SIGNIVENT

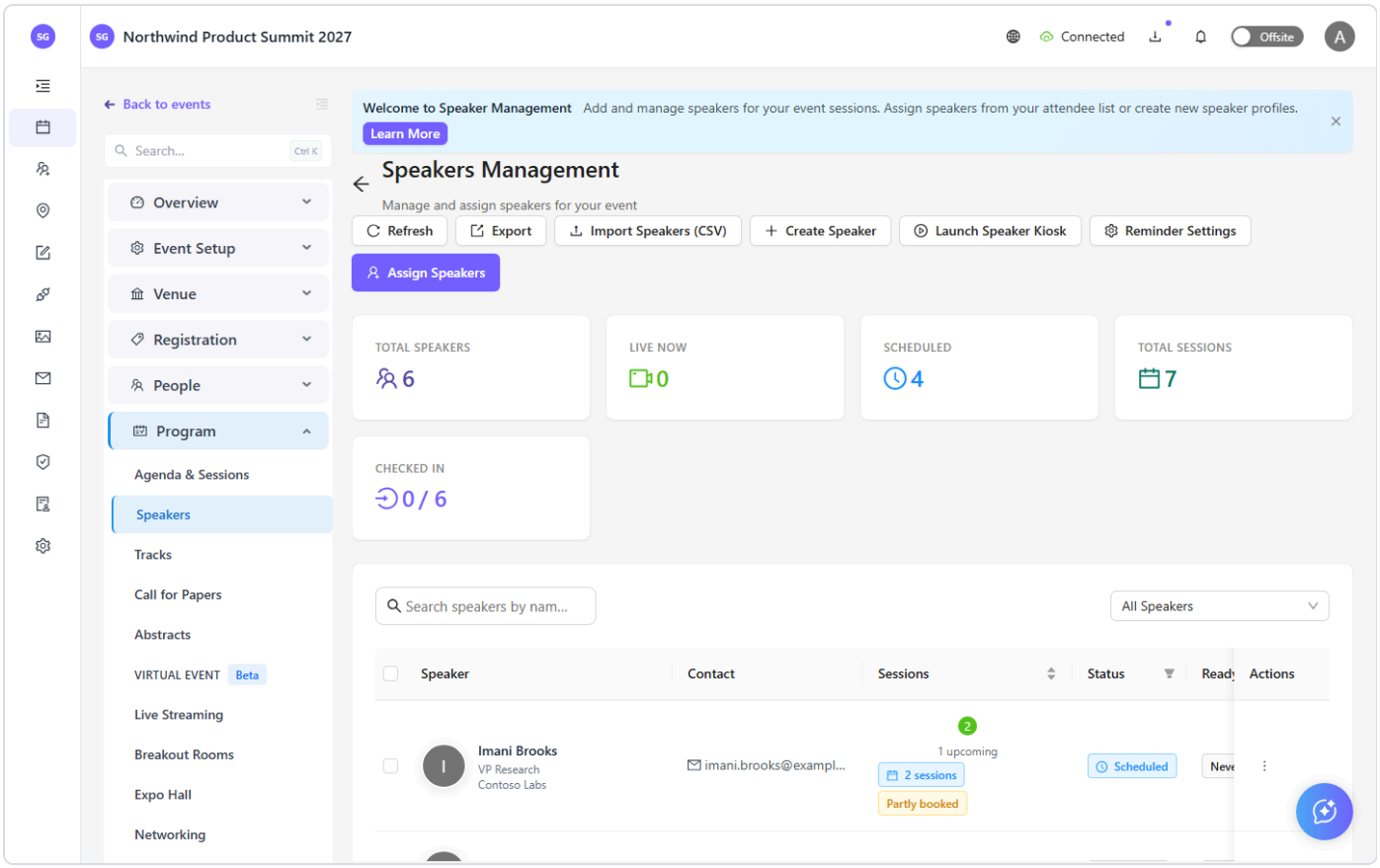
Speaker directory

Signivent · Last updated October 25, 2026

Every speaker has one profile in your organization, identified by their email. You add speakers from inside an event, under **Program** > **Speakers**, and the same profile is reused when that person speaks at another event. The profile page shows their sessions across all your events, their upload status and how they sign in to the speaker portal.

