

Speaker Checklist

- ☐ **Formal Speaker Confirmation Email Received**
This will include your speaker confirmation letter with personalized details.
- ☐ **Speaker Confirmation Letter Downloaded and Read**
We kindly request that you read the letter thoroughly and contact us, at the start, should there be any questions or issues.
- ☐ **Registered for the Event**
If applicable.
- ☐ **Speaker Information Form Completed**
This form can be found on bottom of the [speaker webpage](#).
Please submit within **two weeks** of receiving your speaker confirmation letter.
Should there be changes to your information closer to the event, simply reach out to us at programs@agb.org.
- ☐ **Session Planning Call**
We will coordinate with you (or your assistant), as well as any co-facilitators (if applicable), to schedule this, and will provide additional information when we do.
- ☐ **Session Practice Run**
Foundation Leadership Forum:
With Forum being in-person this year, your session may choose to schedule a test run to walk through the content. If this is something you would like to do, we will reach out to schedule a time close to the start of the conference.
Board Professionals Conference/National Conference on Trusteeship:
With both BPC and NCT being virtual this year, your session may choose to schedule a test run to walk through the technology and content. If this is something you would like to do, we will reach out to schedule a time close to the start of the conference.
- ☐ **Finalize Submission of Session Needs (If Applicable)**
Following your planning call and practice run, if any specific session needs (attached videos, PDFs, etc) were identified, we will need the files or other items submitted no later than **a month before the event**.
- ☐ **Receive Final Logistical Information**
Expect to receive this via email approximately **two weeks prior to the event**.
- ☐ **Event Itself**