



E-ATP 2023 Conference

Speaker Packet – Interactive Session

20 - 22 September 2023

Vienna, Austria



**E-ATP 2023 Conference
20-22 September 2023**

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2023 Conference to be held 20 - 22 September 2023 in Vienna, Austria. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines 2
- About your Session Type & Conference Essentials 3
- Speaker Registration & Hotel Information 4
- Presentation and Session Guidelines 5

Below is a table of items and upcoming deadlines for your reference.

| ACTIVITY: | DEADLINE: | Return via: |
|----------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Complete Online Presentation Agreement | 30 May 2023 | Click here for the presentation agreement |
| Register for the Conference | 13 June 2023 (Note: This is also the deadline for early bird registration) | http://eatpconference.org/register.aspx |
| Email most recent Bio | 1 August 2023 | atp@designingevents.com |
| Make Hotel Reservation* | 17 August 2023* | http://eatpconference.org/venue.aspx |
| Email Final PowerPoint Presentation | 30 August 2023 | atp@designingevents.com |

*The Hotel Reservation Cut Off Date is for the special discounted room rate.

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

Chris Copley
+1-240-915-8948
ccopley@designingevents.com



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ABOUT YOUR SESSION TYPE & CONFERENCE ESSENTIALS

Interactive: Interactive Session - Interactive Sessions are 45-minute sessions involving debate, discussions, or group activities to engage and involve the audience. These sessions should promote a high level of audience engagement and involvement throughout the entirety of the session.

When does the conference start/conclude?

The conference begins on Wednesday, 20 September 2023 at 12:00 with the Conference Welcome and Opening Keynote followed by lunch. The conference concludes at 12:15 on Friday, 22 September 2023. The schedule is tentative.

Conference Location:

The 2023 E-ATP Conference will be held at the Vienna Marriott Hotel, Parkring 12A, Vienna, Austria

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 2023 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, you will need to arrange all your travel to and from the conference.

What equipment will my presentation room have?

If AV is needed, the meeting room will be equipped with the following items:

- LCD Projector/screen or Monitor with Laptop connections
- Podium
- Wireless Internet Connection

Since your session is interactive, please email ccopley@designingevents.com to indicate the format of your session and if AV equipment will be needed.

Session Coordinator/Session Moderator Information:

Your session will be assigned A session coordinator. 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 Chris Copley at ccopley@designingevents.com or +1-240-915-8948



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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.

ATP Member

13 June 2023: €625 + 20% VAT (ATP Member)
14 June – 29 August: €675 + 20% VAT (ATP Member)
After 29 August 2023: €725 + 20% VAT (ATP Member)

ATP Non-Member

13 June 2023: €725 + 20% VAT (ATP Non-Member)
14 June – 29 August: €775 + 20% VAT (ATP Non-Member)
After 29 August 2023: €825 + 20% VAT (ATP Non-Member)

Hotel Information:

Hotel Address: Vienna Marriott Hotel, Parkring 12A, Innere Stadt, 1010 Vienna, Austria

Hotel Phone Number: +43 (0)1 51518 0

Hotel Room Reservations:

[Reserve](#) your room at the Vienna Marriott Hotel. E-ATP delegates are entitled to special discounted room rates.

Single Rate: €219 per night

Double Rate: €244 per night

Availability

Rooms are limited so book early! This special rate is only valid on a first-come, first-served basis through 17 August 2023. 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 by mid-July.
2. If you have a PowerPoint presentation, please send your final PowerPoint by 30 August 2023 to atp@designingevents.com.
3. Presentations that focus on the commercial intent of a product or a service are not permitted.
4. If presenting, 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 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 Chris Copley at ccopley@designingevents.com or by phone at 1-240-915-8948.

We look forward to a successful conference!