

Speaker Planning Call Guide

This form is intended to help guide and document the discussion in session planning calls; **there is no need to complete this form in advance**. An AGB staff member will complete this form following the call and share it with all call participants.

Have you:

- ☐ Submitted your bio (250 words)?
- ☐ Submitted your current headshot?
- ☐ Booked your hotel room?

Facilitator(s):	
Session Title:	
Session Description:	

Session Takeaways/Outcomes

What will participants gain by attending this session?

Session Plan

How will the session time be structured?

Session Learning

What interactive elements will the session include? What active learning methods will be utilized?

Session Materials

Will the session have handouts or readings? Will there be supplementary videos or other

media?

Miscellaneous Session Details

Speaker contact information:

Name	Cell Phone