|  |  |
| --- | --- |
| **all fields marked with an asterisk (\*) are required and must be filled out completely in order for your form to be accepted by production!  TYPE out all RESPONSES in required fields. ENSURE accuracy and proper spelling, as This is how YOUR INFORMATION WILL APPEAR IN promotional material for the event.** | |
| **\*Company:** (how you want it to appear on promotional material) |  |
| **\*Keynote Speaker Full Name:**  (including any prefix, e.g. Dr.) |  |
| **\*Speaker Job Title:** |  |
| **\*Speaker Email:** |  |
| **\*Speaker Telephone:**  (only for contact info, not publication) |  |
| **\*Speaker Cellphone:**  (only for contact info, not publication) |  |
| **\*Speaker Biography:**  (150 *words* max) |  |
| **\*Title:** (105 *characters* max) |  |
| **\*Abstract:** (200 words maximum) |  |
| **\*Name of Person(s) & email addresses to receive leads:** |  |
| **\*Name of Person(s) & email addresses for PR/Mktg materials:** |  |

**required Details About Event (****one response ONLY for each line item: UNDERLINE and BOLD your selection).**

**\*Q&A TYPE=** |LIVE| |Collected and answered later| |No Q&A|

**\*SEND IN THE FOLLOWING MATERIALS SEPARATELY WITH THIS FORM (REQUIRED):**

* Speaker Headshot 250x250 pixels
* High Resolution Company Logo (300+ dpi)

Please include your abstract and bio within appropriate fields noted above – do not send as separate attachments!

**Checklist for Sponsor for production of event:**

* Topic and outline/storyboard to be approved by *Technical Program Director*, Janine Love in advance of production. **Deadline**=Monday, April 19, 2021
  + May include history, design, technology info, as well as specialized application/product demos
* Sponsor delivers 25-minute video (shorter if a live Q&A is planned)
  + Full-length videos **must be in MP4 format** and should be encoded in the 760-1000kbps range with a resolution such as 1280x720 or 800x450. **Deadline=** Thursday, July 8, 2021
* Submit one PDF document sponsor would like included within the resource list on the event consoles for that day. **Deadline=** Thursday, July 8, 2021

**Sponsor’s authorization:**

*SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*