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INSPIRE.AI · PROMPT PACK

The AI-Enhanced **Post-Conference Value Playbook**

Five prompts that turn a week of conference recordings and slide photos into a summary, a deck, and a set of videos your team will actually watch.

COMPANION TO THE INSPIRE HOW-TO VIDEO

I Fed a Conference Into Claude and NotebookLM (Here's What Came Out)

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Five prompts, **start to finish**

A conference generates more material than anyone has time to process: hours of session recordings, a phone full of slide photos, pages of notes. These five prompts run the whole arc, pulling your own recordings into organized summaries, matching slide photos to the right session automatically, then turning all of it into a deck and a set of videos you can actually hand to someone who didn't go. Run them in order, starting in whichever tool you already use to capture your notes.

1. **Pull in every session transcript at once**
   Point the model at the whole folder of recordings instead of retyping notes by hand, and get a summary for every keynote and breakout you actually attended, tied back to the itinerary you already built.

2. **Rename your slide photos automatically**
   Match photos to sessions by timestamp instead of sorting hundreds of screenshots yourself, so every photo lands in a folder labeled with the session it's actually from.

3. **Keep only the photos that matter**
   Go back through the first draft and trim it down to the handful of images each keynote actually needs, not a slide-by-slide photo dump.

4. **Turn the summary into a slide deck**
   Hand the same material to NotebookLM and get a deck built around the sessions that mattered most, starting with the keynotes.

5. **Generate a video overview of each keynote**
   Turn each keynote into a short video that someone who skipped the session could actually sit through.

Every prompt in this pack is live, selectable text. Select the block, copy it, and paste it straight into whichever AI tool that step calls for, your recorder's connected assistant, Claude, or NotebookLM. Line breaks picked up from the PDF will not affect how the prompt runs.

BEFORE YOU PASTE: MAKE THESE YOURS

These prompts walk through a real HR Tech 2026 debrief as the worked example: a voice-recording tool with a folder named "HR Tech," slide photos exported to a Pictures folder, and an itinerary already sitting in an Inspire Strategy project.

Swap in your own recording tool, folder names, and project name before you run these. The model can only match transcripts to sessions, or photos to timestamps, if you point it at where your own notes actually live.

1

Pull in every session transcript at once

Before you write a single summary by hand, let the model read every recording you captured and organize it by session.

This assumes your voice-recording tool is already connected to your AI assistant, and that your conference itinerary is saved as a file you can attach.

COPY EVERYTHING BELOW

> Can you pull in all of my transcripts from **[your voice-recording tool]** in the folder labeled **[your conference folder name]**? Then create a summary for each of the keynotes and breakout sessions I have transcripts for. I'm also going to do an overall summary of the conference based on the itinerary we created in my **[your planning project]**, which I've attached.

WHY THIS ONE WORKS

Pointing the model at a whole folder of recordings, instead of retyping your own notes, means nothing from a session you actually sat through gets left out. Tying the overall summary back to the itinerary you already built keeps the recap anchored to the plan you made, not a generic conference wrap-up.

2

Rename your slide photos automatically

Hundreds of screenshots are only useful if you can find the one you need. Let timestamps do the sorting.

COPY EVERYTHING BELOW

> Please upload the photos of slides I took at the conference. I didn't take them at every session, but the date and time stamps should match up with the sessions I was in. Can you create a single folder with all these photos and rename each file with the session title, appended with “photo 1,” “photo 2,” and so on? The current folder of exported photos is labeled **[your conference folder name]** in **[wherever your photos live]**.

WHY THIS ONE WORKS

Matching photos to sessions by timestamp, instead of asking the model to guess from the image itself, means every photo lands in the right folder under the right name, with zero manual sorting after a conference where you probably weren't labeling anything as you went.

3

Keep only the photos that matter

A summary with every photo you took is just a slideshow. Go back and make it selective.

COPY EVERYTHING BELOW

> Now let's go ahead and update the summary and take just a few key photos from each of the keynote sessions, instead of trying to include all the photos. Ask me questions about anything else we need to decide on to make this a good summary document.

WHY THIS ONE WORKS

Asking for a second, more selective pass, and inviting the model to ask its own questions instead of guessing at what you want, keeps the summary something a colleague would actually read, not a dump of every photo you happened to take.

4

Turn the summary into a slide deck

Hand the same research to NotebookLM and let it build a deck around what actually mattered.

This step moves into NotebookLM: create a notebook, add your session transcripts and renamed photos as sources, then run this prompt there.

COPY EVERYTHING BELOW

> Help me create a slide deck that summarizes this conference based on each of the sessions, starting with the keynotes, since those are the most important. Show a few images from each session based on your best judgment, and don't use everything, since that will make it too long. Ask me questions to help improve the quality.

WHY THIS ONE WORKS

Telling the model to use its own judgment on images, and to cap the length instead of including everything, is what keeps a notebook full of transcripts from turning into a 60-slide deck nobody will sit through.

5

Generate a video overview of each keynote

Turn each keynote into something a colleague who skipped the session could actually watch.

COPY EVERYTHING BELOW

> Create a video overview for each of the keynote sessions from the conference. (Try Video Overview, Explainer, and Auto-Select, or experiment with the different styles.)

WHY THIS ONE WORKS

Trying more than one video style before settling on one is worth the two minutes it takes. Going back and actually reviewing the finished videos afterward is what helped solidify the key takeaways, not just having them generated and left unwatched.

A good conference is a start. **Acting on it is the job.**

Transcripts, slide photos, and a deck are just the raw material. Inspire connects what you bring back, the session takeaways, the sharper read on your market, the questions nobody answered yet, to the OKRs, planning, and daily tasks that turn a week away from the office into real movement on your 2027 roadmap.

See it in your organization
https://inspiresoftware.com/about-us/contact/

Works with the tools you already run
https://inspiresoftware.com/platform/integrations/

What leaders say on G2
https://www.g2.com/products/inspire-software-inspire/reviews

More practical, follow-along builds in the Inspire How-To series on YouTube. Subscribe for a new one you can put to work this week.