

What I need from you

AI Introduction Session

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The booking confirmed in writing: date, start time, length, and office or remote **ESSENTIAL**

Why I need it. Fixes the date the whole commission is worked back from, the format the demonstrations are rehearsed for, and the point the two-working-day summary clock starts from.

Where you'll find it. Your own diary, confirmed by reply to the booking email.

Without it. There is no session: no date to rehearse for, no format to build the run sheet around, and nothing for the summary deadline to count from.

2. Who is in the room **IMPORTANT**

Why I need it. Selects the demonstration set.

Where you'll find it. Whoever runs the team can write it in minutes; no documents needed.

Without it. The demonstrations get picked for your line of work in general, not the room actually in front of them.

3. Current systems picture **OPTIONAL**

Why I need it. Grounds the "what this would look like for you" half.

Where you'll find it. Whoever pays the subscriptions can list them in minutes.

Without it. The "what this would look like for you" half of the session stays generic instead of built around your systems.

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.