



USFN AMERICA'S
MORTGAGE BANKING
ATTORNEYS®

Speaker Commitments & Expectations



Moderators

Time Commitment & Task List

- Update/submit bio + professional headshot
- Finalize titles and descriptions
- Finalize outlines with panelists
- Divvy up the outline to panelists
- 2 meetings to review, discuss, and prepare
- Draft PPT slides for content you're delivering
- Marry up/format session PPT slides for panelists
- Register for the event
- Book housing (if applicable)
- Social/newsletter postings
- Review KBYG materials
- Download/familiarize yourself with USFN mobile app (if applicable)
- Attend tech rehearsal and/or run of show
- Lead the session/event as the moderator
- Debrief session
- Follow-up on questions/publications requests as needed

TOTAL COMMITMENT: 9-10 Hours per session



Panelists

Time Commitment & Task List

- Update/submit bio + professional headshot
- Finalize outline with moderator
- Divvy up the outline with the moderator and other panelists
- 2 meetings to review, discuss, and prepare
- Draft PPT slides for the content you're delivering
- Register for the event
- Book housing (if applicable)
- Social/newsletter posting
- Review KBYG materials
- Download/familiarize yourself with the USFN mobile app (if applicable)
- Attend Tech Rehearsal
- Participate in the session/event as a panelist
- Debrief session
- Follow-up on questions/publications requests as needed

TOTAL COMMITMENT: 7-8 Hours per session + optional SRG Webinar review.