**Completing Speaker Guidance**

0:04  
This video will cover completing speaker guidance for your upcoming Executive Briefing engagement from the Manage Engagements page.

0:12  
Speaker guidance is critical for the individuals that have agreed to speak at your engagement.

0:17  
It sets the stage for the session, providing important details that will help ensure the best possible customer outcome on the card for your upcoming engagement.

0:26  
You can easily see how many sessions are remaining.

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To begin filling out Speaker Guidance, simply click the link.

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Each session requiring speaker guidance will be listed in the session drop down along with the completion status.

0:43  
Select the session from the drop down and click the pencil icon to begin editing.

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First, select the favorability and Competitive situation from the drop downs.

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Then complete each required box.

0:57  
To have your session marked as complete, you'll need to provide text for all questions except the additional notes.

1:04  
Once complete, click the Submit and Next button.

1:09  
This will save your changes and take you to the next session needing completion.

1:15  
You may continue editing or click the Cancel button to close the dialog.

1:21  
Once the page reloads, the completion status will be noted in the tab header as well as the session dropdown.