# ATP 2019
## Innovations in Testing
### Orlando, FL

# SPEAKER PACKET:
## PRODUCT DEMONSTRATIONS

Innovations in Testing **2019** Challenge. Transform. Evolve.

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

# InnovationsInTesting.org

**Innovations in Testing**
**March 17-20, 2019**
**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 17-20, 2019, at Hyatt Regency Orlando. We look forward to a very successful conference!

Enclosed you will find the following information:

**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 26, 2018 | Click here for presentation agreement |
| Register for the Conference | January 15, 2019 (register by December 10, 2018 and save with our early bird discount) | http://innovationsintesting.org/register.aspx |
| Email Most Recent Bio | February 1, 2019 | atpspeakers@designingevents.com |
| Send Final PowerPoint Presentation | March 4, 2019 | atpspeakers@designingevents.com |

**Presentation Specialist at Your Service**

We have implemented several ways to help all presenters with creating and delivering a powerful presentation at the Innovations in Testing conference.  ATP is making a Presentation Specialist available who will conduct training and offer tips in various ways:

1. As mentioned in the call for presentations process, we will be hosting an informational webinar which will include helpful tips for presenting a session that gets exceptional reviews, as well as an explanation of expectations as an Innovations in Testing conference presenter.  It's mandatory that at least one presenter for each session view the webinar.  The webinar will take place in December and will be recorded for viewing at your leisure.  More details will be sent to you.
2. ATP will host an onsite meeting on Sunday prior to the conference starting on Monday.  All presenters are encouraged to attend this meeting which will provide last minute tips to get ready for your presentation, as well as what to expect for each type of session. Please arrive at the hotel by 1pm on Sunday.
3. Take advantage of the speaker lounge where you can prepare for your presentation, meet with your co-presenters, and ask questions from our Presentation Specialist.

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

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

## 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 start at 6:00 PM.  The main conference concludes at 12:15 PM on Wednesday, March 20th, and an optional post-conference workshop will be offered from 1:30 PM – 3:30 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://innovationsintesting.org/register.aspx.  You are encouraged to register as early as you can, but no later than January 15, 2019.  Registration is required to present at this year's conference.  Please note the early bird discount will apply if you register prior to December 10th, 2018.

**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.

**What equipment will my presentation space have?**
Each showcase area will be equipped with the following items:
- Large monitor to connect your laptop to
- Small table for materials

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.

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## ABOUT THE PRODUCT DEMONSTRATIONS

**When is the Product Demonstrations?**
The Product Demonstrations are being held from 12:30 PM – 2:00 PM on Monday, March 18, 2019. These happen at the same time as our lunch with exhibitors.

**When do I set up for my presentation?**
Setup for the Product Demonstrations is from 11:15 AM – 12:15 PM on Monday, March 18, 2019.

**When do I break down after my presentation?**
Breakdown for the Product Demonstrations is from 2:00 PM – 3:00 PM on Monday, March 18, 2019.

**What is the format of this session?**
Product Demonstrations run throughout the course of a 90 minute timeframe. During this time, attendees are also able to eat lunch and visit the exhibitors or view the Product Demonstrations.

**What is a product demonstration?**

A Product Demonstration is a computer-based demonstration or presentation showcasing the latest technologies, products, services or solutions in the testing industry. A Product Demonstration should last approximately 10 minutes and repeat throughout the time allotted during the lunch with exhibitor's timeslot. All demonstrations must be shown via a computer or other technology. A large, flat screen monitor will be provided but you will be required to provide your own laptop computer.

**ATP will host a contest during Product Demonstrations!** Attendees will be allowed to "vote" for the most innovative Product Demonstration. **The winning Product Demonstration will receive one complimentary conference registration to the 2020 ATP Innovations in Testing Conference!**

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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://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.

> **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.

## PRESENTATION & SESSION GUIDELINES

1. It is mandatory that at least one presenter for each session attend a training webinar to be held in December.  More details will be provided soon.

2. Presenters are required to attend a pre-conference training presentation on Sunday, March 17, 2019. Please plan to arrive by 1pm on Sunday.

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. Product Demonstrations are to use the 16:9 format.

4. Presentations that focus on the commercial intent of a product or a service are not permitted.

5. Please send your presentation by March 4, 2019 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. 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 +1-443-293-4011.
Thank you for your contribution to the 2019 Innovations in Testing conference!