



PROMPT PLAYBOOK

Prompts that improve how you build a program.

→

Connect your AI assistant straight to your event data, then just ask, in plain English. No exports, no spreadsheets in between.

MCP SERVER

CLAUDE

CHATGPT

COPILOT

GEMINI

Strategy — Source → Manage — → Promote — → Capture — → Create — → Distribute — → Measure

01 STRATEGY

Plan the program with data, not a blank page.

Decide what to program

01

YOU ASK

"Group our top-rated sessions from the last three events into themes."

→ **YOU GET**

The themes worth building next year around.

Ranked by how they actually scored, not by what feels current.

Benchmark against yourself

02

YOU ASK

"Compare our track mix against session ratings across the last three events."

→ **YOU GET**

Where to expand, and where to cut.

Before you commit a single slot to next year's agenda.

Read the momentum

03

YOU ASK

"Which topics have climbed in attendee rating lately, and which are fading?"

→ **YOU GET**

A read on momentum, not a hunch.

Lean into what's rising; retire what's run its course.

02 SOURCE

Cast a wider net than a single CFP form.

A recruiting list from history

04

YOU ASK

"Rank every speaker we've ever had on AI by rating and recency."

→ **YOU GET**

Years of speakers turned into a shortlist.

With what they spoke on, when, and how it landed

Your dependable bench

05

YOU ASK

"List speakers with three or more talks averaging above four."

→ **YOU GET**

The proven names to invite first.

Your most reliable draws, ranked by track record.

Second-look candidates

06

YOU ASK

"Which submitters did we reject last year that scored well with reviewers?"

→ **YOU GET**

Strong talent you already sourced.

Surfaced for a second look before it slips away.

03 MANAGE

Review, score, and select with less back-and-forth.

Clear the review backlog

07

YOU ASK

"How many submissions are still unreviewed by track, and which reviewers are behind?"

→ YOU GET

Where the review is stuck.

Named by owner, while there's still time to unblock it.

Surface the disagreements

WRITES BACK

YOU ASK

"Build a draft agenda. No speaker in two rooms at once. Show me every conflict before I commit"

→ YOU GET

A real draft agenda, built inside Sessionboard.

Against your actual rules. Nothing commits until you say so.

Find the cutoff line

09

YOU ASK

"Rank submissions by score within each track and show the natural cutoff."

→ YOU GET

A defensible shortlist to bring to committee.

The accept line, drawn from the numbers you already have.

04 PROMOTE

Turn your speakers into your best promoters.

Where the CFP stands

10

YOU ASK

"How many submissions do we have by track, and which are below last year's pace?"

→ YOU GET

The thin tracks, surfaced early.

While there's still runway to promote and fill them.

Prime your advocates

11

YOU ASK

"List confirmed speakers by rating and past appearances — the best fits for a share kit."

→ YOU GET

The advocates worth activating.

Your strongest voices pointed straight at registration.

Time the last call

12

YOU ASK

"Show submission volume by week against last year's curve."

→ YOU GET

Whether you're ahead or behind.

And exactly when to send the final push.

05 CAPTURE

Get every session, room, and asset event-ready.

Event readiness at a glance

13

YOU ASK

"Every speaker with an incomplete task, every session missing a room or asset, at risk in the next 14 days — by urgency."

→ YOU GET

One prioritized briefing instead of six reports.

Already split by owner, so the team knows what to chase.

Your speaker chase list

14

YOU ASK

"Which confirmed speakers still lack a bio, headshot, or signed release?"

→ YOU GET

A follow-up list, ranked by deadline.

Without opening a single speaker profile.

Nothing goes unrecorded

15

YOU ASK

"Which sessions flagged for recording still lack a room or A/V assignment?"

→ YOU GET

Every capture, confirmed ready.

Before the doors open and the moment is gone.

06 CREATE & REMIX

Turn captured sessions into publishable content.

Best raw material first

16

YOU ASK

"From our top-rated sessions with transcripts, which are best suited to blog posts or clips?"

→ YOU GET

A content queue, highest-scoring first.

Built from sessions that already earned their audience.

Build a content series

17

YOU ASK

"Which sessions cover a given theme across our last four events? Bundle them."

→ YOU GET

A themed series, assembled for you.
Create robust content series.

Spot the next trend content

18

YOU ASK

"Rank last year's sessions and flag the ones that would stand alone as a webinar."