Add a speaker to an event

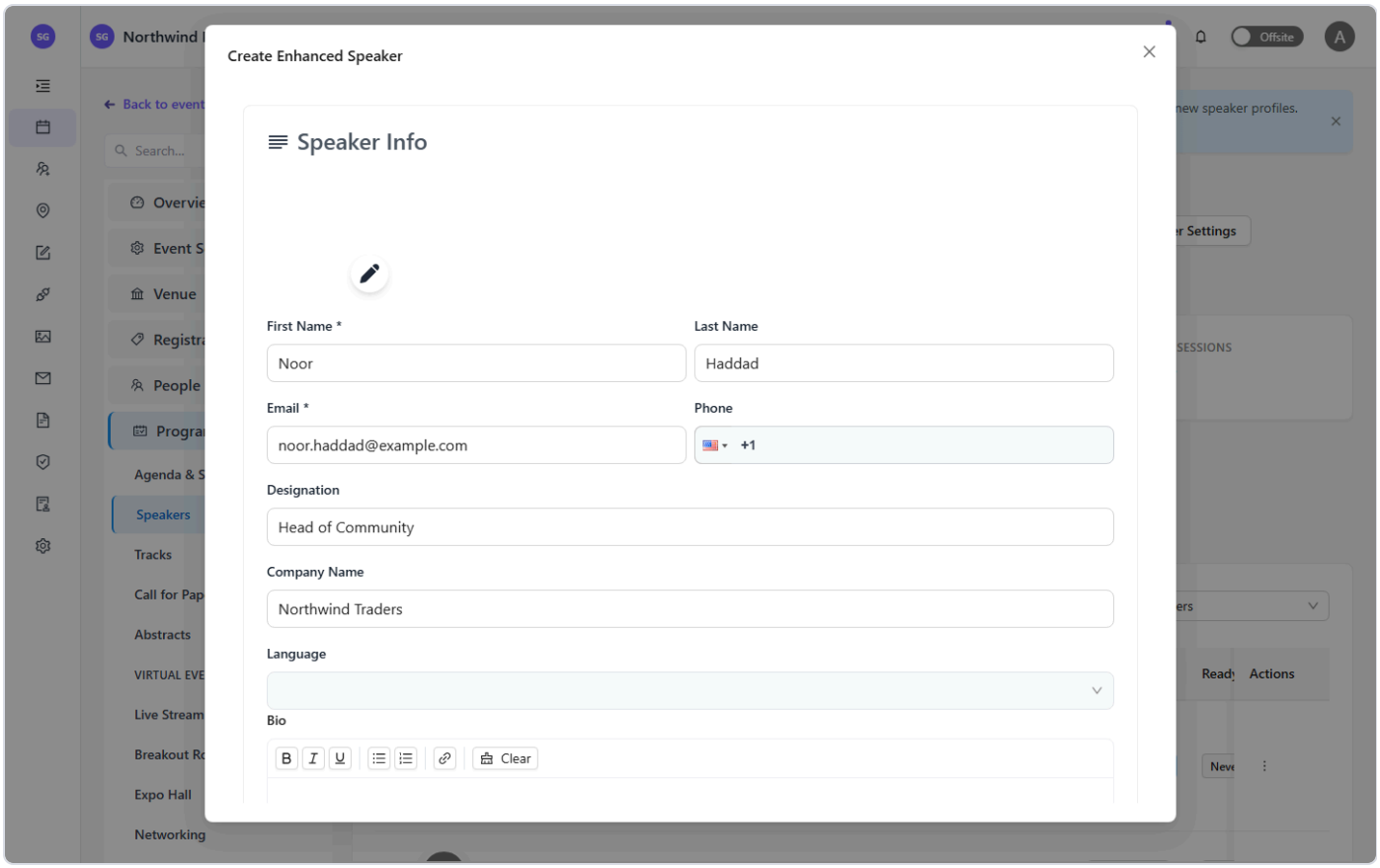
1. Open the event and go to **Program** > **Speakers**. The page shows totals (speakers, live now, scheduled, sessions, checked in) and the list of speakers with their sessions and status.



