



E-ATP 2022 Conference

**Speaker Packet – Virtual Coffee Conversation**

11 - 13 October 2022

**Virtual**



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

Dear Virtual Coffee Conversation Facilitator:

Thank you for agreeing to serve as a facilitator 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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- Conference Essentials (dates, location, etc.) 4
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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	<b>13 June 2022 (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*	26 August 2022	<a href="http://eatpconference.org/venue.aspx">http://eatpconference.org/venue.aspx</a>

\*The Hotel Reservation Cut Off Date is for anyone planning to attend in-person.

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

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



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**CONFERENCE ESSENTIALS**

**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.

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

Yes, you will find all the information on registration in this speaker packet on page 5. 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 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.

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

Virtual Coffee Conversations will be held in Zoom Meetings. Attendees will link from the platform into a Zoom Meeting for these discussion-based sessions. 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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### **Virtual Coffee Conversation Guidelines**

**Virtual Coffee Conversations** are 45-minute informal live chats with fellow conference attendees who share common interests. These do not include presentations. These sessions are geared towards discussions and exploration of ideas. *These sessions will be offered as virtual only.*

#### **When are the Virtual Coffee Conversations?**

Virtual Coffee Conversations are being held throughout the conference during multiple time slot times. We will send you your session time in the coming weeks.

**Discussions that focus on the commercial intent of a product or a service are not permitted.**

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



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**FACILITATOR REGISTRATION & HOTEL INFORMATION**

**Facilitator Registration:**

All facilitators 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)

**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.

**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 for your participation as a conference facilitator. We look forward to a successful 2022 E-ATP Conference!