→ YOU GET

Your next webinar lineup.

Drawn from talks that already landed in the room.

07 DISTRIBUTE & AMPLIFY

Put that content, and your best voices, to work all year.

A year of content from three days

WRITES BACK

YOU ASK

"Group top-rated sessions into themes and build a 12-month content calendar with speakers attached."

→ YOU GET

A year of programming

Webinars, newsletter topics, and CE, all from sessions that scored.

Put your best voices to work

20

YOU ASK

"Which speakers rate highest across our events? Prioritize them for amplification."

→ YOU GET

The advocates worth putting to work.

Ranked by performance, not volume.

Map content to channels

WRITES BACK

YOU ASK

"Map our best sessions to webinars, newsletters, and CE across the next two quarters."

→ YOU GET

A channel-by-channel plan.

For content your event already produced.

08 MEASURE

Prove impact — then feed it back into strategy.

22 A dashboard the team keeps

WRITES BACK

YOU ASK

"Build a dashboard for submission volume, acceptance rate, and speaker return across our last four events."

→ YOU GET

Connected information

Not a one-off answer that dies in a chat window.

Audit your own review

23

YOU ASK

"Which sessions scored highest with attendees but lowest with the review committee?"

→ YOU GET

The blind spots in your own review.

Where the committee's taste and the room's diverge.

Gaps and overlaps

24

YOU ASK

"Where was the program thin, where was it redundant, and where did reviewers disagree most?"

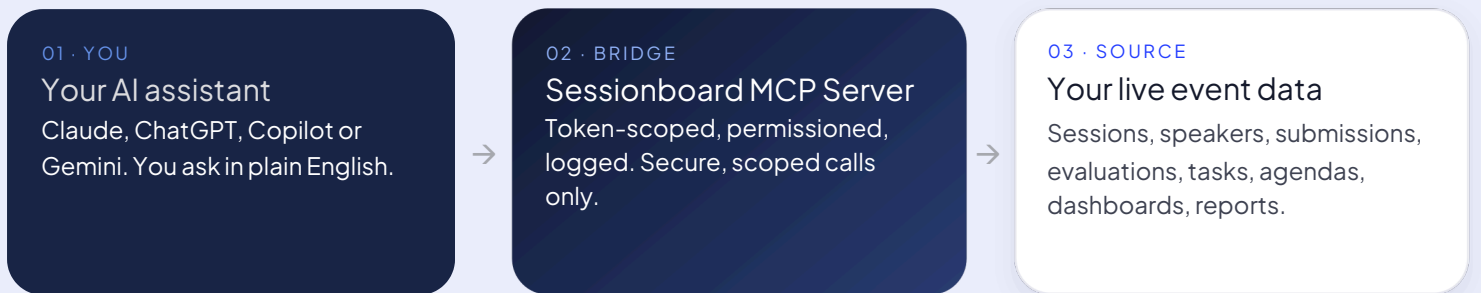
→ YOU GET

The gaps you can't see one track at a time.

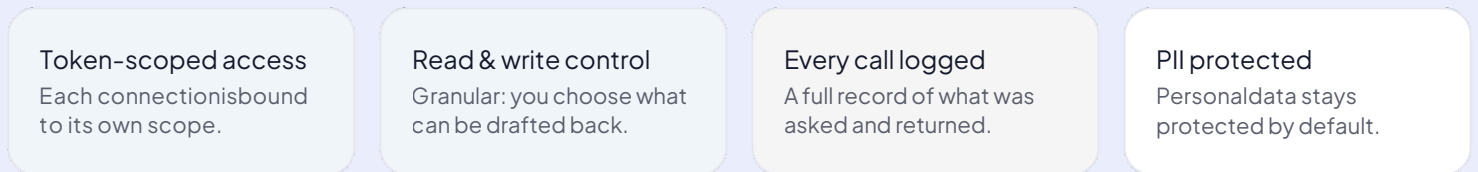
Feeding straight back into next year's strategy.

What happens when you ask.

MCP, the Model Context Protocol, is an open standard that connects an AI assistant directly to a live data source. Your assistant works with your Sessionboard data exactly as it stands right now: reading it to answer a question, and, where you allow it, drafting a change back for you to approve.
No exports. No stale spreadsheets. No copy-paste.



BUILT ON YOUR TERMS



Get started.

Connect in about five minutes and see every available tool.

[Explore more](#)