



E-ATP 2022 Conference

**Speaker Packet—Roundtables**

11 – 13 October 2022

**In-Person Only**



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

Dear Conference Speaker,

Thank you for agreeing to serve as a speaker for the upcoming 2022 E-ATP 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. To present a roundtable, you must attend in-person.

**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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**CONFERENCE ESSENTIALS**

**Roundtable:** A roundtable discussion is a 45-minute structured conversation with up to three speakers that bring a variety of perspectives to a subject to discuss with an audience who may participate by asking questions or inputting comments. This session must promote attendee engagement and their participation into the discussion. **Roundtables will be offered as in-person only and all speakers must be in-person.**

**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 the Opening Keynote. The conference concludes at 12:15 on Wednesday, 13 October 2022. The schedule is tentative.

**Conference Location:**

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

**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 13 June, 2022 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

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

There will be AV equipment for this session. Each meeting room will be equipped with the following items:

- LCD Projector
- Podium
- Screen
- Wireless Internet Connection

**Session Coordinator/Session Moderator Information:**

A session coordinator/moderator will be added to each roundtable. They will assist in:

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

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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**SPEAKER REGISTRATION AND 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.

**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)

**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**

All rooms include access to buffet breakfast and include VAT. 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.

Please visit the [conference website](#) for more information regarding hotel and travel.



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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.

*\*If you plan to use a PowerPoint presentation during your roundtable, it should be used to help facilitate the conversation as this session is supposed to promote attendee engagement and attendee participation within the discussion.\**

2. If you have a PowerPoint, 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 you decide to have a powerpoint presentation, there will be time to test your presentation prior to the start of the session and within the session room assigned.
5. E-ATP will be providing all presentations to conference attendees electronically during or after the conference.
6. 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.

**QUESTIONS?**

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

We look forward to a successful 2022 E-ATP Conference