

Tech Field Day @ Company Name

Agenda

Date

Wi-Fi Access Info

SSID:

Password:

- include any other instructions needed to connect.

Session	Description	Presenter
Company Introduction	Presenter introduces company. It was started <i>X</i> years ago, with an initial focus on Something. We've since shifted our focus, and are now the leading provider of Example. Roughly 25-50 words.	Presenter's Name, <i>Full Title</i> <i>@TwitterName</i>
Product Overview	Product began as an internal method of dealing with Example. Please feel free to be specific in this section. This doesn't have to include a ton of technical detail, merely to serve as a preview of what the delegates can expect. That being said, avoid marketing jargon since this agenda is internal to the event. Roughly 50-100 words.	Presenter's Name, <i>Full Title</i> <i>@TwitterName</i>
Product Demo	Be sure to layout the specifics of any demo, as well as any use cases it's meant to exemplify in this section. This will be useful to delegates when they go to write articles, as it will provide easy referenced context. Also a good place to put URLs for sandboxes or free trials 50-100 words.	Presenter's Name, <i>Full Title</i> <i>@TwitterName</i>
Product Roadmap	For any subsequent sections, try to keep under 100 words, and provide a concise, but descriptive, summary of what will be presented. The goal for this is to be a resource when returning back to the presentation, and to set expectations at the event.	Presenter's Name, <i>Full Title</i> <i>@TwitterName</i>
Off Camera Session	Make sure to clearly mark anything that will be off-camera.	Presenter's Name, <i>Full Title</i> <i>@TwitterName</i>

Questions? Reach out to us on [insert Twitter], [insert Facebook], or email us at [email address]

- Note: No need to put the estimated times of the sections on the agenda. This may be useful internally, but with the questions from the delegates, will almost certainly change during the presentation.
- These sections are merely sample. Please do not feel the need to change your presentation to fit the sessions used in this example.