Ellucian employees, current customers, and partners in good standing may present at the Ellucian Live 2022 conference. Ellucian partners exhibiting at Ellucian Live 2022 may present or co-present with a mutual customer. Third-party consultants working at an Ellucian client site are welcome to attend the conference but may not present.

Mark your calendar

- **December 3, 2021:** Deadline to submit proposal
- **January 2022:** Decision notices sent
- **March 2022:** Microsoft® PowerPoint® presentations of accepted proposals due for review

Wait (to register and book your hotel) to save

Ellucian values your time and expertise and will provide a complimentary Ellucian Live 2022 conference access registration specifically for our customer **lead presenters.**

Not applicable to partner lead presenters or employee lead presenters.

All customer **lead presenters** listed on a proposal submission have a special hotel block set aside for them and **must wait until after proposal status notifications go out before registering and reserving a hotel for Ellucian Live.** This two-week (event/hotel) registration window will be available after the proposal notification, guaranteeing the lowest price, regardless of whether the session is accepted.

Customer co-presenters may register at any time.

If your proposal is selected

Conference machines (not personal laptops) must be used for presentations. Requests for additional software or technical setups other than what is listed on the "standard setup" must be specifically described and will be reviewed by our technical team. Additional AV/software requests are not guaranteed.

Ellucian reserves the right to revise titles, reassign the identified topic area, or edit the presentation description for promotional and program materials without notifying the presenter.

Please submit your presentation(s) in the conference Microsoft® PowerPoint® template, which will be available in the speaker resource center when the proposal notifications are sent.

Thank you for your interest in presenting at the Ellucian Live 2022 conference. The deadline is December 3, 2022.

Tips for preparing your proposal

To help expedite the process, review this copy of the submission form and have the following information ready before you begin to fill out the online submission form.

- Session title: limit 75 characters including spacing and punctuation
- Type of session: presentation, birds of a feather, panel discussion, or user group meeting (Sunday only)
- Session abstract: limit 200 words including spaces and punctuation
- Primary track that best fits your proposal

- Learner level: new user/limited experience, experienced user, all learner levels
- Experience type: Functional, Technical, or Executive
- Proposed speaker name(s), job title(s), institution(s)/company, address(es), business email(s), and phone number(s) of the lead and co-presenters/panelists (if applicable)

Be sure to review the essential requirements before you submit. To quickly convey key information about your session to reviewers and attendees, clearly and accurately state the following:
- Content and purpose of your presentation
- Target audience (who benefits from this presentation?)
- Platform used/modified (Banner® Human Resources, Colleague Financial Aid Self-Service, SQL)
- Interface (client desktop, web-based)

Additional tips:

- Your session title should clearly indicate the topic of your presentation and attract potential attendees to your presentation.
- Use spell check before entering the information and make sure you enter the information correctly.
- Do not use all capital letters. Proposals submitted in all capital letters will automatically be disqualified from consideration.
- Please do not use bullet points.
- Please limit panel participants to four per session including the moderator.
- When submitting a proposal, please enter the names and complete contact information for each presenter participating in the session. The proposal submitter will serve as the primary contact through the decision date in January, will receive all correspondence regarding the proposal, and is responsible for communicating pertinent information to all presenters. After decision notices are sent, the lead presenter will be the primary contact.