

## ATD Video Requirements Checklist

Use this checklist to ensure your video submission meets ATD's requirements for new speakers.

### Who Needs to Submit a Video?

As a new ATD speaker, you are required to submit a video of yourself presenting at a previous event. A New ATD Speaker is someone who has not spoken at one of the following ATD conferences within the last five years:


- ATD International Conference & EXPO
- ATD TechKnowledge Conference
- ATD Core4 Conference
- ATD OrgDev Conference
- ATD SELL Conference
- ATD Government Workforce

### Here's how it works:

- ☐ If none of the speakers listed on the proposal have spoken at a qualifying ATD event within the past five years → Each speaker must submit a video
- ☐ If some speakers have presented at a qualifying ATD event in the past five years → Only the speakers who haven't need to submit a video

### Example:

If your proposal includes four speakers and only one has spoken at a qualifying ATD event in the last five years, the remaining three must submit a video.

 Proposals missing required video submissions will be automatically declined.

### Why We Require a Video

The video allows the Program Advisory Committee to evaluate:

- Your presentation style
- Your strategies for audience engagement
- Overall speaking presence and delivery

In competitive tracks, a strong video can strengthen your proposal and help it stand out.

### Video Submission Requirements

To meet ATD's criteria, your video must:

- ☐ Be at least 60 seconds (1 minute) and no more than 5 minutes in length
- ☐ Show you presenting to a live audience (either in person or virtually)
- ☐ Be in English (Since the conference is conducted in English, your video must be as well)

- ☐ Not be a marketing reel, interview, or promotional video
- ☐ Feature only the speaker being evaluated (not all proposal participants)
- ☐ Be submitted either as a video link (e.g., YouTube, Vimeo) or as a video file uploaded to the designated task
- ☐ If submitted via URL, the video must be publicly accessible and not require a password
- ☐ If submitting a virtual presentation, it must clearly demonstrate your speaker style, ability to engage the audience, and how you create interactivity, even in a virtual setting

### **Tips for Creating a New Video**

Don't have a video on hand? You can create one!

- ☐ Pull together a group (either in person or virtually) and record yourself presenting
- ☐ Don't have the option for an in-person recording, use platforms like Zoom or Teams to simulate a virtual audience
- ☐ Be sure your video meets all of the requirements above, including topic relevance and audience engagement

This is a great way to showcase your speaker style even if you haven't been recorded at a past event.

### **How to Submit**

- ☐ Uploading a video file? Use the video file upload task in the submission portal
- ☐ Sharing a video link? Use the video link upload task in the submission portal

Need Help?

If you experience any issues submitting your video or link, please contact [speakers@td.org](mailto:speakers@td.org) for assistance.