AWP Conference 2021: Europe
Time-Sensitive Sponsor Info Package and Checklist

For Invited Plenary Speakers

This document contains a list of items that we (Group ASI, the AWP Conference 2021 Europe organizer) need from you, the sponsor (or just need to make you aware of). Please review carefully and let us know if you have questions or concerns. Please copy Joan Thompson (jthompson@groupasi.com) and Steve Manktelow (smanktelow@groupasi.com). Thank you for your help with these time-sensitive requests.

Important! Before you begin, please note: if any of the below is not applicable to you, please disregard the requests. If you aren't sure, please feel free to contact us. For example:

- *Did you already submit some or all of the information?*
    - You may have sent us your session title(s) / description(s) and presenter details
    - You may have sent us certain items such as company logos and presenter photos / bios for use at previous, recent events such as the CII AWP Research Summit or the AWP Conference 2020.

- *Have you have opted out of one or more elements?*
    - Perhaps you are not delivering a breakout session, or you are not setting up a virtual sponsors' booth.

Here's the checklist (info from us and action items for you):

General Company Info

1. Please send us a high-resolution company logo (e.g., a large JPEG, PNG or AI / EPS file)
   a. Here is a sample image for reference

2. Please send us your preferred URL (e.g., www.yourcompany.com or www.yourcompany.com/newproduct)

Plenary Session (your participation in virtual main stage presentation)

1. **Timeslot**

   a. Please refer to the detailed calendar or condensed calendar to find your timeslot. Let us know if you have questions.

2. **Session title and description**

   a. Please refer to the detailed calendar to find your session title and description. This is identified by your presentation team (if you are part of a panel) or by you (if you are a solo presenter / keynote speaker). Please let us know if this information is in need of update or correction.

3. **Presenter information**

   a. **Photo:** please provide a high-quality digital photo (headshot) of the presenter. Ideal specifications: a jpeg or png with a file size of 3 Mb to 5 Mb typically is a good quality photo. Alternatively, you can check if your photo is in this range of other specs: horizontal / vertical resolution: 240 dpi; pixel dimensions: 3840 x 5760. To make it simpler - if you open your photo and blow it up to full-screen on your laptop or desktop computer, and it still looks sharp to your eye, that would probably work for us. Here is a sample photo, for comparison purposes.

      Important! Why do we need this? We will post photos on the virtual event site (speaker profiles) and we are producing introductory videos for each presentation which require high-quality graphics for best results. Here is a sample video from a past event, to give you some context.

   b. **Company:** Your preferred company name (for example, "ACME Company" or "ACME Company Global Projects Division")

   c. **Name:** Please tell us your preferred name (for announcement during the Conference and reference in promotional materials).

   d. **Email:** Please provide the best email address at which to contact your presenter.

   e. **Phone numbers:** Please provide the phone numbers at which to contact your presenter, in case the event organizer or presentation team needs to reach them.

f. **Biography:** Please provide a brief speaker biography in paragraph format (as opposed to a bulleted list, if possible). Approximately 50 words is preferred. Here is what 50 words looks like:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse egestas sapien nec dolor dignissim, imperdiet malesuada urna dapibus. Nulla vel nibh ac augue faucibus malesuada. Mauris vel aliquam lectus. Cras non posuere nunc, ut ornare mauris. Sed blandit, mauris quis ornare elementum, dui lorem facilisis ipsum, ut tristique nisi leo."

4. **Presenter's slides/materials:** As soon as possible (and within one week of the Conference at latest), please provide us with any slides and / or supplementary materials (e.g., documents, videos) that your presenter intends to use in the plenary session. We will also seek a full, complete, finalized version of any team and solo presentation files prior to the event).

Registration: Complementary Passes (Yourself and 1 guest)

1. You have more than likely already been registered for the event, *but can advise registration details of 1 guest, be that*

2. a facilitator/team member from your company, ***or:***

3. A VIP guest - a decision-maker from an organization (not a current event Owner/sponsor), that is new to AWP or that you feel would benefit from attending the event and may not have otherwise attended. The intent is to help raise awareness of AWP and the AWP Conference and increase adoption of project performance best practices in new organizations and new industry sectors.

Please send along the following information for your guest: email, name, title/position, company, city, country, and phone number.

Additional Information

1. We will be providing additional information to sponsors related to the use of the virtual event platform and what to expect on the days prior to, during and after the Conference. We will also be providing information to presenters / speakers to help guide them in terms of producing and delivering a quality session; this includes documentation and testing / rehearsal sessions. Details to follow.

AWP Conference™
A Virtual Event for the European Construction Industry
April 20-22, 2021 • Content Developed by Industry • Organized by Group ASI

How to Contact the AWP Conference Organizer

Important! While CII, COAA and ECI support this event, Group ASI is the organizer – please refer all inquiries to a Group ASI representative:

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