

## Sponsor Checklist

Complete your company profile in the DTECH Northeast mobile app for attendees to learn more about you and your company!

As you log in to web platform of the app, visit the “Teams” page of your profile, where you can input details and set-up your company’s account.

### 1. Your Company Profile

- a. Company Name
- b. Logo: 400x400 pixels
- c. Headline: 40-character tagline\*
  - i. This is shown directly under your company name on the full sponsor list.
- d. Topics Provided
- e. Website URL
- f. Location: City, State, Country\*
  - i. This is shown directly next to your company name in your company profile that is visible to attendees.
- g. Company Description: 500 characters
- h. Hero Image: 1476x634 pixels\*
  - i. Only shown on the web version of the mobile app
- i. Social Media\*
- j. Company Address\*
- k. Company City\*
- l. Company State\*
- m. Company Country\*
- n. Company Phone Number\*

### 2. Your Team Representatives

**Make sure your team members have been added to your company profile!** The first person from your company to login will create your team and be designated the "Admin". To invite team members to join your team, click “Team Members”, then “Invite Members”. Search for the participant by first and last name. They will receive an email requesting they join your team.

- a. Headshot\*
- b. Job Title
- c. Location: City, State, Country\*

i. This is shown directly next to their name in their personal profile that is visible to attendees.

d. Summary\*

*\*Optional but highly recommended*