

UXPA Boston Presenters & Attendee FAQ

The following are common questions presenters ask prior to the UXPA Boston conference. We recommend you read through them all. If you have additional questions, email us at conference@uxpaboston.org. Thank you for helping to make this event a success!

FOR ALL ATTENDEES:

- **When and where is the conference?**
 - The UXPA Boston 24th User Experience Conference is on Friday, May 8th, 2026 at the Revere Hotel Boston Common located at 200 Stuart St, Boston, MA 02116.
 - The hotel website is: <https://www.reverehotel.com/>
 - The conference hours are officially 8am to 7pm EST. You are encouraged to arrive as early as you can to the venue. Registration opens at 7:30 AM EST (informally) and 8 AM formally. Meaning, we will check you in as soon as we can after your arrival.
 - Boston traffic is very unpredictable, and the conference will start promptly at 9am EST, so please plan accordingly.
 - Upon arriving at the Revere Hotel Boston Common, locate the digital signs located outside the hotel entry at the junction of the three buildings and proceed through the glass doors and down the stairs to our registration area and a volunteer will check you in.
- **Key conference URLs:**
 - UXPA Boston website: <https://www.uxpaboston.org>
 - Conference website: <https://event.fourwaves.com/uxpabos2026/>
- **Can I stay overnight?**
 - Yes. We have reserved a block of discounted rooms that are available on a first-come-first-served basis available until **April 21st**:
<https://be.synxis.com/?Hotel=38115&Chain=28394&config=initialConfig&locale=en-US&arrive=2026-05-07&depart=2026-05-09&adult=1&child=0&group=2AUBCR854>
 - These rooms are discounted, but because May is college graduation season in Boston, rates can still be considered comparatively high. Signing up with other attendees as roommates is fine, provided your numbers don't violate hotel policies.
 - This block of rooms will close on **April 21st**, but you may still find rooms available at the hotel through the normal booking process
 - If you are unable to book a room at the Revere Hotel, Boston has many hotel options very close to the conference venue or a short distance away by foot, subway, or taxi.

- **What parking options are available near the conference venue?**
 - There is a parking garage attached to the hotel, but it's managed by another company, no event validation will be available. Parking is self-paid and can be expensive since it is a prime location, you are advised to consider street parking and advanced parking booking like SpotHero (<https://spothero.com/city/boston-parking>)
- **How do I edit my FourWaves (the conference website) thumbnail and bio?**
 - Create an account on FourWaves (if you don't already have one) using the same email you used to register for the conference or submitted your presentation to FourWaves. If the emails match, you can upload your preferred image and edit your bio.
- **Where is my conference ticket? Do I need to bring my ticket?**
 - If you have registered through our conference website, we have you on file. Give a check-in volunteer your name and they'll look you up and mark you as present.
 - If you have purchased tickets within 24 hours of the start of the event, bring your mobile device to show the volunteer your receipt so they can verify you have paid for admittance.
- **What should I expect upon check-in?**
 - Once you have checked in with a check-in volunteer, head to the registration tables to collect your nametag.
 - Next to the name tag tables you'll find another table where you can pick up a nametag lanyard, program booklet (with the daily schedule – first come first serve), and any swag our sponsors have provided.
- **Is there a business center in the conference facility?**
 - Yes, the Revere Hotel Boston Common features a 24-hour business center and comprehensive business services, located in the heart of downtown Boston. The center offers high-tech support, including copying, printing, and audiovisual services to support guests and meetings.
- **Is there a nursing room available?**
 - Yes. If you anticipate needing access to the on-site nursing room on the second floor of the hotel, please approach a board member at the Registration desk. They will give you a key to the nursing room. Please return the key to the registration desk when you are done with it, as others will likely need it. We will have a handful of keys available.

