



E-ATP 2022 Conference

Speaker Packet – Workshops

11 – 13 October 2022

In-Person Only



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

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP Conference to be held 11 October – 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:

- Table of Deadlines 3
- About your Session Type & Conference Essentials 4
- Speaker Registration & Hotel Information 5
- Presentation and Session Guidelines 6



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Below is a table of upcoming deadlines for your reference.

Activity	Deadline	Return via:
Complete Online Presentation Agreement	13 June 2022	Click Here for the Presentation Agreement
Register for the Conference	13 June 2022 (Note: This is also the deadline for early bird registration)	http://eatpconference.org/register.aspx
Email Most Recent Bio	22 August 2022	atp@designingevents.com
Make Hotel Reservation*	19 September 2022	http://eatpconference.org/venue.aspx
Email Final PowerPoint Presentation	26 September 2022	atp@designingevents.com

*The Hotel Reservation Cut Off Date is for in-person attendees. To present a workshop, you must 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



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About your Session Type & Conference Essentials

Workshop: A workshop is a 60-minute session where participants will learn and interact through structured group exercises/participation. Workshops can cover a variety of topics. **Workshops 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 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 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, you will need to arrange all your travel to and from the 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 workshop. They will assist in:

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

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



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REGISTRATION and Hotel Information

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 soon.
2. If you have a PowerPoint presentation, please send your final PowerPoint by 26 September, 2022 to atp@designingevents.com.
3. Presentations that focus on the commercial intent of a product or a service are not permitted.
4. 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. 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 Kim McManus at atp@designingevents.com or by phone at 443-293-4011.

Thank you for your contribution to the 2022 E-ATP Conference!