**REQUIRED: All talks must be prerecorded and provided in MP4 format.**

**SPEAKER Checklist for production of event:**

* **Deadline for the intake form is Wednesday, February 7, 2024.**
  + **All deliverables to build the events are due by Thursday, February 15, 2024 - *information from page 2 of this form, speaker headshot and a high resolution company logo (300+ dpi).***
* An EDI CON ONLINE workshop deck template is available for use (**required**), found in [speaker center](HTTP://WWW.EDICONONLINE.COM/SPEAKER-CENTER/) at edicononline.com
* Speaker delivers 25-minute video
  + The final, full-length video must be provided in MP4. *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 Friday, April 12, 2024.**
  + Please send all final materials to us at [edicononline@horizonhouse.com](mailto:edicononline@horizonhouse.com) and CC your Sales Rep.

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

* Speaker Headshot 250x250 pixels

***Submitted materials to production are final, must use EDI CON ONLINE template, no revisions to the deck or MP4*.**

**required Details About Event:**

**\*Q&A TYPE (*place X to indicate choice*)**

**Live** \_\_\_\_

*If doing a live QA, please prepare 3 seed questions for the Q&A and submit them with your talk materials by* ***March 13, 2024****.*

**Collected and answered later** \_\_\_\_

**No QA** \_\_\_\_

Please include your abstract and bio within appropriate fields noted on page 2 – do not send as separate attachments! Please do not save as a PDF before returning.

|  |  |
| --- | --- |
| **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) |  |
| **\*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:** |  |

**Sponsor’s authorization:**

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

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

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