**ASVPM Meeting  
Presenter Prep Information**

*Info (1) to (6) will be edited and sent to ASVPM Community.*

*Info (7) and (8) are for organizers to coordinate with Speaker and introduce Speaker.*

*Info (9) and (10) are to ensure proper setup*

ASVPM Preparer/Lead for this Meetup:

**(1) Presentation Date**:

**(2) Starting time of the presentation (specify time zone)**:

**(3) Presenter’s Name**:

**(4) Presentation Title:**

**(5) Presentation Description:**

**(6) Takeaways:**

*(Specific lessons to be learned – 3 to 4 bullets)*

**(7) Presenter’s Photo (preferred and/or LinkedIn profile photo):**

**(8) Presenter Bio:**

**(9) Presenter’s Contact Info:**

Email:

Phone:

**(10) Presentation Format and Length:**

*(e.g. presentation 40 minutes (may include breakout room time); Q & A or exercise 15 minutes)*

* The presentation will take XX minutes
* Any team exercise or breakout room activities to be completed in X minutes
* X minutes to Q&A, bonus material, parking lot questions, etc.

**(11) Presentation Requirements, if any:**

*(e.g. Zoom Co-Hosting, any online tools, CAN WE RECORD,, etc.)*