



AI Cheatsheet for Event Professionals

Spark

Role: Your Event Administrator

Top Use Cases: Write agendas, create speaker bios, generate marketing ideas, summarise surveys

<https://sparkit.ai>

ChatGPT

Role: Your Swiss Army Knife

Top Use Cases: Rewrite emails, brainstorm, create FAQs, simplify content

<https://chat.openai.com>

Gamma.app

Role: Your Presentation Designer

Top Use Cases: Build slide decks, reports, speaker briefs, sponsor updates

<https://gamma.app>

HeyGen

Role: Your Virtual MC or Speaker

Top Use Cases: Pre-record video intros, chair sessions virtually, announce sponsors

<https://www.heygen.com>

Suno

Role: Your Creative Musician

Top Use Cases: Create custom jingles, walk-on music, recap songs

<https://suno.com>

SPARK Destinator

Role: Your Research Assistant

Top Use Cases: Find cities and venues, filter by sustainability, size, region

<https://sparkit.au>

Canva Magic

Role: Your Branded Design Wingman

Top Use Cases: Turn speaker bios into social tiles, animate posts, design signage

<https://www.canva.com>

Connect

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