

AI @ ViVE | Education Session Guidelines

One of the Premier sponsorship benefits is a 20-minute recorded Education Thought Leadership Theater Session. Your theater presentation will be positioned in the ViVE agenda as AI Education so please, keep in mind that this session is not a sales pitch, but a session to share a use case or success story.

Session Format:

- Length: 20 minutes
- Type: Education Thought Leadership Presentation

Stage Setup:

Speakers will be provided a podium and microphone. There will be a confidence monitor and screens for slide presentations. [Here](#) is a link to where the Innovation Data theaters will be located on our floor plan. They will be central to the ViVE Zones.

No Sales Pitches:

Your presentation should NOT include a product pitch, direct marketing messages, or a system demonstration.

Speakers:

- **Number:** (1) executive from your organization
- **Level:** Speaker should be C-level or senior executive.
- **Diversity:** ViVE firmly prioritizes diversity on every panel and we implore you to do the same. This includes all forms of diversity including but not limited to gender and racial. Please consider this important tenet of our mission while you are selecting a speaker.
- **New Voices:**
 - We are committed to featuring new voices that foster a diverse range of perspectives and ideas. For this reason, we strongly discourage repeating speakers from previous years. We ask you to explore putting forth other executives instead of people that have already spoken at ViVE.
 - If your company has an executive speaking on another stage during the event, we urge you to consider a different C-level or senior company executive, partner or customer for your AI Education Presentation.

Session Title & Description Guidelines:

- **Title:** 90 characters max, but we recommend 45 characters for viewability in the app. The title sells the Session!
- **Description:** No more than 2-3 sentences. It is not necessary to include information on who is speaking, but rather why someone should attend the session.

Speaker Registration:

- **Speaker:** ViVE will register the sponsoring organizations' speaker using (1) sponsor pass allocated for this speaking role.



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★ Step 1

Session Schedule Deadline (by 12/5): Schedule your Education Session for the Data Innovation Theaters [HERE](#). ViVE 2026 will be held in Los Angeles, which is in the Pacific Time Zone. Options shown may appear in your local time zone. Please double-check that the time you select aligns with your intended time in PT.

**Time slots are scheduled on a first-come first-serve basis.*

★ Step 2

Submit Session Speakers, Title, and Description Information (by 12/5): Fill out this [FORM](#) to submit your speaker information, session title, and session description to be added to the event Agenda.

★ Step 3

Speakers Submit Their Materials into Speaker Onboarding Portal (by 12/12): Once a speaker is mutually agreed upon with the ViVE Team we will need their email address. We will provide them with access to speaker onboarding via the HLTH Hub. They will submit their headshot, title, bio, etc. via the HLTH Hub. If there is someone that will be onboarding the speaker on their behalf (ie: Executive Assistant) please let us know before onboarding begins.

**Please note that the Speaker Onboarding Portal is different from the Sponsor Portal.*

**After December 20, extensions are not guaranteed. Speaker and sponsor inclusion in promotional materials will be considered on a case-by-case basis.*

★ Step 4

Speaker Slides (due by 2/20/26): All presentations must be created using the ViVE Presentation Template found [HERE](#). Please make sure to download or save a copy of this template. Do not create your slides directly in the original file provided. You will receive an email from westin@clarityexperiences.com

Slide Submission Process :

The ViVE 2026 production team is using Preseria to collect all presentation files. The stage you will be speaking on will be fully equipped for your presentation, but we do insist that your presentation is run from the production-provided laptops/equipment. For that reason, no personal laptops may be used for presentations.

Format

Presentations should be formatted for widescreen (16:9). All presentations must be in one of the following file formats:

- PowerPoint (.pptx file)
- Keynote
- Google Slides (see note below for web-based presentation formats)

In PowerPoint, please save your file as a .pptx. Do not use .ppt, .pps, or other formats, as this will affect your file's ability to open correctly. Also please make sure that your file does not have automatic slide advance timings.



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If you have media/video as part of your slides, please also upload a separate copy of just the media file. mp4 format is preferred.

Fonts

The session computer will have the standard font sets included in Mac OS, Windows 10, as well as PowerPoint and Keynote. Please refrain from using custom or purchased fonts, as these will not be available and may impact how your presentation looks.

Web Links and Online Presentation Formats

If your presentation is web based (e.g. Google Slides), instead of using the upload portal you may email us the publicly accessible link to your presentation. We will send you a confirmation email letting you know that your presentation is successfully uploaded and accessible.

Deadline: Friday, February 20th at 5pm EST

All presentation files must be uploaded to Preseria no later than Friday, February 20, 5PM EST.

If you wish to modify your presentation after uploading, please edit the document on your own computer, log back in, and upload your new version using the same filename. This way we will always have your latest presentation ready.

If you have more than one presentation, when you log in to the Preseria website, you will find links corresponding to the times for all of your presentations. Please be sure that you upload the correct file to the corresponding time slot, or it will not be available at the time you are scheduled to present.

After the Friday, February 20th deadline, all presentations and any updates or revisions must be received no later than the day before your scheduled session to ensure proper testing and setup on site.

Questions can be directed to westin@clarityexperiences.com

Additional Information:

Speaker Marketing Graphic:

We'd love for your speakers to promote the event on social media. Their personalized co-marketing graphics will become available a few weeks after you submit their onboarding materials via our ViVE Hub. You'll be able to access them by logging into the speaker's profile within the ViVE Hub. Please use our official hashtag #ViVEEvent when posting.

Closer to the Event:

- **Preparation:** We recommend that all sponsors host a prep-call with their speakers ahead of the event to review content. The ViVE team will send a detailed email ahead of the event with logistical details all speakers should be aware of.

On-Site:

- **Arriving at Stage:** We ask all AI speakers to arrive at the AI @ ViVE Zone located on the show floor approximately 15 minutes prior to the session start time.
- **Dress Code:** Business casual or whatever you are most comfortable in! No suits, ties, or heels necessary. However, we do recommend that you refrain from wearing fine prints as it does not always pick up well on camera.
- **Speaker Lounge:** Speakers have access to our Speaker Lounge during the duration of the conference. The lounge will have dedicated staff with light refreshments and a baggage check.



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We kindly ask speakers to limit the number of team members that they bring into the lounge as space is limited. The lounge should not be used as a designated meeting location.

** The Speaker Lounge will not serve as the meeting point for AI Speakers ahead of their sessions. Speakers on this program should report directly to the Data Innovation Theaters approximately 15 minutes ahead of their session start time. Please refer to your detailed calendar invite for stage location.*

Post Event:

- **Session Recording:** Sessions are recorded and made available to registrants to watch on demand within the event app approximately 3 weeks after the session ends. We will email your primary contact a link to the recording.

We welcome you to post clips on social media and credit ViVE while doing so. We kindly ask that you do not share the full recording anywhere.

- **Session Photos:** Photographers will be around the event and capturing many sessions. The ViVE team will be able to share a link to these photographs approximately 3 weeks after the event ends. Outside photography is not permitted without prior consent from ViVE.

For additional information and questions please contact Sandy Vance (sandy@counterpointsol.com) and Jaclyn Carpenter (Jaclyn@counterpointsol.com).