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

**SPEAKER Checklist for production of FEATURED TALK:**

* **All deliverables to build the FEATUred talk: *information from page 2 of this form, speaker headshot and a high resolution company logo (300+ dpi).***
  + Please send all final materials to us at [edicononline@horizonhouse.com](mailto:edicononline@horizonhouse.com) and CC your Sales Rep.
* An EDI CON ONLINE deck platinum/featured talk template is available for use (**required**), found in [speaker center](HTTP://WWW.EDICONONLINE.COM/SPEAKER-CENTER/) at edicononline.com
* **FINAL PRESENTATION MATERIALS:**
  + **Final/complete full-length video file.**
    - Provide a full-length video file of the presentation (20 minutes, must follow event specifications.) Video must be provided in MP4 format. ***Please note: there is a 4GB file limit on MP4 files.***
  + **A PDF of the associated slide deck.**
  + **ONE additional PDF sponsor would like included in the resource lists.**

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

**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.*

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

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

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

* Speaker Headshot 250x250 pixels

Please include your abstract and bio within appropriate fields noted in the table on page 2 of this form – 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) |  |
| **\*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:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDI CON 2024 EDUCATION DAYS**  ***DUE DATES FOR PLATINUM SPONSORS*** | | | |
|  | **Due with Signed IO** | **Materials to Build Featured Talk** | **Final Presentation Materials** |
| **April** | **a high resolution company logo (300+ dpi)** | **Thursday**  **February 15, 2024** | **Friday**  **April 12, 2024** |
|  | | | |
| **May** | **a high resolution company logo (300+ dpi)** | **Monday**  **February 26, 2024** | **Monday**  **April 29, 2024** |
|  | | | |
| **August** | **a high resolution company logo (300+ dpi)** | **Tuesday**  **May 28, 2024** | **Monday**  **July 22, 2024** |
|  | | | |
| **October** | **a high resolution company logo (300+ dpi)** | **Monday**  **July 29, 2024** | **Monday**  **September 23, 2024** |

*Any questions or problems, please reach out to us at* [*edicononline@horizonhouse.com*](mailto:edicononline@horizonhouse.com) *and CC your Sales Rep.*

**Sponsor’s authorization:**

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

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

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