FEATURED SPEAKER PACKET

ATP 2019
Innovations in Testing
Orlando, FL

Innovations in Testing **2019**

Challenge. Transform. Evolve.

March 17-20, 2019 • Hyatt Regency Orlando • Orlando, FL

InnovationsInTesting.org

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Dear Featured Speaker:

Thank you for agreeing to serve as a Featured Speaker for the upcoming Innovations in Testing Conference to be held March 17-20, 2019, at Hyatt Regency Orlando. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines   2
- Conference Essentials (date, location, etc.)   3
- Speaker Registration and Hotel Information   4
- Presentation and Session Guidelines   5

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 4 for more info
Complete Online Presentation Agreement	ASAP	Click here for presentation agreement
Register for the Conference	January 15, 2019	Register Here!
Email Most Recent Bio	February 1, 2019	atpspeakers@designingevents.com
Send Final PowerPoint Presentation	March 4, 2019	atpspeakers@designingevents.com

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

Kim McManus
1-443-293-4011
atpspeakers@designingevents.com

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CONFERENCE ESSENTIALS

When does the conference start/conclude?
The conference begins on Sunday, March 17th 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 12:15 PM on Wednesday, March 20th, and an optional post-conference workshop will be offered from 2:00 PM – 4:00 PM.

Conference Location:

> **Hyatt Regency Orlando**
> **9801 International Drive**
> **Orlando, FL 32819**
> **Phone: (407) 284-1234**

Do I need to register for the conference?
> Yes, please register online at http://www.innovationsintesting.org/register.aspx. You are encouraged to register as early as you can, but no later January 15, 2019. Registration is required to present at this year's conference.

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 4.

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

If you have a disability and need any accommodation in order to present at this conference, please contact Kim McManus, at atpspeakers@designingevents.com or 1-443-293-4011.

Session Coordinator/Session Moderator Information:
A session coordinator/moderator will be added to each workshop and breakout session. They will assist in:
- 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 http://www.innovationsintesting.org/register.aspx. The registration fees are:

| ATP Member - $820.00 |
| Non-member - $1,090.00 |

Hotel Reservations:

Please visit the conference website for more information regarding hotel and travel.

Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819
Phone: (407) 284-1234

Conference Room Rate: $285.00 Single/Double per night plus taxes. Hotel reservations will be accepted at the conference rate through February 21, 2019 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 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 4, 2019 to atpspeakers@designingevents.com. More information on this process will follow. Presentations will be made available to conference attendees.

4. ATP does *not* provide a laptop for the session and requires that you please bring your own with all presentation slides saved to *one* presentation laptop. Please coordinate with other speakers within your session.

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 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 443-293-4011.

Thank you for your contribution to the 2019 Innovations in Testing conference!