**Speaker FAQs**

**Speaker Confirmation Email**

After agreeing to serve on the Forum faculty, you should have received a formal speaker confirmation via email. This confirmation letter will include your personalized details. We kindly request that you read the letter and contact us directly if you have any questions or concerns.

**Event Registration**

Your speaker confirmation letter will provide guidance regarding your conference registration. If you have any questions, feel free to reach out to us at [*foundations@AGB.org*](mailto:foundations@AGB.org).

**Bio and Headshot**

Please submit your bio (maximum 250 words) and high-resolution headshot (at least 300 dpi and 3 mgp) [using this form](https://forms.office.com/Pages/ResponsePage.aspx?id=tif0jtYyOEG-_YJZt8EdIWeNGrfNt_1Nhnv1nWoOG1VURFlJVTROVVZIQUlDRkgyMDZFUTRSUVIySy4u&wdLOR=cDACA74F8-6BD8-4E8C-BF8C-EF21B1826E44). The deadline to submit your bio and headshot is **December 15, 2023.**

**Session Planning Call**

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

**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 **January 4, 2024**.