- **What should I wear?**

- Business casual attire is the norm for presenters and attendees. Our code of conduct prohibits any clothing or messaging that would infringe on the rights of others or be otherwise professionally inappropriate. There are likely to be attendees dressed more formally, and some will dress more casually. When in doubt, business casual attire is a safe option.
- If you are planning to interview with on-site staffing agencies, attendees, or sponsors who might be hiring, we recommend that you dress in a respectful manner that best reflects your style and professionalism. Having said that, suits and other formal attire are rarely seen and certainly not required for attendance.
- Consider wearing layers. Conference temperatures can vary during the day depending on the outside weather, the hotel's HVAC, and the number of attendees present. Typically, we hear that in the mornings the rooms are chillier as the HVAC system warms up, and that the afternoons can be warmer.

- **What's this about Elections?**

- UXPA Boston is run by an elected board of volunteers. Elections are held annually with a selection vote at the conference. We will provide a table and ballots for attendees to help select the next board members. Positions are generally available at the end of current board members' three-year terms, and to fill vacancies as they occur.
- We invite conference attendees to consider themselves members of UXPA Boston and to vote for next year's board members. You will find information about the voting process, the current slate of candidates, and their candidacy statements on the UXPA Boston website, in the conference program, and in the on-site voting area. Attendees are allowed to fill out ONE ballot. Write-ins are allowed.
- Due to the vagaries of Massachusetts laws the membership cannot (yet) legally vote electronically for board members.

- **Will there be a charging station available?**

- There will be outlets available around the conference, but no centralized formal charging station. We recommend you bring any battery backups you feel you might need to help your devices stay active during the day.

FOR PRESENTERS:

- **Is it ok to promote my session?**
 - Of course! We welcome any social media or other outreach you can do, and you're welcome to entice as many attendees to attend your session as you can through reasonable means. Don't forget to tag our handle so we can amplify it!
- **My presentation has been accepted; do I have to pay to register?**
 - You and one fellow presenter will not have to pay to attend the conference. However, if you have a more than two (2) presenters on your team, those participants must purchase a ticket at the discounted rate. You will need to register using a specific presenter-related promotion code. UXPA Boston will send this code to the email address you used to submit your presentation abstract for the conference.
 - Please **DO** share this code with your co-presenter. If you have multiple presenters in something like a panel, you will be limited to two free admissions. The remaining presenters will receive a code for discounted admission.
 - Please **DO NOT** share this code with anyone other than your co-presenters. Discount codes are limited-use and intended only for eligible presenters. Please do not share this code beyond your co-presenters, as misuse may prevent others from registering successfully.
- **Do I need to send my slides to someone?**
 - No, you're not required to send your slides in advance, though you're welcome to if you'd like. We'd be happy to share your content on our SlideShare account either before or after your presentation.
- **Where is my presentation room?**
 - You can find your presentation by looking up your name, or session title on our conference schedule (<https://event.fourwaves.com/uxpabos2026/schedule>) or in the program brochure.
 - There will be maps posted near the registration booth.
- **How big is the audience I will be speaking to?**
 - Attendance varies from year to year, but in general you can expect an audience of approximately 50 people or more. Presentation rooms seat 250-300 persons.

- **What is the stage/podium like?**
 - In the presentation rooms there's a raised platform with a speaker podium. In some rooms there will be a table adjacent to the podium for panelists.
 - Seating in the presentation rooms will be arranged lecture style.
 - Speaking podiums will feature hookups for HDMI and audio, a hand-mic and a lavalier mic.
 - The podium will have a power outlet available to plug in your laptop or other presentation device. If your device requires a unique hookup type, we strongly recommend you bring the appropriate cables / equipment.
 - Laptops will have access to the hotel Wi-Fi, but as with any conference venue, Wi-Fi can be testy sometimes, and we recommend having your presentation on site, rather than in the cloud if possible.
 - There will be at least one big screen behind the podium, in some rooms more than one depending on the layout. There should be a sound hookup if you need to share audio. In some years the audio hookups have been a bit temperamental, and we encourage speakers to be prepared to narrate their video in the event of an audio drop-out. We'll do our best on that front.
 - If you're leading a workshop, there will be a similar setup in the workshop room except seats will be provided around round tables for easy collaboration.
 - If we can make an accommodation to better ensure your access to the stage and podium, such as a ramp to reach the podium, please let us know as soon as you can so that we can ensure your safety and easy access to the presentation space.

