

# SPEAKER FORM

## Important Speaker's Information

Please see the information below to help you prepare for the seminar. Be sure to share this with your team.

- Seminar sessions are assigned on a first-come, first-served basis. To secure a peak time slot, please return this form with a **headshot picture** as well as a **company's logo** by the deadline provided to your account manager.
- Each seminar session lasts 30 minutes. It is recommended to dedicate 20–25 minutes to your presentation, leaving 5–10 minutes at the end for a Q&A session and audience discussion. Conclude by inviting attendees to visit your stand for further engagement.
- Please arrive 10–15 minutes before you are due to start to ensure you are fully set up on time.
- Presentations must be educational and should not be a sales pitch. All subjects will be reviewed by Business Show Media.
- The seminar hall will come with a lectern, laptop, TV, microphone, and a basic WiFi connection. Should you have any technical issues, please tell a staff member to call a technician. The laptop that will be provided will be a Microsoft laptop. We recommend bringing your presentation on a USB that is compatible with Microsoft devices. If you use Apple products please ensure you bring the relevant adaptors as there won't be any on site.
- Despite the basic WiFi, we recommend having your presentation offline. Bring your presentation on a USB or on your own laptop. Ensure you have relevant HDMI adapters, if your device is not already HDMI compatible.
- If you'd like to record your session or live stream this across your social media you'll need to let the audience know before you start recording your sessions.
- You will receive a speaker's briefing email 3 weeks before the show. This will give you all the information you need to prepare for your seminar.
- Your speaker's name, headshot, company name, and a seminar title will be used for printed purposes and cannot be edited after the deadline provided by your account manager.

## Contact Details

**Speaker's Contact Number:**  
(For internal use)

**Speaker's Contact Email:**  
(For internal use)

**Second On-Site Point of Contact:**  
(We will use this if we can't contact your main POC)

## Speaker Social Media (Please provide as http link):

**Speaker Website:**

**X:**

**Facebook:**

**LinkedIn:**

**Instagram:**

**YouTube:**

**TikTok:**

# SPEAKER FORM

## Speaker and Presentation Details

**Speaker(s) Name:**

**Speaker(s) Job Title(s):**

**Company Name:**

**Seminar Title:**  
(max 10 words)

**Speaker Biography:**  
(max 150 words, no bullet points)

A speaker biography is a brief overview of a speaker's background, expertise, and achievements. It highlights their professional experience, relevant accomplishments, and credentials to establish credibility and engage the audience.

**Short Description of Seminar:**  
(max 70 words, no bullet points)

A short description of the seminar is a concise summary of the seminar's key topics, objectives, and value. It provides a clear overview of what the audience can expect to learn or gain from attending.

**Long Description of Seminar:**

A long description of the seminar provides a detailed overview of the seminar's content, including its objectives, key themes, and potential takeaways for the website. It offers a comprehensive explanation to help the audience understand the seminar's value and relevance.

## Signature and Date

\_\_\_\_\_  
Speaker's Signature

\_\_\_\_\_  
Date