

Speaker FAQs

Speaker Confirmation Email

Soon after your acceptance, you should receive a formal speaker confirmation via email. This confirmation letter will include personalized details. Please read the letter thoroughly and contact us directly if you have any questions or concerns.

Event Registration

Please refer to your confirmation email regarding registration for the event. If you have any questions, feel free to reach out to us at meetings@AGB.org.

Bio and Headshot

Please submit your bio (maximum 250 words) using [this form](#) and send a high resolution headshot (300 dpi and 3 mgp) to meetings@agb.org. If we already have your bio and photo on file, we will send them to you and request that you confirm they are your preferred versions. Please let us know whether you have updates within two weeks of our request, or we will use our discretion to choose the best options available.

Session Planning Call

We will coordinate with you (or your assistant/staff), as well as any co-facilitators/co-presenters (if applicable), to schedule this call, and will provide additional information when we do.

PowerPoint Slides

Use of PowerPoint slides is optional and will depend on your session type. For those sessions in which slides are materially beneficial, AGB has [PowerPoint templates](#) for each conference. You are also welcome to use the template of your institution.

Submission of Session Needs (if applicable)

Following your planning call, if any specific session needs (videos, PDFs, etc.) were identified, please submit the files or other items to us no later than **February 23, 2024**.