



Innovations in Testing 2018

Speaker Packet – Workshops & Breakouts

February 18-21, 2018

JW Marriott San Antonio Hill Country

San Antonio, TX



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San Antonio, TX**

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming Innovations in Testing Conference to be held February 18-21, at the JW Marriott San Antonio Hill Country Resort & Spa. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines 2
- About your session type 3
- 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 5 for more info
Complete Online Presentation Agreement	October 3, 2017	Click here for presentation agreement
Complete Online A/V Form	November 17, 2017	Click here for A/V agreement
Register for the Conference	January 2, 2018 (register by December 8, 2017 and save with our early bird discount)	http://innovationsintesting.org/register.aspx
Email Most Recent Bio	January 2, 2018	atpspeakers@designingevents.com
Send Final PowerPoint Presentation	January 12, 2018	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

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, February 18th at 5:00 PM for the First Time Attendees Reception, followed by the Conference Welcome and Opening Reception start at 6:00 PM. The conference concludes at 12:30 PM on Wednesday, February 21st.

Conference Location:

**JW Marriott San Antonio Hill Country Resort & Spa
23808 Resort Pkwy
San Antonio, TX 78261
Phone: (210) 276-2500**

Do I need to register for the conference?

Yes, please register online at <http://innovationsintesting.org/register.aspx>. You are encouraged to register as early as you can, but no later than January 2, 2018. Registration is required to present at this year's conference. Please note the early bird discount will apply if you register prior to December 8, 2017.

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 5.

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

All speakers participating in the conference must register for the conference. To register for the conference, please register online at <http://innovationsintesting.org/register.aspx>. The registration fees are:

ATP Member	
Early Bird	\$720.00
After Dec. 8	\$820.00
Non-member	
Early Bird	\$990.00
After Dec. 8	\$1090.00

Hotel Reservations:

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

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Conference Room Rate: \$279.00 Single/Double per night plus taxes. Hotel reservations will be accepted at the conference rate through 5:00 PM local TX time on January 25, 2018 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 January 12, 2018 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 443-293-4011.

Thank you for your contribution to the 2018 Innovations in Testing conference!