

# Ambassador COP Speaker Info

Last Modified on 08/07/2024 3:33 pm EDT

Please use the below template to prompt Ambassador Community of Practice Speakers to prepare for their upcoming session:

Dear NAME,

I hope this finds you well! Thank you so much for agreeing to be our Mini-Master Class presenter for our next HBA Ambassador Community of Practice on DATE at TIME EST. We're thrilled to have you.

We will be setting up the the event for registration shortly and wanted to confirm with you a few details:

- **Presentation Title:**
- **Presentation short description** (1-2 sentences):
- **Primary and secondary capabilities:** please review [this document](#) and let me know which primary capability your presentation will focus on (and secondary if applicable).

In preparation for your session, I'd like to provide you our Ambassador COP speakers guide, which will provide you additional detail about needs, tech rehearsal, and presentation preparation, and our presentation template.

SUPPORTING DOCUMENTS:

[Ambassador COP Template - Shareable.pptx](#) 

[HBA Global Ambassador Community of Practice - Speakers Guide - Shareable.pdf](#) 

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