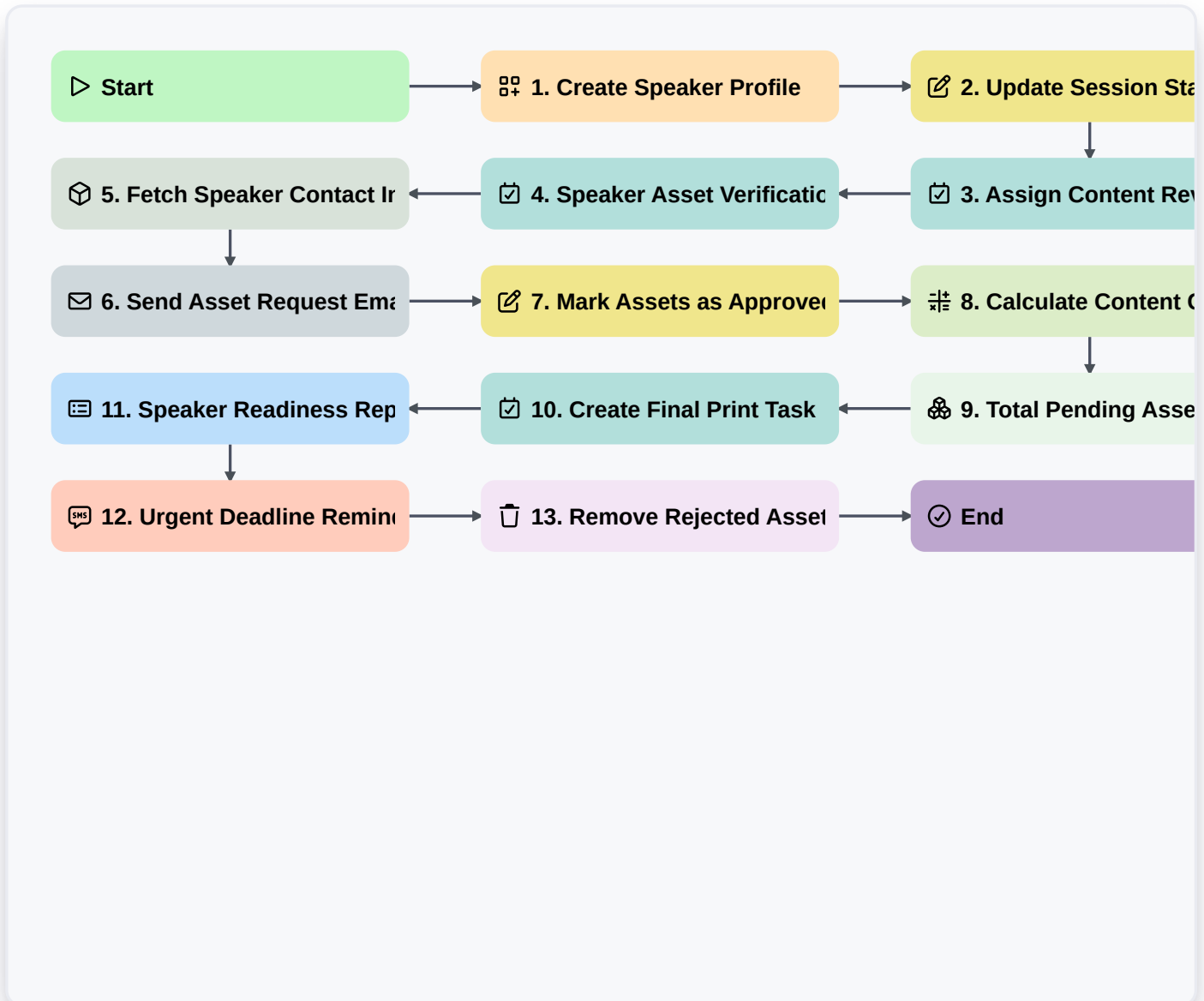


Event Content Management And Speaker Asset Workflow



▷ Start

Start of the Workflow/Process.

🗄️ 1. Create Speaker Profile

Create a new entry in the Speaker Data Model when a speaker is confirmed.

✍️ 2. Update Session Status

Update the status of an Event Session entry to 'Content Received' once assets are uploaded.

📝 3. Assign Content Reviewer

Create a task for the Content Manager to review the submitted speaker bio and headshot.

📋 4. Speaker Asset Verification

A checklist within the Review Task to verify: Bio, Headshot, Presentation Slide, and Signed Consent Form.

📦 5. Fetch Speaker Contact Info

Retrieve email address and phone number from the Speaker Data Model for communication.



✉ **6. Send Asset Request Email**

Send an automated email to the speaker requesting missing presentation slides.

✍ **7. Mark Assets as Approved**

Update the Speaker Asset entry to 'Approved' once the review task is completed.

📊 **8. Calculate Content Completion %**

Calculate the percentage of required assets received vs. total assets required for the event.

🔗 **9. Total Pending Assets Count**

Aggregate the number of Speaker entries that still have 'Pending' asset status.

📅 **10. Create Final Print Task**

Create a task for the Design Team once all speaker assets are marked as 'Approved'.

📄 **11. Speaker Readiness Report**

Generate a report showing the status of all speaker assets for the upcoming event date.

📱 **12. Urgent Deadline Reminder**

Send an SMS alert to the Speaker if assets are not received 48 hours before the deadline.

🗑 **13. Remove Rejected Assets**

Delete an entry from the 'Temporary Uploads' model if the asset is corrupted or invalid.

🏁 **End**

End of the Workflow/Process.