

## Frequently Asked Questions

### Workshop: In-Person

#### **What is the format of my session?**

Workshops are 70-minute sessions, where participants learn and interact through structured group exercises/participation. Workshops cover a variety of Session Topics.

*Workshops will be offered in-person only.*

#### **Do I need to register for the conference?**

Yes, please register for the in-person portion of the conference [here](#). Registration is required to present at this year's conference.

#### **Do I need to make my own travel arrangements?**

Yes, you will need to arrange all your travel to and from the conference. Please contact the hotel directly to book your room by February 25, 2022. We encourage attendees to book their room as soon as possible, as they are on a first come first serve basis.

To view information on how to book your room, [click here](#).

#### **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

#### **What safety protocols will be in place at the conference?**

Below you will find a list of our safety protocols we will have in place for the conference. You must follow these protocols to attend and speak at the conference.

- All attendees must be fully vaccinated against COVID-19 and provide proof of vaccination or receive a negative PCR COVID-19 test result within 72 hours of Sunday, March 20, 2022 or a negative rapid COVID-19 test result within 48 hours of Sunday, March 20, 2022.
- All attendees must always wear a mask regardless of vaccination status. Attendees may remove masks when eating or drinking in the designated areas.
- We will have social distancing in place, so please follow any social distance instructions and signs while attending the conference.
- All attendees must re-evaluate your health each morning before joining the conference. If you have any symptoms, please do not enter the conference. [View symptoms >](#)
- Follow all CDC guidelines: Wash your hands often, use provided sanitizer stations, cover your cough or sneeze.

[Click here](#) to view our safety and health procedures webpage to learn more. Please check back regularly, as this is the main page for all safety updates.

**Do I need to wear a mask while presenting?**

No, we are not requiring speakers to wear a mask while presenting. All speakers must wear a mask when not speaking. We are working to ensure that social distancing will be in place, regardless of session type.

**What if I need technical assistance on the day of the conference?**

Designing Events staff and AV technicians will be available in case you need support. We ask that all speakers show up 10 minutes before your presentation to set-up and prepare for your presentation.

**Is there a Conference App?**

Yes, we will have Attendify where you can access conference materials, sessions, conference information, and more. Attendify is accessible via the app or a desktop version for onsite and virtual attendees. We will send out more information on how to access Attendify via the app or the browser the week before the conference.

**What items need to be completed for my presentation?**

If you have not completed the following requirements for the conference, please do so as soon as possible. This will make sure Designing Events has everything they need to make your presentation as successful as possible during the conference.

- [Register for the Conference](#)
- [Book your hotel room](#) - Rooms are limited so book early! This special ATP attendee rate is only valid on a first-come, first-served basis through February 25, 2022.
- Make your flight arrangements
- [Complete the online presentation agreement](#) if you have not done so already
- [Email your most recent Speaker Bio](#) - Due March 5, 2022
- [Send your final PowerPoint Presentation](#) - Due March 7, 2022

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us at [atp@designingevents.com](mailto:atp@designingevents.com).