Webinar requirement form

● ● Webinar information

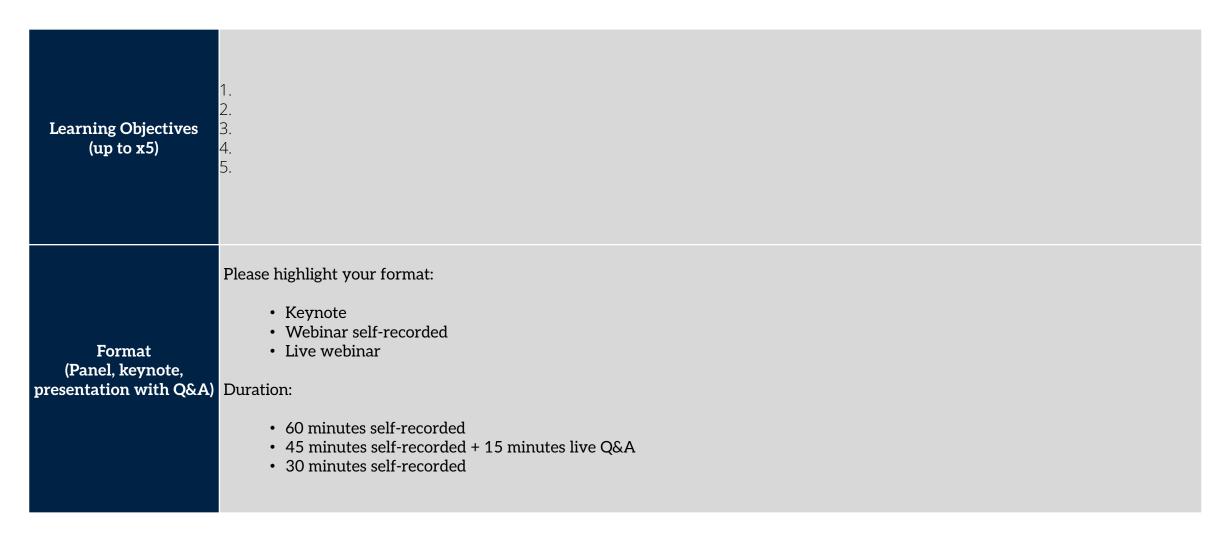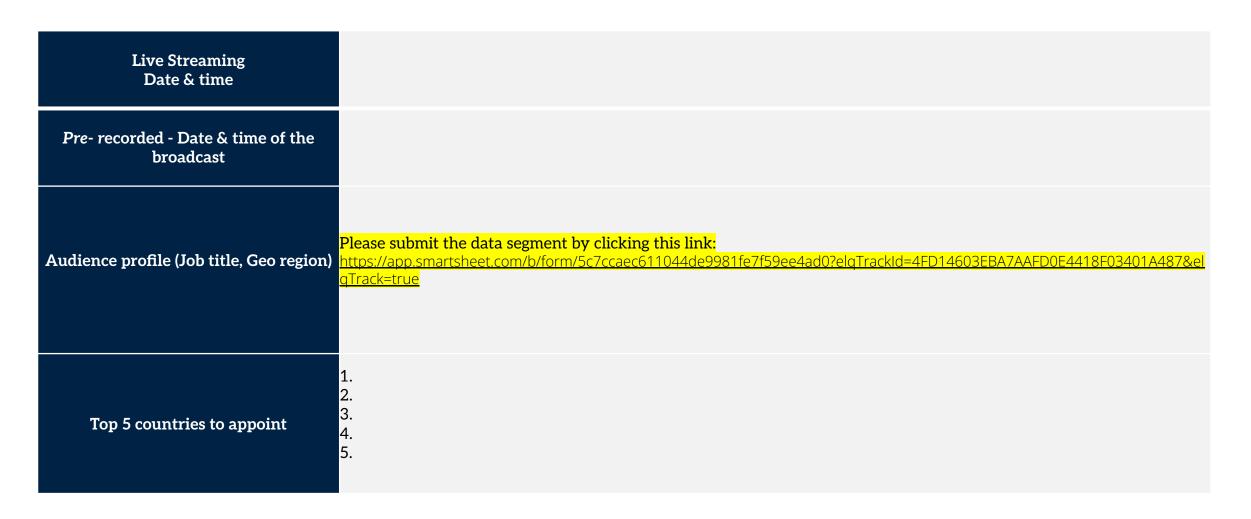|	
Company name	
Title of the webinar	
Overview (max 250 words)	

*All information on this form is to be completed in full. Failure to do so will delay the webinar promotional campaign

Webinar information

Learning Objectives (up to x5)	1. 2. 3. 4. 5.
Format (Panel, keynote, presentation with Q&A)	Please highlight your format: • Keynote • Webinar self-recorded • Live webinar Duration: • 60 minutes self-recorded • 45 minutes self-recorded + 15 minutes live Q&A • 30 minutes self-recorded

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Live Streaming Date & time	
***Pre-* recorded - Date & time of the broadcast**	
Audience profile (Job title, Geo region)	**Please submit the data segment by clicking this link:** https://app.smartsheet.com/b/form/5c7ccaec611044de9981fe7f59ee4ad0?elqTrackId=4FD14603EBA7AAFD0E4418F03401A487&elqTrack=true
Top 5 countries to appoint	1. 2. 3. 4. 5.

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Company logo High resolution	Please attach to e-mail
Social Media Handles	
Social Media Channels	

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Moderator details

Full Name	
Job Title	
Company	
Contact Number	
Email Address	
City of Residence	
Country of Residence	
Nationality	
Emirates ID copy Passport details	Emirates ID copy - Applicable for UAE residents Passport details – Full name as per passport
Biography in paragraph format (max 100 words)	Please attach to email
Passport photo	Please attach to email

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● Speaker

Full Name	
Job Title	
Company	
Contact Number	
Email Address	
City of Residence	
Country of Residence	
Nationality	
Emirates ID copy Passport details	Emirates ID copy - Applicable for UAE residents Passport details – Full name as per passport
Biography in paragraph format (max 100 words)	Please attach to email
Passport photo	Please attach to email

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Technical rehearsal

A 30 minutes (mandatory) technical training call to be conducted x1 week before the webcast.
Please suggest up to x3 possible days and times to book yours.
Only applicable for LIVE sessions and Q&A live

Contact person: Name, e-mail & mobile number	
Option 1	
Option 2	
Option 3	

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