



# **4-ORGINING INTO THE FUTURE**

**#UHSLC23**

S o Y o u W a n t t o P r e s e n t , N o w W h a t ?

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University of Houston System Student Affairs and Enrollment Services

2023 LEADERSHIP CONFERENCE

# About Me

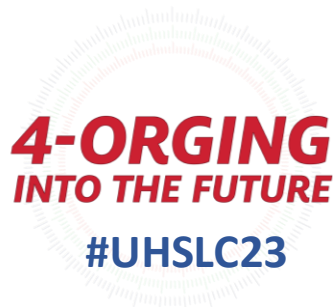


- Worked in Higher Education for over 17 years
- Application Lead for Campus Solutions Services
  - Presented at HEUG National Conference
- Asked to present at a HEUG regional conference



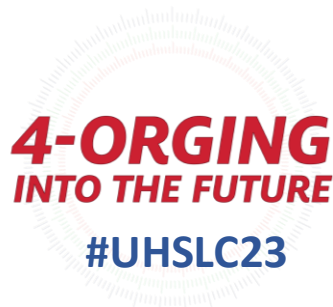
# What Will We Cover Today?

- **P**ermission
  - When/How to Ask
- **I**dea Research/Development
  - What to present/Where to look
- **P**resentation Format
  - How to present
- **P**reparation
  - Slide show/practice run
- **P**resentation Time
  - Dos/Don'ts



# Permission

- When To Ask
  - Two to three months prior to conference dates
  - Be aware of early bird registration and registration deadlines
- How To Ask
  - Approach subject via email with direct manager
  - Many organizations have justification letters, supplemental documents





**Memo:** Request for Approval to Attend Alliance from March 29 – April 1, 2020 in Philadelphia, PA

**To:** (Manager's Name)

**Submitted By:** (Your Name)

**Date:**

I would like to draw your attention to the great professional development, information sharing and networking opportunity at the Alliance 2020 Conference. It is important that we stay current on the opportunities and challenges presented by the complex Oracle and other vendor applications that support our critical business functions. Below are the reasons why attendance at this conference would be of value to our organization:

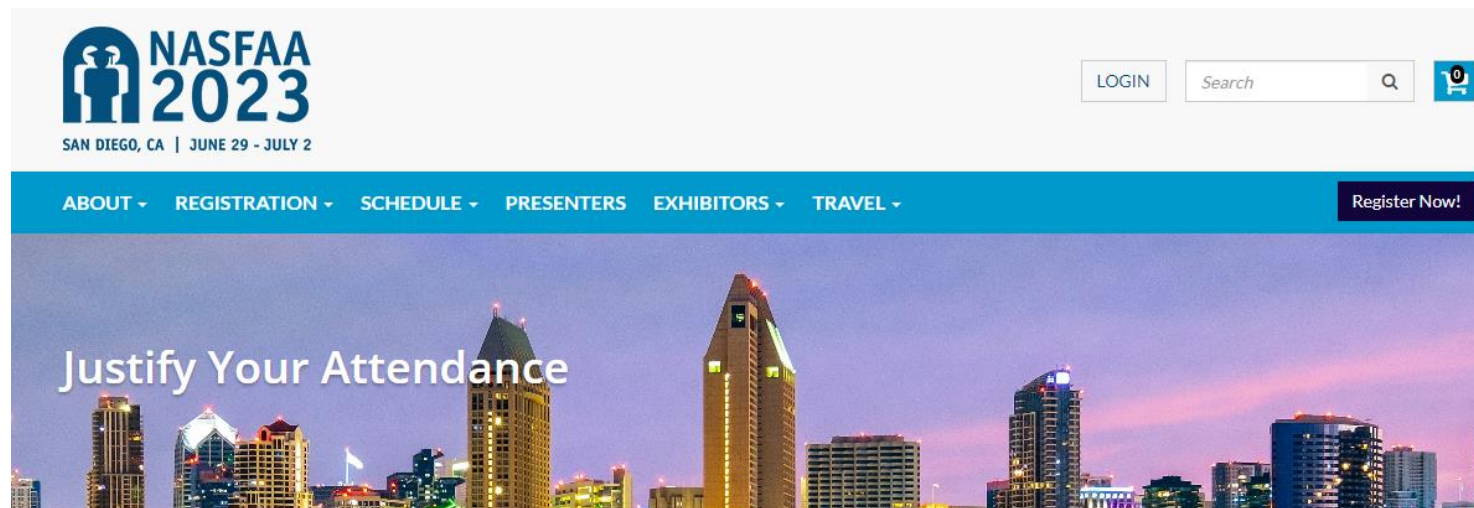
- The conference is user-driven and has over 300 technical and functional sessions supported by technical code examples and handouts (all available to download after the conference), expert panels, and Oracle product updates.
- The sessions are based on the core applications and tools we utilize in our work on a daily basis including:

- |  |                                |
|--|--------------------------------|
| ✓ Academic Advisement                  | ✓ Human Capital Management     |
| ✓ Admissions                           | ✓ Innovations/New Technologies |
| ✓ Campus Community                     | ✓ Project & Change Management  |
| ✓ Constituent Experience & Advancement | ✓ Public Sector                |
| ✓ E-Business Suite                     | ✓ Student Financials           |
| ✓ ERP/HCM Cloud                        | ✓ Student Records              |
| ✓ Finance                              | ✓ Student Cloud                |
| ✓ Financial Aid                        | ✓ Technical & Reporting        |

- Like every year, the Alliance 2020 Conference is a great value at the early bird registration rate for Institutional Members (only \$925 USD). Other conferences with less to offer cost twice as much.
- With over 3,000 in attendance at the conference, it provides the opportunity to network and establish valuable contacts with other professionals, peers and vendors.
- Registration will open on November 6, 2019. Signing up before January 10, 2020, will save \$400 off the regular registration rate!

Alliance 2020 provides opportunities for deep and specific training for staff along with a broad range of conference sessions.

Thank you in advance for considering this valuable opportunity. If you have any further questions, please visit the link below to find out more: [www.alliance-conference.com](http://www.alliance-conference.com) or contact [support@alliance-conference.com](mailto:support@alliance-conference.com).



The screenshot shows the top portion of the NASFAA 2023 website. At the top left is the logo for NASFAA 2023, which includes a stylized figure icon and the text 'NASFAA 2023' and 'SAN DIEGO, CA | JUNE 29 - JULY 2'. To the right of the logo are a 'LOGIN' button, a search bar with the word 'Search' and a magnifying glass icon, and a small blue icon with a white 'i'. Below the logo and search bar is a blue navigation bar with white text for 'ABOUT', 'REGISTRATION', 'SCHEDULE', 'PRESENTERS', 'EXHIBITORS', and 'TRAVEL', each followed by a downward arrow. On the far right of this bar is a dark blue button with white text that says 'Register Now!'. Below the navigation bar is a large banner image of a city skyline at night with the text 'Justify Your Attendance' in white, bold, sans-serif font.

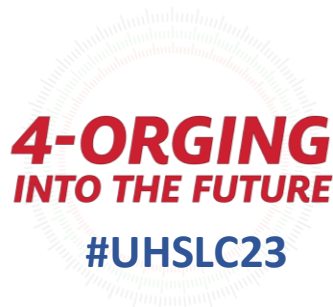
NASFAA has created a toolkit of easily customizable letters and worksheets to help your manager understand the return they will see on this important investment. Now more than ever, the NASFAA National Conference serves to provide you with the training resources, political realities, and advocacy pathways for student aid administration.

- **Letter to your manager** - Use this customizable letter template to help explain and justify your conference attendance to your boss.
- **Benefits worksheet** - Use this worksheet to create a custom list of the benefits you and your institution will gain from your attendance.
- **Post-conference ROI worksheet** - Use this worksheet to take notes on sessions, and record key takeaways, action items and estimated return on investment (ROI). These notes can be referenced in creating your post-conference trip report.
- Use these **additional tips** to make a strong case for your attendance.

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# Idea Research/**D**evelopment

- What To Present
  - Knowledge area, want to know or you just learned how to do
  - Something you have already presented but to a different group
  - What is something you are frequently asked about?
  - Know your audience
- Where To Look
  - [HEUG User Forums](#)
  - Other forums (TASFAA)
  - Google



# Presentation Format

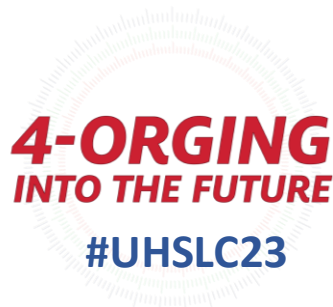
- How To Present
  - Online or In Person



- Length – Ted Talk length, mini session, full session
- Format – Powerpoint, Word, Google Slides

# Preparation

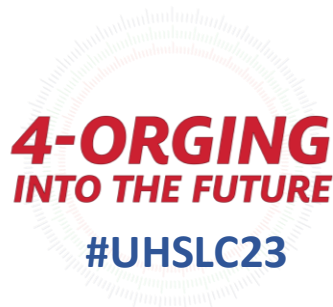
- Slide Show
  - [What not to do](#)
  - Don't overwhelm the slides with data
  - Don't underwhelm the slides
  - Work on transitions and animations
- Practice Run
  - Several practice runs
  - Any last minute edits/changes





# Presentation Time

- Dos/Don'ts
  - Do ensure all your audio/visual needs will be met before arriving
  - Do show up to your location early
  - Do try to relax, take deep breaths
  - Don't stare at your slides the whole presentation
  - Don't rush through the material
  - Do be knowledgeable of your material
  - Don't fidget during presentation
  - Don't give someone else control of the slides while you are talking
  - Do try to have enough time for questions
  - Do have fun with it



# Questions

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