



Deliverable Request Form
All Events

TechTalk 
summits

techtalksummits.com

Live & TopGolf Events:

Due ASAP (for event landing page)

- **Company Logo** JPG or PNG format, only
 - To ensure logo is proportional to landing page, please be sure logo touches all four edges of its container. A transparent logo file is highly recommended.
- **Company Abstract** 350-character limit with spaces.
- **Company Website URL**

Day of Event

Sponsors/ reps are responsible for bringing their own presentation and a laptop with compatible hook ups. We recommend you bring a clicker for your slides.

As a reminder, your team has a 15-minute speaking slot. Also, sponsorships include a tabletop for swag, displays, etc. We suggest bringing a raffle item or prize, but this is entirely optional.

The event begins at 5:00 PM but sponsors are encouraged to arrive at 4:30 to set up their tabletops and get situated. Presentations begin at 5:45 and once they conclude, networking continues. Topgolf fajita bar is ready at 7:15 and golf bays/ games begin at 7:30.

Material Return Instructions

Make sure your on-site team packs up anything that will need to be returned and applies the return label(s).

You can leave the packages with the venue and schedule a pickup from your preferred shipper for the day following the event.

Please note: TechTalk hosts cannot be responsible for packing or shipping sponsor materials as they are traveling as well.

Virtual Events:

Due ASAP (for event landing page)

- **Company Logo** JPG or PNG format, only
 - To ensure logo is proportional to landing page, please be sure logo touches all four edges of its container. A transparent logo file is highly recommended.
- **Speaker Headshot** JPG or PNG format, only
- **Speaker Name**
- **Speaker Title**
- **Title of Discussion**

Due (2) two weeks before event date (ideally, event marketing is started no later than 2 weeks prior to event date)

- **Speaker Bio**
- **Speaker LinkedIn** (optional)

Due 3 BUSINESS days before event date (for event console)

- **MP4 Presentation** — 15-mins MAX.
 - We do not edit MP4 presentations
- **Assets** — Anything you would like us to push for you i.e., white papers, case studies, data sheets, links to mailing lists, blog posts, free trials, etc.
- **2 Seed Questions for Q&A**
- **Q&A Speaker** — Name, Title and Email Address (if different from main speaker)
- **One poll question** — To be pushed to the audience prior to the start of the pre-recorded presentation complete with possible answers
 - This question should be a segue into the presentation and can provide a jump off point for the Q&A session. Answers are pushed to the audience and discussed immediately following the presentation, at the beginning of the Q&A session.

All answers are recorded and sent over with the final report following the event (optional, but recommended).

MP4 Technical Requirements:

- **File** — MP4 (.mp4)
- **Video Format** — H.264/AVC VP6
 - These codecs are absolute necessities.
**MPEG4-Visual codec is not supported.*
- **Audio Format** — AAC, MP3
 - Bitrate — a number of "bits per second" (bps) at which data in a video is being delivered. 1 Mbps/1000 kbps

MP4 Recommendation:

Screencast-O-Matic is an easy to use screen capture that converts to mp4. We suggest making sure your company's firewalls allow it before recording.

In terms of best practices, here are a couple of suggestions:

- PIP format — have your speaker visible on screen for at least a portion of the presentation
- Use slides without intricate diagrams and illustration
- Tell customer success stories

PLEASE NOTE:

Upon contract submission, an introduction will be made to the Deliverables Team from TechTalk. At this time, the Team will provide the Sponsor with deadlines for event deliverables. If deadlines are missed, materials on file from previous events may be used. It is not guaranteed previous materials are saved on file. Should this occur, Sponsor's spot will be forfeited for 100% cancellation fee, per the cancellation fee schedule.

Please send edited mp4 presentations, only. If recording is of poor quality or has dead air, it runs the risk of losing the audience and will not be played for the event. If unedited mp4 is received by the Team and there is proper time for editing remaining (not guaranteed), a \$500 editing fee will be invoiced after the event for third party fees. Taking the time to review the mp4 before sending will ensure that you are not charged an additional fee and your presentation is not omitted for poor quality. Thank you!