

The user is asked to fill in this table to the best of his abilities:

1	Your name and field of expertise	
2	Format of the planned event (panel discussion/keynote speech etc., and online/in-person/hybrid)	
3	Total duration of the event	
4	Overall theme of the event	
5	Target audience of the event (students, specialist audience, educated public etc.)	
6	Topic of my talk/presentation	
7	Duration of my talk/presentation	
8	Participants in the event (if relevant, e.g. for a panel discussion)	
9	What do you hope to achieve with your contribution? (Inform, educate, debate, raise awareness, exert political influence, etc.) ¹	
10	Do you represent an institution, or are you appearing as an individual?	
11	Would you like help in developing a strategy for the role you will play as a researcher?	
12	Would you like help in defending your arguments against those of others, using a mock scenario?	
13	Please state briefly and specifically what else you would like for your preparation. (PowerPoint slides, index cards, handouts, etc.)	

¹ If you do not yet know the personal and/or institutional goal of the research you are working on, find prompts to find out below.

14	Do you have any specific uncertainties or concerns regarding a public appearance or the format in general?	
15	Any other comments (e.g. how to refer to additional information material or uploaded files)	

Once the table containing all the completed information has been copied into the chatbot and all the relevant documents have been uploaded, the following prompts can be used (if desired) to steer the conversation in the desired direction: