



Frequently Asked Questions Presentations

What is the format of my session?

A presentation is a 50-minute lecture that provides a rounded perspective on a topic(s). These presentations include PowerPoint presentations with one to three speakers.

Do I need to register for the conference?

Yes, please register for 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. Please contact the hotel directly to book your room by February 8, 2024. 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 presentation room have?

Each meeting room will be equipped with the following items:

- LCD Projector
- Podium
- Screen
- Podium microphone and speakers
- Audio cord in case you will be showing video

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 presentation 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. This will be accessible via the app or a desktop version for attendees. We will send out more information on how to access the app or the browser the week before the conference.

What items need to be completed 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](#)
- [Book your hotel room](#) - Rooms are limited so book early! This special ATP attendee rate is only valid on a first-come, first-served basis through February 8, 2024.
- [Complete the online presentation agreement](#) if you have not done so already
- [Email your most recent Speaker Bio](#) - Due February 23, 2024
- [Send your final PowerPoint Presentation](#) - Due February 23, 2024

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