

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)	<ol style="list-style-type: none">1.2.3.4.5.
Format (Panel, keynote, presentation with Q&A)	<p>Please highlight your format:</p> <ul style="list-style-type: none">• Keynote• Webinar self-recorded• Live webinar <p>Duration:</p> <ul style="list-style-type: none">• 60 minutes self-recorded• 45 minutes self-recorded + 15 minutes live Q&A• 30 minutes self-recorded

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

● ● Webinar information

<p>Live Streaming Date & time</p>	
<p>Pre- recorded - Date & time of the broadcast</p>	
<p>Audience profile (Job title, Geo region)</p>	<p>Please submit the data segment by clicking this link: https://app.smartsheet.com/b/form/5c7ccaec611044de9981fe7f59ee4ad0?elqTrackId=4FD14603EBA7AAFD0E4418F03401A487&elqTrack=true</p>
<p>Top 5 countries to appoint</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

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

● ● Webinar information

Please attach to e-mail

Company logo High resolution

**Social Media
Handles**

**Social Media
Channels**

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

● 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

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

● 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

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

●● 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	

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

We look forward to welcoming
you to our digital community

Customer Success Team



Questions & Support, contact us IMCustomerSuccess@informa.com