



2023 Innovations in Testing Conference

**Speaker Packet – Workshops**

March 12 –15, 2023

Hilton Anatole

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:

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- 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	<a href="#">Click here for the presentation agreement</a>
Register for the Conference	December 9, 2022 <b>(Note: This is also the deadline for early bird registration)</b>	<a href="https://innovationsintesting.org/register.aspx">https://innovationsintesting.org/register.aspx</a>
Email Most Recent Bio	March 7, 2023	<a href="mailto:atp@designingevents.com">atp@designingevents.com</a>
Send Final PowerPoint Presentation	March 1, 2023	<a href="mailto:atp@designingevents.com">atp@designingevents.com</a>
Make Hotel Reservation	Immediately—Rooms will sell out	See page 4 for more information



## **About your Session Type & Conference Essentials**

### **About your Session Type**

**Workshop:** A Workshop is 70 minutes where participants learn and interact through structured group exercises/participation. Workshops can cover a variety of Session Topics. Workshops must include a minimum of two presenters or facilitators from two different organizations and should plan significant time for attendee group work.

### **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 9, 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 for 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 will my presentation room have?**

There will be AV equipment for this session. These sessions can be presentation based, discussion based or both. 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

### **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

If you need any accommodations in order to present at this conference, please contact Kim McManus at [atp@designingevents.com](mailto:atp@designingevents.com), +1 443-293-4011



### **SPEAKER REGISTRATION**

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:

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

#### **Hotel Reservations:**

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

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

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](mailto:atp@designingevents.com)).**



## **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](mailto: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](mailto:atp@designingevents.com) or by phone at 443-293-4011.

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