Session Content Review and Approval Process

June 7 | Speakers to upload their final MP4 video file to the [BBLC Presenter Videos folder](#) for Track Owner review and approval. Speakers to notify track owner when a video is uploaded for their review.

June 7-14 | Track Owners to review submitted videos and review the following items. If feedback or a re-record is needed the Track Owner will alert the speaker immediately with feedback and suggested edits to re-record new video. Speaker toolkit for reference can be found [here](#).

- The PPT being used is the approved BBLC template.
- Hold slide is at the beginning for at least 3-5 seconds.
- Video is on and visible using approved BBLC backgrounds.
- Audio is clear throughout the recording and appropriate language is being used. Be sure to review the Conversational Speaking section in the speaker readiness kit and the [accessible language options resource](#).
- Speakers are positioned in a professional manner (sitting up right or standing in front of their camera) with no background clutter and wearing appropriate attire. Lighting is ample to see speaker.
- Content aligns to the session title and topic and stays on track.

June 7-14 | Track Owners to move all approved videos to their respective "approved" folders for BBLC Planning team review.

- [Track Owner Approved Videos folder](#).
- Please move all approved videos to your respective folder (Advisors & School Programs, Jobs & Leadership, etc.).

June 7-16 | BBLC Planning Team will review final videos that are submitted. If additional feedback or edits are required the Track Owners will be notified ASAP.

June 16 | ALL VIDEOS FINAL and ready for closed captioning and upload to Vimeo.

Any questions? Reach out to bblc@dynamicevents.com for support!