



Thank you for serving as a speaker liaison for the Forum 400 2021 Annual Meeting! See below for an outline of responsibilities leading up to the conference.

- Ensure that your assigned speakers...
 - [Registered for the conference](#) by **November 6, 2020**.
 - Create slides to support their presentation using the official Forum 400 PowerPoint template
- Collaborate with your assigned speakers to fine-tune their content. See timeline below:
 - Draft PowerPoint due to Forum 400 and speaker liaisons: **Friday, November 6**
 - *Speaker liaisons and speakers collaborate to make edits*
 - *Suggested- Speaker liaisons share first round of edits with speakers: Friday, November 20*
 - *Suggested- Speakers apply first round of edits and return to liaison: Friday, December 4*
 - *Suggested- Liaisons share second round of feedback with speakers: Friday, December 18*
 - Final PowerPoint due to Forum 400 and liaisons for final review: **Wednesday, January 13**
 - Virtual Speaker Training Session: **Thursday, January 21 at 1-2 PM CST**. [Click here](#) to register for the training session.

*You are welcome to work together to create a **PowerPoint review timeline** that works for your schedules, but **the bolded dates are non-negotiable**. **The draft and final PowerPoint must be shared with Forum 400 by the dates indicated above.**

Confirm that each PowerPoint meets the below Forum 400 criteria by December 18rd

Items to Consider	Yes	No
Did they use FORUM 400 official PPT template?		
If speaker is using a video in his presentation, did you email the Forum Education Team a copy of it?		
Is the flow clear?		
Did the PPT address the session takeaways as listed in the session description?		
Is this subject captivating, relevant, and important to FORUM 400 members?		
This is an educational event. Does the PPT appear to be a commercial or a sales pitch? Presenters may not promote their own products or services in their discussions.		
Does the content appear concise and to the point?		
Does it look overly technical? On the flip side – is there not enough data?		
Is there too much text on any given slide?		
Are there enough pictures to make it visually stimulating?		
Timing – does this amount of content/slides seem appropriate for their session (breakout vs. general session)?		
Is the speaker’s contact information provided at the end of the PPT?		

Does there appear to be time for Q&A at the end?		
Are there any red flags – anything that appears distasteful, any negative comments, etc.?		
Did the last slide remind speakers about session evaluation?		

Notable Dates:

- **Friday, November 6:** Submit draft PowerPoint to your speaker liaison. Be sure to use the official Forum 400 template!
- **Monday, November 2:** Register for the conference!
- **Wednesday, January 13:** All final PowerPoint and presentation materials due
- **Monday, February 1 - Wednesday, February 3, 2021:** 2021 Virtual Annual Meeting