

Meeting Prep Example

Below is an example of the Meeting Prep Document to provide AEs prior to the meeting.

Company: Kirkland & Ellis

Industry: Law Practice

Revenue: 7.2B (Zoominfo)

Headcount: 7.5K Employees (per Sales Nav)

LinkedIn: <https://www.linkedin.com/sales/company/5732>

Company Overview: As one of the world's leading law firms, we serve a broad range of clients with market-leading practices in private equity, M&A and other complex corporate transactions; investment fund formation and alternative asset management; restructurings; high-stakes commercial and intellectual property litigation; and government, regulatory and internal investigations. We handle the most complicated and sophisticated legal matters because we don't just meet industry standards, we create them. We bring innovation and entrepreneurialism to every engagement and, as a result, have long-standing client relationships with leading global corporations and financial sponsors. With 6,500 employees (including approximately 3,500 lawyers) operating from offices in 20 cities across the United States, Europe, the Middle East and Asia, we are one of the largest law firms in the world and a top financial performer.

Outbound Prospect: INSERT NAME/ INSERT ROLE / 6 months in role

- INSERT LINKEDIN LINK
- INSERT ARTICLE LINK REGARDING HIRING OF THE PROSPECT (IF AVAILABLE)

Hiring for Director of Applied AI and Data Science:

- <https://staffjobsus.kirkland.com/jobs/14352266-director-of-applied-ai-and-data-science-coe-plus-rd>
- "Champion the identification, assessment, and prioritization of AI/advanced analytics use cases to revolutionize both our legal practices and business operations."

Hiring for AI Solutions, Project Manager:

- <https://staffjobsus.kirkland.com/jobs/14352266-director-of-applied-ai-and-data-science-coe-plus-rd>
- "Coordinate vendor selection, negotiation, and contracting processes to ensure alignment with project requirements and budgetary constraints."

Hiring Requirements:

- "Expertise in TensorFlow, PyTorch, and Keras. Proficient in using AI/ML platforms like Google AI Platform, AWS SageMaker, or Azure Machine Learning for model development and deployment. Proficient in big data technologies such as Hadoop, Spark, and Kafka for handling large datasets. Experience with data visualization tools like Tableau, Power BI, or Qlik for deriving actionable insights from data."

SALESDEV PLAYBOOK

Large & Strong Data Team:

- INSERT SALES NAV LINK SHOWING TEAM MEMBERS

Following YOUR COMPANY on LI:

- PLACE THE LINK TO PROSPECTS WHO ARE FOLLOWING THE COMPANY

Future Connects:

- SHARE LINK TO FUTUR CONNECTS

Message Sent to Prospect

Hi NAME, Congrats on your new role at Kirkland & Ellis. Recently connected with NAME via email regarding predictive/gen AI, data governance and overall AI strategy at Kirkland & Ellis. NAME stated you would be the best point of contact regarding generative AI and ML strategy. Currently working with orgs on building, deploying and governing predictive/gen AI models. Open to learning more? Best, Alex

Meeting Accepted?: Confirmed meeting with prospect via email for Thursday @ 3:00 PM EST