EUROPE ATP 2019

Madrid, Spain

TRANSFORMING ASSESSMENTS

Challenge. Collaborate. Inspire.

Speaker Packet: Product Demonstrations

E-ATP 2019 Conference
25-27 September 2019
Madrid, Spain

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2019 Conference to be held 25 - 27 September 2019 at the Meliá Castilla Hotel, Madrid, Spain. We look forward to a very successful conference!

Enclosed you will find the following information:

Below is a table of items and upcoming deadlines for your reference.

ACTIVITY:	DEADLINE:	Return via:
Complete Online Presentation Agreement	13 June 2019	Click here for presentation agreement
Register for the Conference (to ensure early bird registration rate)	13 June 2019	http://eatpconference.org/register.aspx
Email most recent Bio	23 July 2019	eatpspeakers@designingevents.com
Make Hotel Reservation	26 August 2019	http://eatpconference.org/venue.aspx
Email Final PowerPoint Presentation	5 September 2019	eatpspeakers@designingevents.com

If you have any questions about these materials, due dates or for additional information, please contact:

Kim McManus
+1-443-293-4011
eatpspeakers@designingevents.com

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PRODUCT DEMO INFORMATION & GUIDELINES

1. The Demos are provided in a "Competition" format. The Demos will be broken into two groups with one group running during lunch on Thursday, 26 September 2019 from 12:45 – 14:00 and the second group running during the reception on Thursday, 26 September 2019 from 17:30 – 18:30 and will be available for delegates to view and vote on the top demos during this time. We will send you your final time slot in the coming weeks.

2. Delegates will have the opportunity to view between 5 and 7 demos during this time period. Each demo should last approximately 5 - 7 minutes, with time for questions. Small groups will gather for your demo. Once your demo is complete, the small group will move on, allowing another small group to view your demo.

3. Wireless internet is available for the demos.

4. Demos that focus on the commercial intent of a product or a service are not permitted.

5. If you have a presentation or any documents related to your demo, please send these to eatpspeakers@designingevents.com by 5 September 2019. If you make changes to your presentation or documents after the deadline and prior to the conference, please bring the most recent version with you onsite saved to a USB flash drive. Please drop off presentations to the Designing Events staff at the registration desk upon arrival. These presentations will be shared with conference delegates.

6. There will be time to test your presentation prior to the start of the session and within the session room assigned.

7. You are responsible for providing your own laptop with the presentation loaded.

Thank you in advance for understanding and adhering to these guidelines to ensure a successful conference for all!

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SPEAKER REGISTRATION & HOTEL INFORMATION

Speaker Registration:

All speakers participating in the conference must register for the conference. To register for the conference please register online at http://eatpconference.org/register.aspx .   The registration fee ranges from **€505 to €705**, depending on when you register and your membership status. The delegate fee includes all conference-related sessions, networking opportunities and materials, as well as lunch and breaks.

Hotel Reservations:

To book a room at the beautiful Meliá Castilla, please click on link below:

http://eatpconference.org/venue.aspx

The Meliá Castilla is offering E-ATP Delegates a special discounted room rate of €190 for single occupancy. As part of your €190 room rate, you will receive breakfast. **Hotel reservations will be accepted at the conference rate until 26 August 2019 and are sold on a first-come, first-served basis.**

Check-in time at the hotel is 15:00. The Hotel will make reasonable efforts to accommodate early arrivals. Check-out time is 12:00. Group members staying in their rooms beyond the check-out time without Hotel authorization will be charged for an additional room night.

Do I need to make my own travel reservations?
Yes, you will need to arrange all of your travel to and from the conference.

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CONFERENCE ESSENTIALS

When does the conference start/conclude?

The conference begins on Wednesday, 25 September 2018 at 12:00 with the Conference Welcome and Opening Keynote, followed by lunch and exhibits open. The conference concludes at 13:00 on Friday, 27 September 2019.

Conference Location:

Meliá Castilla Hotel
Poeta Joan Maragall, 43 28020
Madrid, Spain
T: (34) 91 567 50 77
http://eatpconference.org/venue.aspx

What equipment will be available to me?

Each Product Demonstration station will be equipped with the following item:
- A large plasma screen
- High tabletop for your laptop materials
- Cables to connect your laptop to the plasma screen *(you are required to bring your own laptop)*
- Wireless Internet Access

If you have a disability and need an accommodation in order to present at this conference, please contact Kim McManus at eatpspeakers@designingevents.com, +1-443-293-4011.

We look forward to a successful conference!