



SPEAKER PACKET: WORKSHOPS & BREAKOUT SESSIONS



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

InnovationsInTesting.org



**Innovations in Testing
March 17-20, 2019
Orlando, FL**

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:

- 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 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



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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

ATP and the Innovations in Testing Conference provide required presentation training for our session presenters. A minimum of one presenter from each session is required to attend a scheduled webinar. You will have multiple options to take part in the training prior to the conference. 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 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 10, 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 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 volunteer session coordinator will be assigned 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.

**Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819
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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!