An event's Speakers page: the toolbar, the totals and the speaker list with sessions and status

2. Click **Create Speaker**.
3. Enter **First Name** and **Email** (both required), then the last name, phone, designation, company, language, a bio and the address if you have them. Click the pencil on the photo to add a headshot.

4. Tick **Also register as event attendee** at the bottom if the speaker also needs a badge and a registration.
5. Click **Save**. The speaker appears in the list and is emailed an invitation.



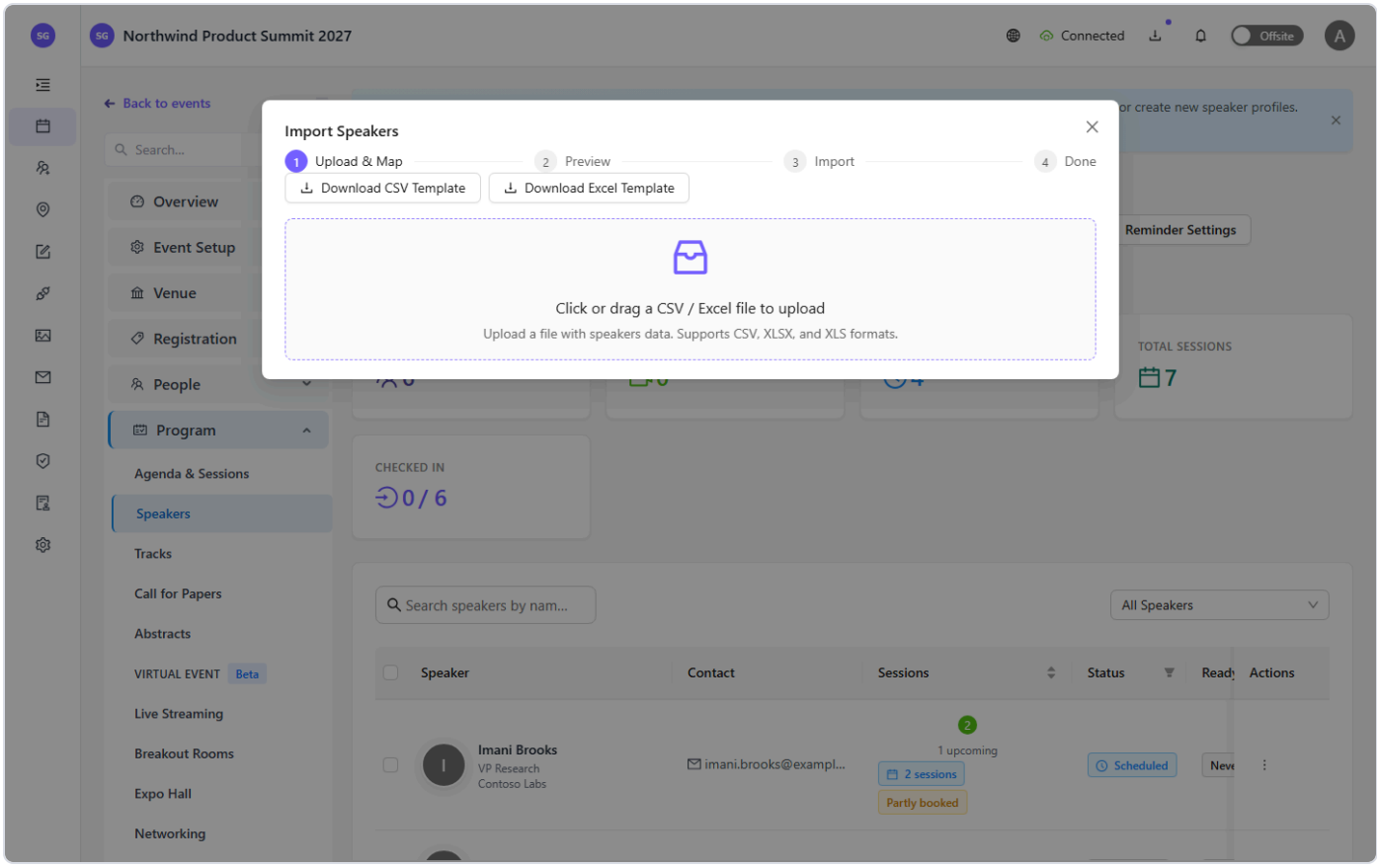
The Create speaker form with first and last name, email, phone, designation, company, language and bio

