

1. **Event title:** _____

2. **Registration launch date:** _____

3. **Registration close date:** _____

4. **Registration capacity:** _____

5. **Headline** (to be provided by marketing)

6. **Course Credit**

Include all potential CE credits earned for the entire event. May be used in promotion of event.

7. **Start date & time**

This is the start day/date and time for the overall event, not individual sessions

8. **End date & time**

This is the end day/date and time for the overall event, not individual sessions

9. **Venue**

Venue name and address. If virtual, list platform event will be hosted on.

10. **Event contact**

Email address.

11. **Event overview**

Max 200 words. Please be descriptive. This will be edited to position the event and market it.

12. Registration packages

Include package name, price, and details for each registration option. Ticket capacity

13. Agenda

Account for all time blocks during the event, including breaks. For each session, include the following:

- *Start and end day and time*
- *Time range (e.g. 60min)*
- *Session title (max 10 words)*
- *Session description (max 100 words)*
- *Speakers with speaker titles (program managers are responsible for ensuring AIA credentials are accurate and provided prior to copy review/edit)*
- *Speaker images (420 x 420)*
- *Session course credit (CE credits)*
- *Individual session capacity*
- *Tracks*

Time	Session details	Track

14. Sponsors

Include company name and urls. Provide all high res logos in Workfront.

15. Keynote bios & images

16. Discount codes

Include the categories you will need discount codes and the discount amount

17. Confirmation email text

(131K character limit in Fonteva inc. spaces)

18. Accounting codes

19. Report requirements