

SPEAKER FREQUENTLY ASKED QUESTIONS PRESENTATIONS

What is the format of my session?

Presentation sessions are 45-minute presentations or panel discussions consisting of 30 minutes of content and 15 minutes of live Q&A. Presentations provide a rounded perspective on a topic. Sessions can include multiple presenters from a single organisation or multiple organisations. One 45-minute presentation session could include multiple smaller presentations around the same topic.

Do I need to register for the conference?

Yes, please register for the in-person portion of the conference [here](#). Registration is required to present at this year's conference.

Do I need to make my own travel arrangements?

Yes, you will need to arrange all your travel to and from the conference in Vienna, Austria. Please contact the hotel directly to book your room by 17 August 2023. We encourage attendees to book their room as soon as possible, as they are on a first-come first-served basis.

To view information on how to book your room, click [here](#).

What equipment will my breakout room have?

Each meeting room will be equipped with the following items:

- Beamer (projector)
- Screen
- Podium Microphone
- Speaker system – including connections for speakers to play sound from laptop

What if I need technical assistance on the day of the conference?

Designing Events staff and AV technicians will be available in case you need support. We ask that all speakers show up 10 minutes before your session to set up and prepare for your presentation.

Is there a Conference App?

Yes, we will have a conference app where you can access conference materials, sessions, conference information, and more. The platform is accessible via an app or a desktop version. We will send out more information on how to access our platform via the app or the browser the week before the conference.

Is there a PowerPoint Template?

Yes, if you plan to have a presentation, we will provide a PowerPoint template. 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 by mid-July.

What items should have been completed by now for my presentation?

If you have not completed the following requirements for the conference, please do so as soon as possible. This will make sure Designing Events has everything they need to make your presentation as successful as possible during the conference.

- [Register for the Conference.](#)
- [Complete the Online Presentation Agreement](#) if you have not done so already.
- Email your most recent Speaker Bio and headshot to atp@designingevents.com by 1 August 2023, if you have not provided this already.
- [Book your hotel room](#) - Rooms are limited so book early! This special ATP attendees' rate is only valid on a first-come, first-served basis through 17 August 2023.
- If you have a presentation, email your final PowerPoint presentation to atp@designingevents.com by 30 August 2023.

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us at atp@designingevents.com.