

# WEBINAR SPEAKER AGREEMENT



Thank you for agreeing to be a webinar speaker. An Online Event Coordinator will walk you through the entire process. Please sign the agreement below and return to your assigned Online Event Coordinator or email [webinars@bnpmedia.com](mailto:webinars@bnpmedia.com). If you have any questions, please don't hesitate to contact us.



Thank you for agreeing to participate in the BNP Media produced event.

By signing below, you hereby consent to BNP Media's use of your name, photograph, image, presentation, or portions quoted or derived from your presentation in the publication, advertising or promotion of such event. You also understand that the event in its entirety and/or portions thereof may be published via DVDs, podcasts, webinars, and other printed or electronic media and by signing below, you are consenting to all such derivative uses.

- Speakers are responsible for submitting presentation and all other materials by deadlines outlined by BNP Media.
- Speakers are responsible for identifying a back up presenter in the event of an emergency.

I represent and warrant that I have full authority to execute this agreement:

Please sign and email this page to your assigned Online Events Coordinator, editorial representative, or to [webinars@bnpmedia.com](mailto:webinars@bnpmedia.com).

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## SUBMITTING FILES Dropbox Information

If you have large files (over 5MB), please Dropbox at <https://tinyurl.com/webinarmaterialrequest>

Need additional help? Email [webinars@bnpmedia.com](mailto:webinars@bnpmedia.com) or contact your editorial representative.

# bnpwebinars

## ▶ PHASE 1: SET-UP

Materials required before we can launch registration and marketing.

**Deadline: ASAP**



- **SPEAKER INFORMATION:** Name, title, bio, headshot (eps, ai, or tiff format, 300 dpi minimum), signed speaker agreement, and contact info (email, phone and cell phone for internal use).
- **COMPANY INFORMATION:** Logo (eps, ai, or tiff, 300 dpi minimum, regular and reverse formats) and website URL.

## ▶ PHASE 2: PRESENTATION

Presenting to an online audience is very different from presenting in-person. For tips and system requirements, [view a 2 minute video](#).

**Deadline: Two weeks prior to Webinar date.**



- **POWERPOINT PRESENTATION:** Use a "slide master" for a consistent look and feel throughout your presentation. [View supported animations and fonts](#).
- **PLANT QUESTIONS:** Three questions for use during the Q&A.
- **HANDOUTS:** Up to 3 PDF documents or web links for attendees to download or access.
- **POLLING QUESTIONS:** (optional) Up to 3 customized audience questions, executed during the live event. Up to 6 possible answers only (maximum 80 characters or less, including spaces). This provides great talking points and engages audience.
- **VIDEOS:** Submit video clips as separate files and not embedded into PowerPoint.

## ▶ REHEARSAL: SPEAKER TRAINING

Training will take approximately 30 minutes to go over event flow and software functionality.

**Deadline: Typically, Friday/Monday before the webinar date.**

[Test your system](#) a week or two before the rehearsal. Please use Google Chrome or Mozilla Firefox to ensure compatibility with the webinar system.



## ▶ LIVE WEBINAR

Typically a two hour commitment spanning from 1:30 p.m. to 3:00 p.m. EST.

30 or 60-minute web-based audio or webcam PowerPoint presentation includes a 15-minute Q&A session lead by a moderator. Call in 30-minutes prior to scheduled webinar time to go over any last minute details and to test the technology.

- Use a wired phone and internet connection —no cell phones, speakerphones, or wifi
- Use the same computer and internet browser you used during the rehearsal
- Provide your direct dial-back phone number

