

Work Assignment between ZWSOFT and Eco-Partner on ZWCAD 2024 x Industry Application Joint Webinar

1. Responsibilities of two parties:

ZWSOFT	Eco-Partner
Confirm the webinar topic and time	
Design the invitation email and poster	Provide copy and images for the invitation email and poster
Schedule the webinar on Zoom and create the registration link	N/A
-Send invitation emails to ZWSOFT email database -Post the event on SNS (LinkedIn/Facebook/Twitter)	-Send invitation emails to the eco-partner's email database -Post the event on SNS
Prepare slides for ZWSOFT part	Prepare slides for the eco-partner's part, and share them, along with other materials (videos, design source files, etc) to ZWSOFT in advance
Rehearse at least 1 day in advance (if necessary)	
Start the webinar	N/A

2. Materials for the invitation letter:

Eco-partners should provide the following materials to ZWSOFT for the preparation of the invitation letter:

- Introduction to your application(s)
- Highlights of the webinar and its benefits for attendees
- Images of your application(s) and your company logo
- Webinar agenda
- Information on speaker(s) (name, job title, profile image)
- Information on gifts for attendees (if available)

ZWSOFT will be responsible for designing invitation materials and will confirm with the eco-partner before sending them out.

Both parties should promote the invitation through their marketing channels, including but not limited to email, website, SNS, and media outlets.