

[EXT] ACPA24 Program Time and Space Notification

ACPA24 Convention Team <conventionprograms@acpa.nche.edu>

Thu 12/7/2023 10:02 AM

To: Nic Smith <ncs0024@auburn.edu>

CAUTION: Email Originated Outside of Auburn.

Dear Nicholas,

Thank you again for submitting your proposal(s) for the ACPA24 Convention in Chicago, Illinois USA. Below you will find the **Time and Space Notification** for your educational session:

Session Title: *We Aren't Your Tokens: Anti-Blackness in College Recruitment at Historically White Land-Grants*

Session Date: Tuesday, 19 March 2024

Session Time: 2:30 PM-3:30 PM

Session Location: Regency Ballroom D - Hyatt Regency Chicago

Session Information

Due to the large number of program sessions offered and scheduled at Convention, the Convention Planning Team is unable to accommodate requests to alter presentation time, date or location.

Rooms for educational sessions will have a screen, projector and microphone available to presenters. Computer audio connections are not available.

As you make your travel arrangements to Chicago, please note that the Opening Session and Centennial Celebration starts at 3:00 pm Central Time Zone on Monday, 18 March 2024 and Closing Session ends at 12:30 pm Central Time Zone on Thursday, 21 March 2024.

If you are presenting a poster as part of the Hosted Poster Session, those take place 19 March 2024 from 11:00 am to 12:00 pm. Poster presenters should plan to be at the poster location during this time.

Coordinating Presenter Responsibilities

In the coming month, you will receive email updates with resources and information specific to your session type to support your preparations for ACPA24. In the meantime, to prepare for ACPA24 we need you to complete the following 3 tasks:

1. **Inform Your Co-Presenters:** As the coordinating presenter, it is your responsibility to inform co-presenters of this notification and any subsequent communication regarding your proposal.
2. **Register for Convention:** All presenters (coordinating presenters, co-presenters, and panelists) **MUST** be registered for the ACPA24 Convention. **The deadline for presenters to register is 15 December 2023.** If you (or your co-presenters/panelists) do not register by 15 December, your educational session will be canceled. The Program Team will contact the Coordinating Presenters of sessions with listed presenters that have not yet registered. If this is an issue, contact ACPA immediately at conventionprograms@acpa.nche.edu. We must adhere to this policy to be fair to all presenters, to have ample time to notify waitlisted presenters of their opportunity to present, and to

update the ACPA24 Program Book and convention app. [Visit the ACPA24 website to register for Convention](#). Don't forget to [reserve your hotel room](#) now too!

3. **Develop/Finalize your Session:** In order to provide convention participants with a quality, in-depth convention experience, presenters must work in an intentional manner to uphold [ACPA's core values](#) when facilitating their programs. Visit the [Presenter Resources page](#) for more information about expectations and resources for presentations.

Expectations of Presenters

As a reminder, expectations of presenters include but are not limited to the following:

- All presenters must be present in Chicago to present their sessions. Presenting virtually is not an option for ACPA24.
- Review the [ACPA Equity and Inclusion Statement](#) and prepare to facilitate the session in a manner that aligns with the goals of equity and inclusion.
- Utilize the microphone provided in your program space at all times. If questions are being asked by attendees, be mindful to repeat questions if they were not asked utilizing the microphone. Session attendees should not be asked **if utilizing the microphone provided is necessary as the ask may result in someone disclosing personal information and is not acceptable**.
- Presentation software provides the ability to add live captions to your presentation. At ACPA24, you are expected to enable this feature for your presentation. Click on the program you intend to use below to review instructions for turning on captions. You should test this prior to your arrival in Chicago and once in your program space before your program begins.
 - [PowerPoint](#) - You must be logged into your Microsoft account for AI captioning features to function.
 - [Google Slides](#)
 - [Canva](#)
 - *NOTE: We highly recommend that you download Google Slides and Canva slides as PowerPoints to ensure greater accessibility as Google Slides and Canva captioning are more limited than PowerPoint.*
- Utilize the [ACPA24 PowerPoint Template](#) to develop and present your session. The formatting provided in the template ensures your program is accessible to attendees.
- Open the session with the [ACPA24 Land Acknowledgement](#), acknowledging the land and space being utilized for the Annual Convention, and why this acknowledgement is important.
- Use [inclusive language](#) and consideration for an audience that represents a variety of demographics and identities.
- Use the [ACPA Guide for Inclusive Presentations and Meetings](#) to support the design of materials, discussions, and educational activities that are accessible to all participants (e.g. using the provided microphone during the session, designing presentations with contrasting colors and sans serif fonts, and providing opportunities for participants to engage the session content in multiple ways).
- Establish an agenda that incorporates diverse ways of knowing and activities for engaging participants.
- Incorporate international approaches and/or perspectives in the delivery of presentations to be inclusive of all delegates who attend the Annual Convention.
- Model and share techniques and best practices that emphasize the development of an inclusive campus community.
- Acknowledge the limitations of the session and identify what the session will not address.

- Provide practical and intentional application of session content that addresses the needs of the specific demographic(s) being discussed.

Again, thank you for submitting a proposal to help make the ACPA24 Convention a dynamic experience for all attendees. We are excited to engage with you in Chicago.

Sincerely,

Kathy Adams Riester (she/her)

ACPA24 Program Chair

Writing from Bloomington, Indiana, the ancestral homelands of the Miami, Delaware, Potawatomi, and Shawnee people.

Rachel Beech (she/her)

ACPA24 Convention Chair

Writing from San Bernardino, California, the ancestral homeland of the Yuhaviatam.



Convention Planning Team

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