



2023 Innovations in Testing Conference

Speaker Packet – Panel Discussions

March 12 – 15, 2023

Hilton Anatole

Dallas, Texas



Innovations in Testing
March 12 – March 15, 2023
Dallas, Texas

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming Innovations in Testing Conference to be held March 12 – 15, 2023, in Dallas, TX. We greatly appreciate your contribution and look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines 2
- About your Session Type & Conference Essentials 3
- Speaker Registration & Hotel Information 4
- Presentation and Session Guidelines 5

Below is a table of items and upcoming deadlines for your reference.

Activity	Deadline	Return via:
Complete Online Presentation Agreement	November 4, 2022	Click here for presentation agreement
Register for the Conference	December 9, 2022 (Note: This is also the deadline for early bird registration)	https://innovationsintesting.org/register.aspx
Email Most Recent Bio	March 7, 2023	atp@designingevents.com
Send Final PowerPoint Presentation	March 1, 2023	atp@designingevents.com
Make Hotel Reservation	Immediately—Rooms are limited	See Page 4 for more Information



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About Your Session Type & Conference Essentials

Session Type:

Panel Discussion: A panel discussion is a 50-minute collaborative discussion between speakers to discuss one or more session topics, provide feedback on those topics, and brainstorm solutions that may be needed for those topics. Each panel discussion must include a minimum of three presenters from two different companies or organizations.

When does the conference start/conclude?

The conference begins on Sunday, March 12th, 2023, at 5:00 PM CDT with the First Time Attendee Reception and Remarks and concludes at 12:15 PM CDT on Wednesday, March 15th with our closing General Session. *We will email presenters with their date and time for their conference session in the coming months.*

Conference Location:

Hilton Anatole
2202 N Stemmons Fwy
Dallas, Texas 75207
Phone: (214) 748-1200

Do I need to register for the conference?

- Yes, please register online at <https://innovationsintesting.org/register.aspx>. You are encouraged to register as early as you can, but no later December 9th, 2022. Registration is required to present at this year's conference. **Please note the early bird discount will apply if you register by December 9th, 2022.**

- **Do I need to make my own travel reservations if I am attending the conference?**
Yes, you will need to arrange all your travel to and from the conference in Dallas, TX. Please contact the hotel directly to book your room. More information regarding lodging can be found on Page 4.

What equipment/support will my presentation have?

There will be AV equipment available for this session. These sessions are presentation based along with Q&A with the audience incorporated. 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 need any accommodations to present at this conference, please contact Kim McManus, at atp@designingevents.com or +1 443-293-4011.

Session Coordinator/Session Moderator Information:

A volunteer session coordinator will be assigned to each panel discussion. 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 <https://innovationsintesting.org/register.aspx>. The registration fees are:

ATP Member	
Early Bird (In-Person)	\$850
After Dec 9 (In- Person)	\$1,000
Non-member	
Early Bird (In-Person)	\$1,200
After Dec 9 (In-Person)	\$1,350

Hotel Reservations:

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

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Reserve your room at the Hilton Anatole

Conference Room Rate: \$299 Single/Double, plus taxes.

Rooms are limited so book early! This special ATP attendee rate is only valid on a first-come, first-served basis through February 6, 2023. Check-In/Check Out: Check-in time is 3:00 pm and check-out time is 12:00 pm. All guests arriving before 3:00 pm will be accommodated as rooms become available.

If you have any questions about these materials, due dates or for additional information, please contact Kim McManus via phone (+1 443-293-4011) or email (atp@designingevents.com).



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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 1, 2023, to atp@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 atp@designingevents.com or by phone at 443-293-4011.

Thank you for your contribution to the 2023 Innovations in Testing conference!