If the person already speaks at another of your events, add them with the same email so both events share one profile. Fill in their designation and company again: today, leaving them empty clears them on the shared profile.

You can also add a speaker from the organization address `/dashboard/speaker/create`: pick the **Event** at the top of the form first, because every speaker belongs to one event.

Import many speakers

1. On **Program** > **Speakers**, click **Import Speakers (CSV)**.
2. Click **Download CSV Template** or **Download Excel Template** and fill in one row per speaker.
3. Drop the file on the upload area (CSV, XLSX or XLS).
4. Check the **Preview**, then **Import**.



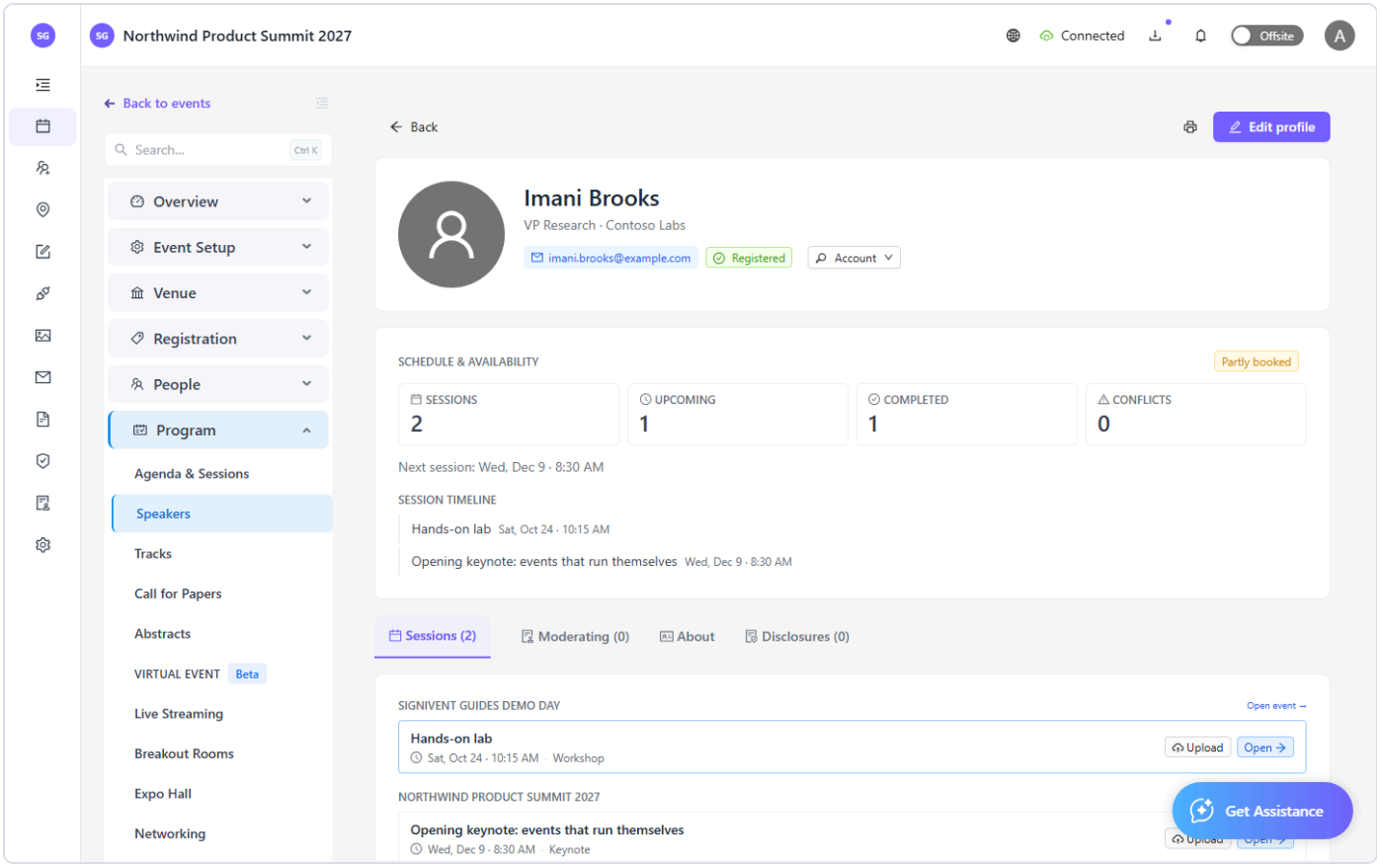
The Import Speakers dialog: Upload & Map, Preview, Import and Done, with template downloads

