Add a preparation note or booking link to speaker acceptance emails

Status: Current product help

Configure the acceptance email

An authorized event manager can configure future main-stage and science-fair acceptance emails in **Speaker settings**. Open it beside **Solicit Speaker Proposals** in the event editor or from **Review Speaker Proposals**. It groups acceptance settings, proposal form/format links, and preparation/AV guidance, and stays available after submissions close.

1. Enable **Include my prep message in speaker acceptance emails** to send your own message.
2. Enter **Your note to speakers**, up to 1,000 characters. URLs in your note remain clickable.
3. Independently choose **Include the lead organizer's calendar booking link** if speakers should also be able to book a call. This is off by default, even when a profile link exists.
4. Use **Preview main stage** or **Preview science fair** to inspect HTML and plain text using your current edits.
5. Select **Save speaker prep** and check the saved confirmation. This saves separately from the editor's ordinary autosave.

Set your calendar link

Open your profile, scroll to **Private settings > Calendar booking link**, enter a public HTTPS booking URL, and select **Save calendar link**. You can use your preferred booking service. Saving the profile link never enables it for an event or sends an email.

Speaker settings identifies the prep host and their saved URL. Only the event's lead organizer's link is used, following the current event organizer selection. The person approving a speaker does not change that selection. Add a valid URL to the lead's profile before enabling calendar inclusion. A co-organizer's link is not substituted.

You may send a message only, a booking link only, both, or neither. Existing manually entered booking links in your note are preserved. A warning appears if the separate link would repeat the same URL.

Which speakers and events receive it

The configured prep content is included when a speaker is accepted after the setting is saved. Saving or previewing does not send email or resend acceptance to previously accepted speakers.

A chapter or track owner may explicitly select **Use for future [track name] events** to save the message and calendar inclusion choices for newly created events in that track. This is unchecked for unconfigured events. Existing events keep their own settings. Without that permission, save for the current event only.

Editing or clearing your profile link affects future opted-in sends, not emails already sent. If a previously enabled link is later removed, the acceptance still sends and omits the booking action. The custom note and standard speaker guidance keep their own settings.