



Innovations in Testing 2016

Speaker Packet – Workshops & Breakouts

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
Complete Online A/V Form	December 2, 2015	Click here for A/V agreement
Register for the Conference – **please make your reservations early as this is Spring Break for some schools	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



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About Your Session Type

Breakout Sessions: A Breakout Session is a 60-minute presentation that explores one or more of the Session Topics. Each Breakout Session must include a minimum of two presenters from two different companies or organizations.

Interactive Workshops: An Interactive Workshop is a 1.5-hour block of time where participants learn and interact through structured group exercises/participation. Workshops can cover a variety of Session Topics and provide attendees hands-on experience. Workshops must include a minimum of two presenters or facilitators from two different organizations and should plan significant time for attendee interaction.

Presentation Training

NEW FOR 2016: While ATP and the Innovations in Testing Conference have provided presentation training for our session presenters in the past, we are expanding the offering this year for Breakout and Workshop presenters. You will have multiple options to take advantage of prior to the conference. These options are now being finalized and details will be sent to you in November. Stay tuned!



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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. Early Bird Registration cut off is 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.**

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 1-443-293-4012.

Session Coordinator/Session Moderator Information:

A session coordinator/moderator will be added to each workshop and breakout session. They will assist in:

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



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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.aspx>

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. 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.
2. Presentations that focus on the commercial intent of a product or a service are not permitted.
3. Please send your presentation by March 5, 2016 to atpspeakers@designingevents.com. More information on this process will follow.
4. 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.
5. 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. 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!