Export on the same toolbar downloads the speaker list.

Open a speaker's profile

Click a speaker's name in the list. The profile shows:

- **Schedule & availability**: how many sessions they have, how many are upcoming or completed, conflicts, and the next session.
- **Session timeline**: every session in date order.
- Tabs for **Sessions** (grouped by event, with **Upload** for their slides and **Open** for the session), **Moderating**, **About** and **Disclosures**.



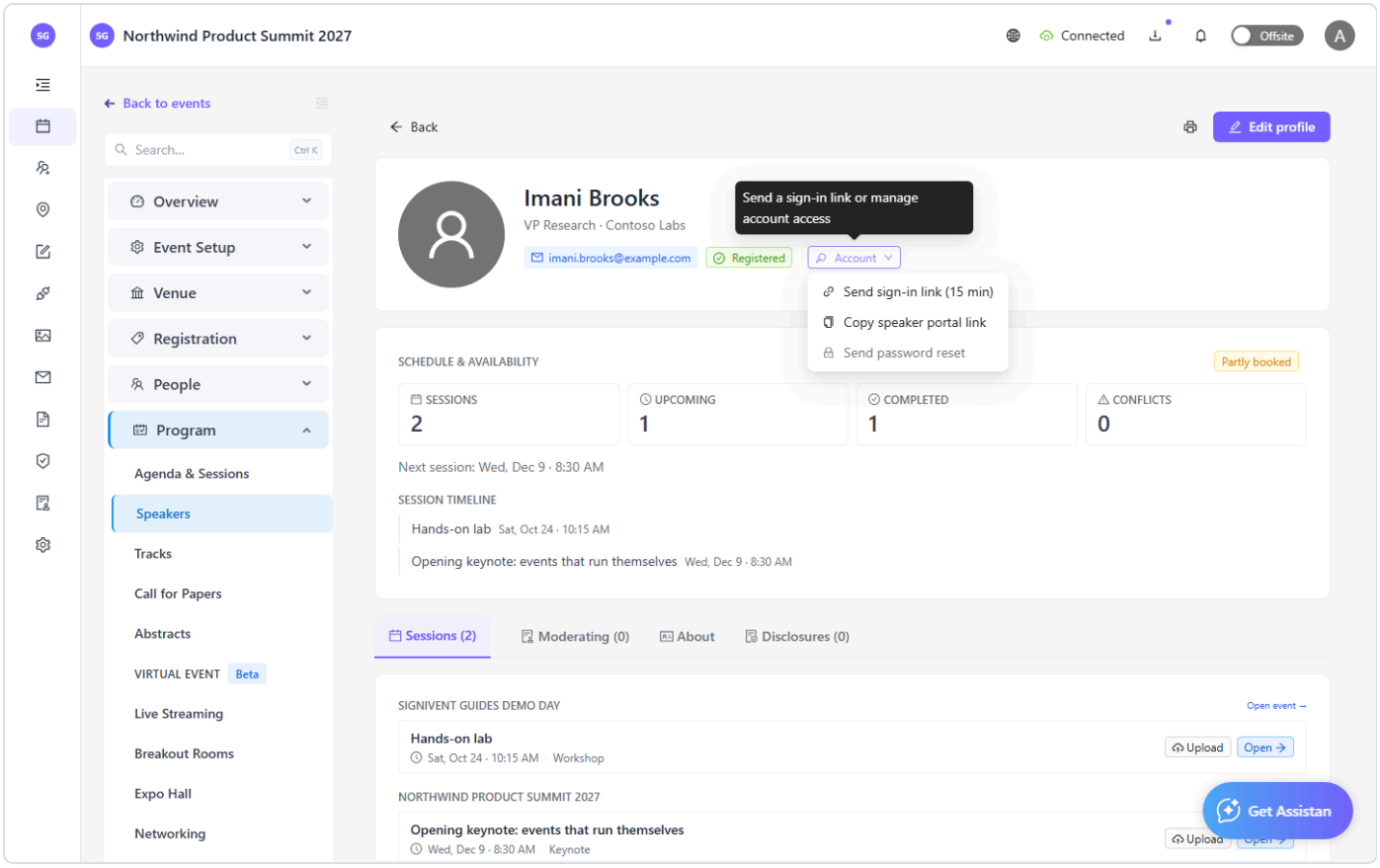
A speaker profile: name, title and company, the schedule summary, the session timeline and sessions from two events

Click **Edit profile** to change their details, then **Save**.

Give a speaker access to the speaker portal

Speakers sign in to their own portal to check their sessions and upload presentations. On the profile, open **Account**:

- **Send sign-in link (15 min)** emails a one-time link that works for 15 minutes.
- **Copy speaker portal link** copies the portal address so you can send it yourself.
- **Send password reset** is available once the speaker has set a password.



The Account menu on a speaker profile: Send sign-in link, Copy speaker portal link and Send password reset

Other tools on the Speakers page

Button	What it does
Refresh	Reloads the list
Export	Downloads the speaker list
Launch Speaker Kiosk	Opens the self check-in screen speakers use when they arrive
Reminder Settings	Turns on upload reminders for speakers who still owe a presentation, sets how many days before the event they go out, and holds the Know Before You Go note shown in the speaker portal
Assign Speakers	Picks people from the event's attendee list to become speakers

The table also shows each speaker's **Ready Room** visit and whether they have **Checked in**, with a **Check in** button for the desk.

Who can do this

Organization admins and event staff with access to the event's program can add and edit speakers. Speakers only see their own profile, through the speaker portal.

Troubleshooting

You see	Why	Fix
A speaker's designation or company disappeared	They were added to another event with those fields empty	Edit profile and fill them in again
A speaker did not get the sign-in link	It expired after 15 minutes, or went to spam	Send it again, or use Copy speaker portal link
Send password reset is greyed out	The speaker has not set a password yet	Use Send sign-in link instead
The address `/dashboard/speaker` lists no speakers	That page is not in the menu and lists only speakers already saved on this device	Use the event's Program > Speakers page