



E-ATP 2021 Conference

**Speaker Packet – Breakout Session**

27 - 29 September, 2021

**Virtual Event**



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27-29 September 2021  
Virtual Event**

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2021 Conference to be held 27 - 29 September 2021, virtually. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines.....2
- Conference Essentials (dates, location, etc.).....3
- Speaker Registration .....4
- Presentation and Session Guidelines.....5

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

<b>ACTIVITY:</b>	<b>DEADLINE:</b>	<b>Return via:</b>
Complete Online Presentation Agreement	13 July 2021	<a href="#">Click here for presentation agreement</a>
Register for the Conference (to ensure early bird registration rate)	27 August 2021	<a href="http://eatpconference.org/register.aspx">http://eatpconference.org/register.aspx</a>
Email most recent Bio	23 July 2021	<a href="mailto:eatpspeakers@designingevents.com">eatpspeakers@designingevents.com</a>
Email Final PowerPoint Presentation	3 September, 2021	<a href="mailto:eatpspeakers@designingevents.com">eatpspeakers@designingevents.com</a>

**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](mailto:eatpspeakers@designingevents.com)



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**CONFERENCE ESSENTIALS**

**What is a Breakout Session?**

A breakout session is a 40-minute session. Breakout sessions provide a rounded perspective on a topic(s). Sessions include multiple presenters from a single organisation, across multiple organisations or panel sessions specifically where the end users of tests and assessments are involved. **This session type may be pre-recorded or live.** If you choose to pre-record, you will need to be present in the chat to answer any questions during your session. If you decided to present live, you will need to plan time within your presentation to answer questions from the audience. We will follow-up with more information on next steps for recorded sessions soon.

**When does the conference start/conclude?**

The conference begins on Monday, 27 September 2021 at 10:00 BST with Coffee Conversations. The conference concludes at 4:40 PM BST on Wednesday, 29 September 2021 with our Closing General Session.

**Conference Location:**

- Virtual
- Platform links and speaker links will be provided closer to the conference.

**Do I need to register for the conference?**

Yes, you will find all the information on registration in this speaker packet below. You are encouraged to register as early as you can, but no later than 27 August 2021 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

**What equipment/support will my presentation have virtually?**

Each virtual "room" will be equipped with the following items:

- Screen Sharing
- Chat Room feature among the speakers
- Designing Events Tech to help before and during the session

If you need an accommodations in order to present at this conference, please contact Kim McManus at [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com), +443-293-4011.



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**SPEAKER REGISTRATION**

**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 fees are below:

**Rates by Registration Date:**

By 27 August 2021: €95 (ATP Member Early Bird)

By 27 August 2021: €160 (ATP Non-Member Early Bird)

After 27 August 2021: €145 (ATP Member)

After 27 August 2021: €210 (ATP Non-Member)

The delegate fee includes all educational sessions, networking opportunities and recorded sessions following the conference.



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**PRESENTATION & SESSION GUIDELINES**

1. If you plan on having a PowerPoint presentation, 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 closer to the conference.
2. Presentations that focus on the commercial intent of a product or a service are not permitted.
3. **Please send your presentation to [eatpspeakers@designingevents.com](mailto:eatpspeakers@designingevents.com) by 3 September 2021**
4. There will be time to test your presentation prior to the start of the session and a Designing Events tech will be available to you during this testing time. We ask that presenters join 20 minutes before the session start time. We will send out more information on this in the coming weeks.
5. E-ATP will be providing all presentations to conference attendees electronically during or after the conference.

**QUESTIONS?**

Please don't hesitate to contact us at [atp@designingevents.com](mailto:atp@designingevents.com) or by phone at 443-293-4011.

*Thank you in advance for understanding and adhering to these guidelines to ensure a successful conference for all! We look forward to a successful 2021 E-ATP Conference!*