- **Will I be able to see my notes or PowerPoint's "presenter mode"?**
 - Yes. You should be able to see PowerPoint's (or other presentation software) presentation mode on the laptop in front of you as you face the audience. Your slides will be projected to the screen(s) behind you and/or around the room.

- **Will a presentation computer be provided?**
 - No. Speaking podiums will feature hookups for personal devices through an HDMI interface for both video and audio and a hand-mic.

- **Can I use my own laptop to present? What kind of hookup will be available?**
 - Yes, you must bring your own device to present your slides, an HDMI cable will be provided for you at each podium. If you have a newer Mac laptop, you will need a dongle to connect. If you have a specialized setup that would need different accommodations, please let us know as soon as you can so that we can work with you to ensure your technical setup is viable.

- **Can I play a video with audio during my presentation?**
 - The provided podium laptop will have an audio hookup. Audio hookups, as with all conference sites, can sometimes be spotty, so be prepared to narrate your video if need be.
- **How long is my session?**
 - Generally, sessions are set one hour apart, with 45 minutes within that hour for individual presentations. This gives presenters 45 minutes to present, 10 minutes for Q&A from the audience, and gives attendees at least 5 minutes to move to another room after your presentation.
 - Please be mindful of the timing to ensure that the next speaker is given appropriate time to set up for their presentation.
 - Workshops are “two sessions long” which means approximately two hours.
- **How much time should I allow for Questions & Answers from attendees?**
 - Your presentation should be approximately 45 minutes long, with no more than 10 minutes for Q&A. This helps ensure attendees have time to move to their next session, and that the next speaker has adequate time to set up for their presentation. We appreciate your being mindful of the session times. Volunteers will be in the room to cue presenters when they have 10 minutes, 5 minutes, 2 minutes left, and when they are out of time. Please respect the volunteers’ timekeeping.
- **Will there be a volunteer to help me?**
 - Yes, session volunteers will be available for each presentation room. They will introduce speakers, keep time for the session, facilitate Q&A microphone distribution, and help alert hotel, IT, or conference teams if help is required. Please respect their guidance.
- **Will there be a teleprompter?**
 - No. We will not be providing teleprompters in the presentation rooms. Presenters are welcome to bring their own unobtrusive solutions or use software on their own presentation laptops for this purpose.
- **Will the sessions be recorded?**
 - No. Sessions will not be recorded, but you may be photographed or recorded for promotional purposes.
 - You can record the session, either yourself or through the help of a colleague, in a manner that is unobtrusive and does not interfere with attendees’ ability to enjoy the presentation. By recording your own session, you agree not to capture or distribute audience audio or video without explicit consent.

- **Where can I post my slides for attendees to view during or after my presentation?**
 - We recommend sending your presentations to conference@uxpaboston.org, either before or after the event. We strongly encourage presenters to share their slides with attendees, as it is one of the most common questions they ask.
- **Will my presentation room have Wi-Fi?**
 - Yes, Wi-Fi will be provided onsite for all areas of the conference. Login information will be provided on conference badges and in the conference program as well as signage near the registration desk.
- **Is there a speaker lounge where I can practice my talk?**
 - We are currently working on locating a room for preparation, but we do not have one identified at this time.
- **What if I would like an accommodation?**
 - Don't be shy! If we can ensure your comfort, safety, and participation through reasonable accommodations we will do our best. Advance notice is always welcome, as some accommodations (podium ramps for example) require coordination with the hotel and are difficult to arrange at the last minute.
 - To request an accommodation you may reach out to conference@uxpaboston.org or any board member, the session volunteers, or the on-site personnel at the Registration desk.
- **Will there be an IT specialist to help me?**
 - In the event of technical trouble, we will do our best to troubleshoot. Presenters' session volunteer(s) will have the hotel IT team's contact information and will alert them, or a Board member in the event of technical difficulties.