



E-ATP 2022 Conference

**Speaker Packet – Presentation**

11 - 13 October, 2022

**In-Person and Virtual**



**E-ATP 2022 Conference  
11-13 October 2022  
Hybrid**

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2022 Conference to be held 11 - 13 October 2022 as a hybrid event. We look forward to a very successful conference!

**What does hybrid mean for the 2022 E-ATP Conference?**

It means that the conference is being planned as a fully, in-person conference in London, England, with informative content, exhibit hall, and networking opportunities galore!

It also means that a bit of the incredible in-person content and virtual-only content will be made available to all online attendees. But content is only part of the E-ATP conference experience. Virtual attendees will have the chance to learn from and connect with the sponsors, engage in virtual networking opportunities, and participate in discussions around industry challenges and opportunities.

Our in-person delegates will benefit from both the in-person content and experiences, while also being able to take part in the content streaming virtually as described above.

Enclosed you will find the following information:

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**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 June 2022	<a href="#">Click here for the presentation agreement</a>
Register for the Conference	13 June 2022 <b>(Note: This is also the deadline for early bird registration)</b>	<a href="http://eatpconference.org/register.aspx">http://eatpconference.org/register.aspx</a>
Email most recent Bio	22 August 2022	<a href="mailto:atp@designingevents.com">atp@designingevents.com</a>
Make Hotel Reservation*	19 September 2022	<a href="http://eatpconference.org/venue.aspx">http://eatpconference.org/venue.aspx</a>
Email Final PowerPoint Presentation	26 September 2022	<a href="mailto:atp@designingevents.com">atp@designingevents.com</a>

\*The Hotel Reservation Cut Off Date is for in-person attendees.

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

**Kim McManus**  
**+1-443-293-4011**  
[atp@designingevents.com](mailto:atp@designingevents.com)



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**ABOUT YOUR SESSION TYPE & CONFERENCE ESSENTIALS**

**Presentation:** A presentation is a 45-minute session consisting of 30-minutes for content and 15-minutes of Q&A. Presentations 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. **These sessions will be offered virtually or in-person.**

*Please note – If you submitted your submission as a panel discussion during the call for presentation process, panel discussions are classified as a presentation for the conference and described in the definition of presentations in marketing materials. Please see above definition.*

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

The conference begins on Monday, 11 October 2022 at 12:00 with lunch with our exhibitors followed by the Conference Welcome and Opening Keynote. The conference concludes at 12:15 on Wednesday, 13 October 2022. The schedule is tentative.

**Conference Location:**

**In Person:** The 2022 E-ATP Conference will be held at the Radisson Blu Edwardian Heathrow, 140 Bath Rd, Harlington, Hayes UB3 5AW, United Kingdom

**Virtual:** The 2022 E-ATP Conference will be streamed through the event platform. Platform and speaker links will be provided closer to the conference if you are speaking virtually.

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

Yes, you will find all the information on registration in this speaker packet on page 6. You are encouraged to register as early as you can, but no later than 13 June 2022 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, if you are attending in person you will need to arrange all your travel to and from the conference.



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**ABOUT YOUR SESSION TYPE & CONFERENCE ESSENTIALS CONTINUED**

**What equipment will my presentation room have?**

**In-Person:** There will be AV equipment for this session. These sessions can be presentation style, discussion-based (panel discussion) or both. Each meeting room will be equipped with the following items:

- LCD Projector
- Screen
- Podium
- Wireless Internet Connection

**Session Coordinator/Session Moderator Information:**

If your session is scheduled for in-person, a session coordinator/moderator will be added to each presentation. They will assist in:

- Keeping the session on time
- Facilitating question and answer periods
- Handout and collection of session evaluations

**Virtual:** Presentation sessions will be held in Zoom Webinar. Attendees will watch the session from the platform, where the presentation will be streamed. Each virtual “room” will be equipped with the following items:

- Chat feature among the speakers and attendees
- Designing Events Tech to help before and during the session

If you need any special accommodations to present at this conference, please contact Kim McManus at [atp@designingevents.com](mailto:atp@designingevents.com) or +1-443-293-4011.



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**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, **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 for in-person attendees.

**In-Person:**

13 June 2022: €600 (ATP Member)  
13 June 2022: €700 (ATP Non-Member)  
14 June – 29 August: €650 (ATP Member)  
14 June – 29 August: €750 (ATP Non-Member)  
After 29 August 2022: €700 (ATP Member)  
After 29 August 2022: €800 (ATP Non-Member)

**Virtual:**

13 June 2022: €100 (ATP Member)  
13 June 2022: €200 (ATP Non-Member)  
14 June – 29 August: €125 (ATP Member)  
14 June – 29 August: €225 (ATP Non-Member)  
After 29 August 2022: €150 (ATP Member)  
After 29 August 2022: €250 (ATP Non-Member)

**If you are attending in-person, please see the hotel details below.**

**Hotel Information:**

Hotel Address: 140 Bath Rd, Harlington, Hayes UB3 5AW, United Kingdom

Hotel Phone Number: +44 20 8759 6311

**Hotel Room Reservations:**

[Reserve](#) your room at the Radisson Blue Edwardian Heathrow. E-ATP delegates are entitled to special discounted room rates.

**Single Rate: €145 per night**

**Double Rate: €165 per night**

**Availability**

Rooms are limited so book early! This special rate is only valid on a first-come, first-served basis through 26 August 2022. Please note check-in is 15:00 hours and check-out is 12:00 hours.



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**PRESENTATION & SESSION GUIDELINES**

1. 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.
2. If you have a PowerPoint presentation, please send your final PowerPoint by 26 September, 2022 to [atp@designingevents.com](mailto:atp@designingevents.com).
3. Presentations that focus on the commercial intent of a product or a service are not permitted.
4. If presenting in-person, 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.
5. There will be time to test your presentation prior to the start of the session and within the session room assigned.
6. E-ATP will be providing all presentations to conference attendees electronically during or after the conference.
7. If you are presenting in person and plan to have handouts, please come prepared with 75 copies of your handouts for each session. E-ATP will not be providing handouts for each session.

**Questions?**

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

We look forward to a successful conference!