

EVENT PARTICIPANT CHECKLIST

I am **SPEAKING**:

PERSONAL DETAILS

First and last name:

Position title:

Company name & description:

Presentation title:

SOCIAL MEDIA HANDLES



LinkedIn

Personal:

Company:



Twitter

Personal:

Company:



Facebook

Personal:

Company:

BIOGRAPHY & ABSTRACT

Please enter your biography below (approx. 300 words or less)

Please enter your presentation abstract below (approx. 250 words or less)

HEADSHOT PHOTOGRAPHY

- Full-color, 300 dpi resolution
- Minimum size: 5in x 5in
- Please include as JPG / JPEG or PNG format

I am SPONSORING/EXHIBITING:

COMPANY DETAILS

Company name & description:

Company website:

COMPANY SOCIAL MEDIA HANDLES

 LinkedIn:

 Twitter:

 Facebook:

LOGO ARTWORK

Please include your company's logo as a **full-color vector file**.
Acceptable vector formats include EPS or Adobe Illustrator [Ai] files.

If your company does not have a vector formatted logo, you may send a PNG or JPG file that is **at least** 5in x 5in **and** 300dpi.

PERMITTED USAGE

Altair's use of collateral materials ("Assets") provided by you hereunder may include but will not be limited to the following:

- videos and presentations
- printed and digital collateral
- email communications
- web campaigns
- social media

Please note, any Assets provided that do not meet the requested specifications may not print and/or display adequately.

By signing below, you acknowledge these terms and certify that you have gained prior approval for the use of these Assets by Altair.

Signature:

Date:

Next Steps...

Please email this completed PDF form, along with any applicable files (listed on the first page of this document) to your contact at Altair.

