GEAR UP Utah – Conference Presentation Guidelines

Purpose

This policy provides guidance for staff representing GEAR UP Utah at local, regional, and national conferences. The goal is to ensure that all presentations accurately reflect program values, comply with grant requirements, and uphold the professional reputation of Utah Valley University and the Utah System of Higher Education.

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1. Approval Process

- All presentation proposals that reference or represent GEAR UP Utah must receive prior approval from the **Program Director** (or designee).
- Each conference presentation must include **two or more GEAR UP Utah staff members** as co-presenters to ensure collaboration, shared expertise, and program representation.
- Staff should submit a **presentation request form** or email that includes:
    - Conference name, date, and location
    - Presentation title and description
    - Presenter(s) name(s) and role(s)
    - Intended audience and learning outcomes
    - Draft or outline of presentation content
- Proposals should be submitted **at least 30 days before** the conference submission deadline whenever possible.

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2. Content Guidelines

Presentations should:

- Reflect GEAR UP Utah's mission to increase college access and success for students from low-income and first-generation backgrounds.
- Be data-informed, evidence-based, and aligned with **GEAR UP grant goals**.
- Avoid sharing confidential student information or personally identifiable data.
- Use student-centered language and visuals that promote equity and access.

- Include proper acknowledgment of **GEAR UP Utah**, **Utah Valley University**, and **U.S. Department of Education GEAR UP funding**

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3. Branding and Materials

- Use approved **GEAR UP Utah and UVU logos** in accordance with university branding standards.
- All materials (slides, handouts, posters, etc.) must be reviewed for accuracy and professionalism prior to presentation.
- Printed materials should include the **federal funding acknowledgment**:

"This presentation was developed under a grant from the U.S. Department of Education. However, the contents do not necessarily represent the policy of the Department, and you should not assume endorsement by the Federal Government."

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4. Presentation Expenses and Budget

- All expenses related to conference presentations (such as registration fees, materials, printing, and technology needs) must be pre-approved by the **Program Director** or their designee.
- Presenters are required to submit a **brief budget estimate** outlining anticipated costs associated with the presentation. This may include registration fees, supplies, or other necessary presentation materials.
- The budget should be submitted for review and approval **prior to conference registration** or the purchase of any materials.
- Expenses must align with **GEAR UP Utah grant guidelines** and **UVU financial policies**.
- Reimbursements will only be processed for approved and documented expenses that directly support the presentation.

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5. Post-Conference Follow-Up

- Presenters should share key takeaways, resources, and ideas with the GEAR UP Utah team within **two weeks** of returning.
- If applicable, presentation materials may be posted to the **GEAR UP Utah shared drive** or website for future use.

- Staff are encouraged to identify new collaboration or dissemination opportunities resulting from their conference participation.

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6. Ethics and Representation

- All presenters are expected to represent GEAR UP Utah professionally and respectfully.
- Presentations should remain **nonpartisan**, **research-based**, and consistent with **grant and institutional values**.
- Avoid endorsements of products, services, or vendors unless pre-approved and directly relevant to GEAR UP work.

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7. Recognition and Professional Development

GEAR UP Utah supports staff professional growth. Presenting at conferences is encouraged as part of ongoing professional development, as long as presentations align with program goals and enhance our collective impact.

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