

# Preparation steps for speakers prior to their speech

Actionables	Delivery Timeline	Remarks
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## Accountability: Speaker

### Stage of Conference: Building up

Call for Papers	Ideally ASAP, but no later than 23rd August	To submit Expression of Interest to join as panelist OR debater for one of the panel or debate sessions
Speaker image	Within 48 hours of shared confirmation	
Speaker handles	Within 48 hours of shared confirmation	
Speaker biography	Within 48 hours of shared confirmation	
Join Me Live post	MMI to share with confirmed panelists their creatives to post by 4th week of August OR within 4 working days of receipt of speaker image	To post on platforms introducing speaker
Panel post	Postings to begin by 4th week of September OR within 4 working days of receipt of all panelists' images	To post on platforms introducing session panelists
Dissemination of mailers in support of IFAT India 2024 Conference	MMI to share & post Speaker & Brand Attending mailers from mid-September onwards to all confirmed panelists. All panelists are requested to comment & like posts and circulate mailers to communities	
Arrival timelines	All panelists are advised to arrive an hour preceding start of session proceedings & wait a half hour following end of session	To be re-confirmed closer to date

### Stage of Conference: Onsite

Registration	All panelists will have to pick up their badges in advance	Clear instructions for date & time to be intimated closer to date
Gather & meet	All panelists to use the hour prior to start of session proceedings to run through session format, flow & role play between moderator & panelists	To be re-confirmed closer to date

## Accountability: MMI

### Stage of Conference: Building up

Speaker post	MMI to post speaker creatives by 4th week of August OR within 4 working days of receipt of speaker image on social media	To post on platforms introducing speaker
Panel post	Postings to begin by 4th week of September OR within 4 working days of receipt of all panelists' images	To post on platforms introducing session panelists
Panel introductory mail	To introduce moderator to all panelists by end-September or within 2 working days of creation of complete panel	To introduce everyone & for moderator to begin discussions
Creation of panel whatsapp groups	To create panel-specific whatsapp group upon creation of complete panel by end-September or within 1 working day of creation of complete panel	To introduce everyone & for MMI & panelists to communicate swiftly & promptly
Set-up of online calls	To set-up formal call between moderator & panelists to discuss session flow, format, & proceedings by early-October	To run through a mock drill of session proceedings to ensure smooth conduct of session
Re-sharing of Join Me Live & Panel creatives	To re-share Join Me Live speaker & panel line-up creatives in whatsapp groups for panelists to post on social media	To encourage all panelists to repost creatives for buzz & amplification of session to industry
Blocking diaries	To block all panelists' diaries online an hour before & a half hour following end of session proceedings	
Communication for venue access	To share with all confirmed panelists updated & complete agenda proceedings for entire 3 days w/ access information for venue, parking, registration, lounges, lunches, launches, Inaugurals, Opening & Closing Ceremonies and dinners & social events (wherever eligible)	

### Stage of Conference: Post-event

Online links for sessions	To share w/ all panelists links to access session proceedings	TBC
Photographs	To share w/ all panelists photos for glimpsing stills of session proceedings	TBC

#### Specifications:

Call for Papers:	Speaker image + linkedin handle + 100-word write-up + Sessions desired (Online submission required)
Speaker image:	300 dpi & jpg format
Speaker handles:	Social media handles
Speaker biography:	100-word write-up

