

Presentation Imports: Fields and Values

Below are the fields of the Add Presentation form, and the data our importer requires. All required fields must have data in order to import. Questions? Reach out to support@meetmax.com

Field	Required?	Value needed for import
Presentation	Y	Presentation title: can be a Company name, or other title.
Type	N	Enter Panel , Company , or Other
Type Label	Y	By default, the field auto-fills with your selection for Type. You can also add custom types here. Learn more.
Start Time	Y	Include both the start date and time. Use your spreadsheet's Date/Time cell format.
End Time	Y	Include both the end date and time. Use your spreadsheet's Date/Time cell format.
Room	Y	Name of the assigned meeting location. It must not have any scheduling conflict with the presentation date/time.
Company	N	Company name associated with the Presenter.
First	N	Presenter first name. If the presentation has multiple presenters, add each one as a separate row on your spreadsheet. All other details must be identical.
Last	N	Presenter last name.
CRM Id	N	Record ID from a CRM tool that's integrated with MeetMax.
Moderator	N	A Y/N field. Indicates which Presenters will moderate their sessions.
Room Details	N	Internal information field. Uses alphanumeric characters.

Field	Required?	Value needed for import
Contact Notes	N	Internal information field for presenter contact information.
Description	N	Description that appears on the Attendee and Company Presentation pages , set to Rows view.
Profile	N	Pop-up description box that appears when participants click on the presentation title .
Is Universal	N	A Y/N field. Indicates whether this presentation should automatically appear on everyone's schedule.
Is Draft	N	Set to N, and the presentation will import. You can change this to Y after import, if you want to hide a presentation while making edits.
Span rooms	N	A Y/N field. Indicates whether this presentation should prevent other presentations from being scheduled in the same time slot.
Capacity	N	Max number of sign-ups. Enter the number only, no text.
Track	N	Enter the name of the track, exactly matching an existing track you've created .
Exclude Group Name	N	If you're organizing participants into groups, designate which group name(s) to hide this presentation from . Separate multiple names by comma.
Breakout Start Time	N	If this presentation includes a breakout session, include both the start date and time. Use your spreadsheet's Date/Time cell format.
Breakout End Time	N	If this presentation includes a breakout session, include both the end date and time. Use your spreadsheet's Date/Time cell format.
Breakout Room	N	Name of the assigned breakout session location. It must not have any scheduling conflict with the breakout meeting date/time.