader comments that engage the audience have been most impactful for both the authors and audience members. Remember,

audience members don't have the benefit of reading each paper, only participating in the presentation.

- Engagement is essential, especially between the papers, authors, and the audience. Without it, sessions lose scholarly value.
 - Discussants are encouraged to pose closing questions to provoke deeper thinking for both authors and the audience.
 - Discussants should avoid pitfalls such as self-promotion, distracting slides, or failing to connect papers.
- Here are a few approaches:
 - Model 1: 80% focused on feedback to papers; 20% on synthesis, connection to the topic, and moving forward to discussion prompts.
 - Model 2: 20% feedback (1 strengths, 1 question/challenge per paper) + shared feedback in writing; 80% on synthesis and generating prompts for the authors and audience to think about.
 - While not required, Discussants are encouraged to prepare a few slides to extend the accessibility of their remarks. The slide(s) can highlight the key points of their remarks.
 - The Discussant remarks are the final part of the presentations prior to the audience Q&A. As such, the Discussant's remarks will set the tone for audience engagement.
 - If a paper wasn't submitted and authors present, the Discussant is encouraged, but not expected, to provide comments based on the presentation. A sample script is:
 - "We weren't able to get this paper in advance, so I'll concentrate my feedback on the presentation."

Supporting the Chair & Authors During Q&A

After the Discussant's presentation, the Session Chair will moderate about 15 minutes of Q&A. We have provided them a script and prompts for this. We ask Discussants to support Chairs as necessary during this section. For example, Chairs are often graduate students or early career scholars and power dynamics may come into play with audience members.

We encourage you to have a conversation with the Chair prior to the session to let them know that you will support them as necessary. It could be helpful to let them know they can call on you for advice or support during the Q&A session as necessary. The goal is not to disempower them in their role, but to offer support when necessary.

We have prompted the Chair to encourage a balance of questions amongst all papers, rather than all or most questions focused on a single paper/presentation.

If there are pointed, off-topic, or irregular questions or comments, the Discussants can step in as necessary.

If there are concerns during or after the session, any conference attendee can reach out to the Conference Ombuds during their office hours or ASHE Executive Director Jason Guilbeau at jason@ashe.ws.