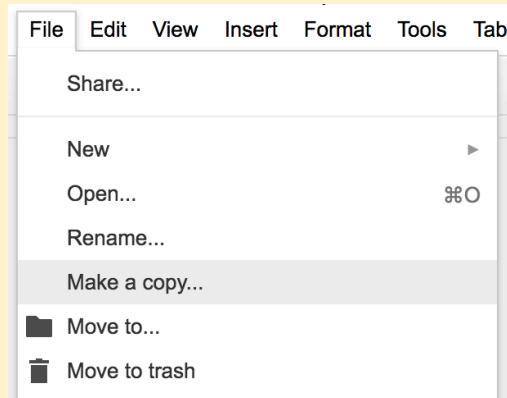


CONFERENCE NAME

presented by
COMPANY NAME

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Created by [David Ly Khim](#)

CONFERENCE NAME

presented by
COMPANY NAME

Speakers Packet

Speaking options

Format	Details
Recorded Video	<ul style="list-style-type: none">• 15-20 minute pre-recorded video that will be broadcasted on the day of the event• Finalize topic by [DATE]• Record video using YouTube Live• Send in video by [DATE]
Live Q&A	<ul style="list-style-type: none">• Live 20 minute question and answer session on a sales topic on the day of the event• Host a Google Hangout event and answer audience questions in real time• Some questions will be submitted ahead of time and audience can ask questions in chat
Live Session	<ul style="list-style-type: none">• 20 minute live session on a sales topic broadcasted on the day of the event• Finalize topic chosen by [DATE]• Outline of talk due [DATE]• Dry run complete by [DATE]• Available up to 60 minutes before assigned session time

CONFERENCE NAME

presented by
COMPANY NAME

Frequently Asked Questions

GENERAL INFORMATION

What is the [CONFERENCE NAME] website?

[URL]

When is [CONFERENCE NAME]?

[DATE]

Who should I go to if I have questions?

We love questions! If you have any of those, feel free to contact [CONTACT PERSON NAME] ([CONTACT EMAIL]) directly.

IMPORTANT DEADLINES

[DATE] - Session title, description, headshot, and bio submitted

[DATE] - Outline of presentation submitted

[DATE] - Submit video if doing pre-recorded session

[DATE] - If doing live session, have dry-run scheduled

[DATE] - [CONFERENCE NAME] goes live

SPEAKER COMMITMENTS

We just ask for you to do your session to the best of your ability. That's it! While more promotion helps for exposure, we don't require you to do promotion to speak for [CONFERENCE NAME]. We will handle all of the promotion.

If you'd like to contribute more to promoting the event, we will send you all the promotion assets as we finalize them.

CONFERENCE NAME

presented by
COMPANY NAME

SESSION & PRESENTATION INFORMATION

How long is my presentation?

Your presentation will be a maximum of 20 minutes.

What is the deadline to submit my presentation?

You are required to submit an outline of your talk by **[DATE]**.

If you're doing a pre-recorded video, the final recording of your video must be submitted by **[DATE]**.

If you're doing a live session, we must schedule a dry-run by **[DATE]**.

How do the attendees get access to my session?

On the day of the event, attendees will be able to access your session via the **[CONFERENCE NAME]** homepage or through an email we send out.

What if I want to change my presentation after I have submitted it?

Please notify **[CONTACT PERSON NAME]** (**[CONTACT EMAIL]**) immediately. At the latest, you must submit the changed presentation no later than **[DATE]**, **[TIME]** in order for us to have sufficient time to review changes.

How do I record my session?

You can record your session from your laptop webcam. If you have IT services or a tech or video team that can record a high quality video of you, then we highly recommend you use that.

High quality videos often have better engagement and will maintain a improve your brand