|  |  |
| --- | --- |
| **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) |  |
| **\*Featured Talk 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 of Talk:** (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 event Preference (one response ONLY: HIGHLIGHT (IN YELLOW) your selection)**

* Live webinar on date of event
* Provide a full-length video file of presentation (20 minutes, must follow event specifications.) Video (full-length pre-recorded events and/or clips) must be provided in MP4 format.

**required Details About Event (****one response ONLY for each line item: HIGHLIGHT (IN YELLOW) your selection.**

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

* **\*Screen Sharing** (this is for software demonstrations) **=**  |YES| | NO| |N/A Because submitting full-length video as event.| \*Full-length videos must be provided in MP4 format.
* **\*Video Clips** (short clips) **=** |YES| | NO| |N/A Because submitting full-length video as event.| Video clips) must be provided in MP4 format.

**\*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!

**All deliverables to build the events are due by Monday, June 19, 2023.**

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

* EDI CON ONLINE deck template is available for use (not required), found in [speaker center](HTTP://WWW.EDICONONLINE.COM/SPEAKER-CENTER/) at edicononline.com
* For LIVE event: the **final/complete PowerPoint deck is** **due by** **Monday, September 18, 2023**
  + 20-25 slides maximum, no embedded videos, slides must be in 16:9 aspect ratio. ***Submitted slides to production are final, must use EDI CON ONLINE template, no revisions to the deck*.**

Any video clips must also be sent **by September 18, 2023.** Video must be provided in MP4 format. *Please note:*there is a **4GB file limit on MP4 files.**

* For a full-length video event: must be provided in MP4 format. *Please note:*there is a **4GB file limit on MP4 files.** **The final/complete full-length video file and a PDF of the associated slide deck is due by Monday, September 11, 2023.**
* Plan on a 20-minute talk
* Prepare 3 seed questions for the Q&A and submit them with your talk materials **by September 19, 2023**

**Sponsor’s authorization:**

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

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

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