



Speaker Tasks	Champion Tasks	Complete Task List	Deadline
	x	Champion Call: Kick-Off	Wednesday, May 21, 2025
x	x	Champions introduced to presentation teams via email	Wednesday, June 11, 2025
	x	Champion Call: Check-In	Wednesday, June 11, 2025
		Presentation Management System opens	Wednesday, June 18, 2025
	x	Connect with presentation team(s)	Tuesday, June 24, 2025
x		Connect with Champion	Tuesday, June 24, 2025
	x	Champion Call: Presentation Management System Overview	Wednesday, June 25, 2025
	x	Champion Call: Check-In	Wednesday, July 16, 2025
x	x	Review/finalize presentation title and description	Thursday, July 17, 2025
x	x	Update profile Information	Thursday, July 17, 2025
x	x	Download task list overview	Thursday, July 17, 2025
x	x	Download 2025 LCI Congress Template	Thursday, July 17, 2025
x	x	Provide presentation outline	Thursday, July 17, 2025
x	x	Register for LCI Congress	Thursday, July 17, 2025
x	x	Provide biography	Thursday, July 17, 2025
x	x	Upload headshot	Thursday, July 17, 2025
x	x	Read/sign LCI Speaker Agreement	Thursday, July 17, 2025
x		Upload first draft presentation	Thursday, July 31, 2025
	x	Champion Call: Check-in	Wednesday, August 6, 2025
	x	Review, provide feedback on presentation first drafts	Thursday, August 7, 2025
x	x	Attend Presentation Tips Webinar (Presentation Graphics and Tone)	Thursday, August 14, 2025
	x	Champion Call: Check-in	Wednesday, August 20, 2025
x	x	Perform Timed Run Through To Champion, CoP or Internally	Friday, August 29, 2025
	x	Champion Call: Check-in	Wednesday, September 3, 2025
x		Upload 90% complete presentation	Tuesday, September 9, 2025
	x	Review 90% complete presentation & complete timed run through	Tuesday, September 16, 2025
	x	Champion Call: Check-in	Wednesday, September 17, 2025
x	x	Book your hotel room before room rate ends!	Monday, September 29, 2025
x	x	Upload final presentation	Wednesday, October 1, 2025
	x	Champion Call: Check-in	Wednesday, October 1, 2025