|  |  |
| --- | --- |
| **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:** (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:** **UNDERLINE and BOLD your selection)**

* Live webinar on date of event
* Provide a full-length MP4 video file of presentation (20 minutes, must follow event specifications.)

**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|

**\*Screen Sharing** (this is for software demonstrations) **=**  |YES| | NO| |N/A Because Providing full-length MP4 as event|  
**\*Video Clips** (short clips) **=** |YES| | NO| |N/A Because Providing full-length MP4 as event|

**\*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:**

* 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** **Wednesday, July 21, 2021**
  + 20-25 slides maximum, no embedded videos, slides must be in 16:9 aspect ratio. ***Submitted slides to production are final, no revisions to the deck*.** Any video clips must also be sent **by July 21, 2021** in MP4 format. (A YouTube URL may also be provided)
* For a full-length video event: the final MP4 file should be encoded in the 760-1000kbps range with a resolution such as 1280x720 or 800x450. **The final/complete full-length video file and a PDF of the associated slide deck is due by Thursday, July 8, 2021**
* Plan on a 20-minute talk if opted in for live Q&A. If opt for no Q&A, plan on a 25-minute talk.
* Prepare 3 seed questions for the Q&A (if applicable) and submit them with your talk materials **by July 21, 2021**

**Sponsor’s authorization:**

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

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

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