EUROPE ATP 2019

Madrid, Spain

TRANSFORMING ASSESSMENTS

Challenge. Collaborate. Inspire.

Speaker Packet: Snapshot Sessions

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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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

Do I need to register for the conference?
Yes, you will find all the information on registration in this speaker packet on page 4. You are encouraged to register as early as you can, but no later than 13 June 2019 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

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

What equipment will my presentation room have?
Each meeting room will be equipped with the following item:
- LCD Projector
- Podium
- Screen
- 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, +443-293-4011.

Session Coordinator/Session Moderator Information:
A session coordinator/moderator will be added to each Snapshot Session. They will assist in:
- Keeping the session on time
- Facilitating question and answer periods
- Handout and collection of session evaluations

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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 Divani Apollon Palace & Thalasso, please click on link below:

http://eatpconference.org/venue.aspx

The Divani Apollon Palace & Thalasso 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 1 breakfast. **Hotel reservations will be accepted at the conference rate until 9 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.

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PRESENTATION & SESSION GUIDELINES

1. Session Type: Snapshot Session

   Thirty minute interactive breakout session. This session type allows the presenters to get information to the audience in a quicker format than a full breakout session. These sessions do work better if presenters present 20 minutes with 10 minutes of Q&A.

2. E-ATP prefers that all speakers use the conference PowerPoint template provided via e-mail to ensure consistent and professional presentations throughout the conference. The template will be sent to all speakers via email mid-July.

3. Presentations that focus on the commercial intent of a product or a service are not permitted.

4. Please send your presentation to eatpspeakers@designingevents.com by 5 September 2019. If you make changes to your presentation 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.

5. **E-ATP does *not* provide a laptop for the session and requests that you please bring your own with all presentation slides saved to *one* presentation laptop.** Please coordinate with other speakers if your session has been combined with others.

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

7. E-ATP will be providing all presentations to conference attendees electronically during or after the conference. E-ATP will not be providing handouts for each session. If you wish to have handouts for your session, you are welcome to provide them. Please come prepared with 75 copies of your handouts for each session.

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