



Innovations in Testing 2016

Speaker Packet – Fishbowl 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
- AV Form 5
- Speaker Registration and Hotel Information 6
- Presentation and Session Guidelines 7

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
Complete Online A/V Form	December 2, 2015	Click here for A/V agreement
Register for the Conference	January 5, 2016	www.innovationsintesting.org
Email Most Recent Bio	January 15, 2016	atpspeakers@designingevents.com
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 Fishbowl Sessions are relatively new to the Innovations in Testing conference, and many presenters are new to presenting/moderating 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 Fishbowl presenters attend a call, and schedule time to meet with our Presentation Specialist onsite to review the room set-up, go over the format and finalize last minute preparations. **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



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ABOUT FISHBOWL SESSIONS

What is a Fishbowl Session?

Innovations 2016 is once again including Fishbowl Sessions as a way of drawing more audience members into the discussion to actively participate! The room set-up is a key element here. Several chairs for “presenters” are placed in the middle of a circle – the fishbowl. The moderator(s), sits in one of those chairs, introduces the topic and invites audience members to take a free chair in the fishbowl if they would like to participate in the discussion. The facilitator offers these instructions:

- People inside the fishbowl can speak at will.
- If you are outside the fishbowl and want to speak, you take a vacant seat.
- As new participants join the fishbowl, previous participants leave at the most convenient or appropriate time possible.

Once the discussion has concluded, the moderator closes the session and summarizes the discussion.

How long are the Fishbowl Sessions?

A Fishbowl Session is a 60 minute interactive session on “hot topics” that are of interest to the attendees of ATP’s annual Innovations in Testing Conference.

What is the format of this session?

Speakers in center, with several extra chairs for conference attendees to share and be a part of the discussion. This set-up requires a minimum of 2 and maximum of 4 presenters/moderators. Attendee chairs will be positioned in concentric circles around the presenters. No tables are placed in front of attendees.



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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 registering by January 5th the early bird discount will apply.

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.**

What equipment will my presentation room have?

Each meeting room will be equipped with the following items:

- LCD Projector
- Podium
- Screen

If you have a disability and need any accommodation in order to present at this conference, please contact Lynn Olexy, at atpspeakers@designingevents.com or 443-293-4012.

Session Coordinator/Session Moderator Information:

A session coordinator/moderator will be added to each workshop and breakout session, including Fishbowl Sessions.

They will assist in:

- Introducing the speakers
- Keeping the session on time
- Handout and collection of session evaluations



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AUDIO VISUAL REQUEST FORM

Presentation Title: _____

Name of Speaker (First & Last): _____

1. Each meeting room will be equipped with the following items as needed.
 - √ LCD Projector
 - √ Podium
 - √ Screen
 - √ Power Strip with extension cord

2. If you require additional items to deliver your presentation, please indicate below: (Note: Additional items will be approved by ATP on a case by case basis. If not approved, the presenter can opt to rent additional equipment directly from the ATP audio visual company)
 - Audio for PowerPoint
 - Flip chart with pad and markers
 - Other (Explain) _____

3. Speakers are expected to bring their own laptop to present from for their session.
 - My computer is a PC
 - My computer is a MAC

If you have a disability and need any accommodation in order to present at this conference, please contact Lynn Olexy at atpspeakers@designingevents.com or 443-293-4012.

Please complete this form and return by January 15, 2016 by fax/email to:

Lynn Olexy

Fax: 1-410-848-3700

Email: atpspeakers@designingevents.com



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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>.

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14100 Bonnet Creek Resort Lane
Orlando, FL 32821
Phone: (407) 597-3600
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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 at least one presenter for each Workshop/Breakout Session/Fishbowl attend a training webinar to be held in January. More details will be provided soon.
2. Presenters are required to attend a pre-conference training presentation 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 by via email closer to the conference.
4. Presentations that focus on the commercial intent of a product or a service are not permitted.
5. Please send your presentation by March 5, 2016 to atpspeakers@designingevents.com. More information on this process will follow.
6. 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 you are a co-presenter.
7. There will be time to test your presentation prior to the start of the session and within the session room assigned.

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 75 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. This template will also be available to download online from the conference website.

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!