



Innovations in Testing 2016

Speaker Packet – Ignite Session

March 20-23, 2016

Hilton Orlando Bonnet Creek

Orlando, Florida



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Orlando, FL

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming Innovations in Testing Conference to be held March 20-23, 2016, at Hilton Orlando Bonnet Creek. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines 2
- Conference Essentials (date, location, etc.) 4
- Speaker Registration and Hotel Information 5
- Presentation and Session Guidelines 6

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

Activity	Deadline	Return via:
Make Hotel Reservation	Immediately – Rooms will sell out	see Page 6 for more info
Complete Online Presentation Agreement	October 29, 2015	Click here for presentation agreement
Register for the Conference	January 5, 2016	www.innovationsintesting.org
Send Final PowerPoint Presentation	March 5, 2016	atpspeakers@designingevents.com

Presentation Specialist at Your Service

We are implementing several ways to help all presenters with creating and delivering a powerful presentation at the Innovations in Testing conference. For 2016, ATP is making available a Presentation Specialist who will conduct training and offer presentation tips.

Since Ignite Sessions are relatively new to the Innovations in Testing conference, and many presenters are new to presenting in this format, we are providing training for all sessions via conference calls that will be set up in January. **It's mandatory that all presenters attend a call, and provide their slides to us no later than March 5th so that they may be reviewed.**



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Our Presentation Specialist will also be onsite to meet with all Ignite Presenters to review the set-up, practice the presentation and ensure that you are ready for this dynamic presentation type! **You will be contacted in December to plan your January call.**

Also, take advantage of the speaker lounge where you can prepare for your presentation and ask questions from our Presentation Specialist.

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

Lynn Olexy
1-443-293-4012
atpspeakers@designingevents.com

ABOUT THE IGNITE SESSION

When are the Ignite Sessions?

The Ignite Sessions are being held from 2:30 – 3:15 PM on Tuesday, March 22, 2016. This is followed by roundtable discussions led by all Ignite Presenters from 3:15 – 4:00 PM on the same day. A roundtable discussion will be offered on your topic, led by you as the moderator.

When do I set up for my presentation?

Setup for the Ignite Sessions is from 1:45 PM – 2:15 PM on Tuesday, March 22, 2016.

What equipment is provided?

- Screen
- LCD Projector
- Lavalier

What is the format of this session?

Ignite sessions are where participants are given five minutes to speak about their ideas and personal or professional passions, accompanied by 20 slides. Each slide is displayed for 15 seconds, and slides are automatically advanced. The presentations are meant to “ignite” the audience on a subject (i.e., to generate awareness and to stimulate thought and action on the subjects presented.)

NEW: As mentioned in the Call for Presentations, all Ignite presenters are asked to moderate a roundtable discussion immediately following the Ignite Presentations. Please plan in moderating this discussion from 3:15 – 4:00 pm on Tuesday.

These sessions will take place on the main stage this year where Keynote Presentations will also be held. Required training will be provided on preparing for an Ignite Session. Final presentation slides must be submitted before the conference.



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CONFERENCE ESSENTIALS

When does the conference start/conclude?

The conference begins on Sunday, March 20th at 5:00 PM for the First Time Attendees Reception, followed by the Conference Welcome and Opening Reception starting at 6:00 PM. The conference concludes at 12:30 PM on Wednesday, March 23rd.

Conference Location:

Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, FL 32821
Phone: (407) 597-3600
<http://www.hiltonbonnetcreek.com>

Do I need to register for the conference?

Yes, please register online at www.innovationsintesting.org. You are encouraged to register as early as you can, but no later than January 5th, 2016. Registration is required to present at this year's conference. Please note the early bird discount will apply if registered by January 5th, 2016.

Do I need to make my own travel reservations?

Yes, you will need to arrange all of your travel to and from the conference. Please contact the hotel directly to book your room. More information regarding lodging can be found on Page 6. **** Book your flight and room early as this is Spring Break week for some schools.**



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SPEAKER 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 www.innovationsintesting.org. The registration fees are:

ATP Member	
Early Bird	\$650.00
After Jan. 5	\$750.00
Non-member	
Early Bird	\$750.00
After Jan. 5	\$850.00

Hotel Reservations:

Please visit the conference website for more information regarding hotel and travel <http://www.innovationsintesting.org/venue-travel.aspx>

Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, FL 32821
Phone: (407) 597-3600
<http://www.hiltonbonnetcreek.com>

Conference Room Rate: \$259.00 Single/Double per night plus taxes. Hotel reservations will be accepted at the conference rate until February 16, 2016 and are sold on a first- come first- serve basis.



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PRESENTATION & SESSION GUIDELINES

1. It is mandatory that you work with the Presentation Specialist on your session preparations. More details will be provided soon.
2. Presenters are required to attend a pre-conference training onsite on Sunday, March 20th.
3. 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.
4. New this year, all Ignite presenters are asked to moderate a Roundtable discussion immediately following the Ignite Presentations. While you do not need to prepare a presentation of any type, please plan to be involved in moderating a discussion based on your topic.
5. Presentations that focus on the commercial intent of a product or a service are not permitted.
6. Please send your presentation by March 5, 2016 to atpspeakers@designingevents.com. More information on this process will follow.
7. Ignite presentations will be loaded on to a shared laptop.
8. There will be time to test your presentation prior to the start of the session.

ATP will be providing all presentations to conference attendees electronically. 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 200 copies of your handouts for each session.

POWERPOINT SLIDES

You will receive a PowerPoint template that we strongly encourage you to use for your presentation. More information is coming soon regarding this template.

QUESTIONS?

Please don't hesitate to contact us at atpspeakers@designingevents.com or by phone at +1-443-293-4012.

Thank you for your contribution to the 2016 Innovations in Testing conference!