# Add and manage speakers for your event

Status: Current product help

Organizers can review submitted demos or add a speaker directly. Speaker selection, attendance approval and physical check-in have separate effects, so check the relevant status when changing the lineup.

## Invite a registrant to enter their own talk details

From the event's registrant list, choose **Invite as speaker** for a current registrant. Add an optional personal note, then choose **Copy link** to share it yourself or **Send invitation** to queue an invitation email. Preparing or copying a link sends no email and leaves attendee approval unchanged.

Track these invitations under **Awaiting details** in **Review speakers**. The speaker signs in with their registered account and completes the existing event-specific proposal form, including the title, description, technical details, builder takeaway and optional project links. An active invitation also allows that person to submit when the public call for proposals is closed. It expires when the event starts and can be revoked before submission.

Completed proposals move into **Pending review** and remain off public listings until approved. Inviting someone does not reserve a speaking slot or approve a talk. Queued, sent and unconfirmed email outcomes are shown separately. A deliberate resend is available after 10 minutes for a confirmed sent invitation; repeated initial send requests reuse the same message.

If a proposal already exists, use **View proposal** to edit it. Updating an already approved talk preserves its approval. Existing placeholders are never automatically converted or returned to review.

## Review or add a speaker

Open the exact event's management tools and choose **Review speakers**. To add someone directly, select **Add Speakers**. The form supports manual entry and a CSV option. Follow its required fields for the speaker's email, talk title, description, justification and technologies, plus any applicable links or format choices.

Adding a speaker through this organizer flow accepts the talk, marks the person Attending and can send the talk-approval message according to its proposal/notification settings. It is a real lineup/admission action. Check the person's email and agreed talk details before saving. If the person already submitted for this event, edit that existing proposal instead of adding a duplicate.

For people submitting their own proposals, share the submission link from that same event. See Submit and edit a demo. A different city's form or an assumed speaker URL will not update this event.

## Change the lineup

Use the selected proposal’s available review, edit or sidelining controls. Read any confirmation and reason prompt when changing an already approved speaker. A change can notify the speaker, so confirm only when the decision is intended.

Editing the talk description does not necessarily resend its acceptance email. Removing or withdrawing a talk should also be considered separately from cancelling that person’s attendee registration. If two emails disagree, inspect the actual sequence of decisions; the later message can reflect a genuine change rather than a duplicate.

Speaker access is subject to the event’s management permissions. If a control highlights but does not save, provide the event, proposal and visible error to support rather than repeatedly approving or adding another record.

## Prepare the speaker

You can add a preparation note or booking link to future acceptance emails through Speaker preparation. Brief the actual presenter on the agreed demo format, timing and recording arrangements. Sponsor-provided presentations have their own agreed format; sponsorship does not make every sales presentation suitable.

For attendees and speakers, an accepted talk and admission confirmation should be read separately. If you withdraw or need to change your proposal, use Demo submission help and contact the event organizer about any affected attendance or schedule.