WEBINAR PROGRAM SPECS:

Send to Reba Zatz rzatz@epgacceleration.com as soon as possible:

1. Your company logo (higher resolution is preferred):
   Please provide us with your logo in the best possible resolution for clarity across all platforms.
2. Images for landing page inclusion:
   If there are any images you'd like featured on the landing page, feel free to share them for incorporation.
3. Webinar title:
   Submit the title of your webinar for display and promotion.
4. Overview and learning objectives:
   Provide a brief description of your webinar, along with the key points attendees will learn.
5. Speaker headshots and bios:
   Share the headshots and a short bio for each speaker to introduce them effectively.
6. Sponsor information (your company details):
   We'll need a brief section about your company for the "About the Sponsor" area.
7. Registration information (recommended fields starred):
   - First and Last Name*
   - Company/Organization*
   - Job Title*
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   - Phone Number (optional)
   - Address (optional)
8. Optional polling questions: If you wish to engage attendees with polling questions during the webinar, please provide those.

One week before the webinar date:

Webinar slides:
1. Please send your final webinar slides, including:
   "Lobby-room" slide: A slide for attendees to view while waiting for the webinar to start.
2. Introductory slides:
   Include an intro slide for our content expert and an introductory slide for the speakers.
3. Instruction sheet for the content specialist:
   Provide a detailed instruction sheet with the script you'd like the content specialist to follow throughout the session.
4. Pre-prepared Q&A questions:
   Send us three to five seeded questions to include in the Q&A section of the webinar for a smooth transition.

EPG Brand Acceleration|7760 France Avenue South| Suite 810| Bloomington, MN 55435