



Orlando, Florida

# Presentation F.A.Q.

## What is the format of my session?

A presentation is a 50-minute lecture that provides a rounded perspective on a topic(s). These presentations include PowerPoint presentations with one to three speakers. Sessions with two or three speakers must have two different companies or organizations.

## Do I need to register for the conference?

March 23-26, 2025

Yes, please register for the conference <u>here</u> as soon as possible. Registration is required to present at this year's conference.

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

Yes, you must arrange all your travel to and from the conference. Please contact the hotel directly to book your room by February 28, 2025. We encourage attendees to book their rooms as soon as possible, as they are on a first-come, first-served basis.

To view information on how to book your room, <u>click here.</u>

#### 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 if I need technical assistance on the day of the conference?

Canvas Meetings staff and AV technicians will be available if 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 a conference app where you can access conference materials, sessions, conference information, and more. We will send out more information on how to access the app the week before the conference.

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

If you still need to complete the following requirements for the conference, please do so as soon as possible. This will ensure that Canvas Meetings has everything it needs to make your presentation as successful as possible during the conference.

1. <u>Register for the Conference</u> - Early Bird Rates are available until December 13, 2024.

- 2. <u>Book your hotel room</u> Rooms are limited so book early! This special ATP attendee rate is only valid on a first come, first-served basis through February 28, 2025.
- 3. <u>Complete the online presentation agreement</u> if you have not done so already.
- 4. <u>Submit your most recent Speaker Bio</u> Due October 25, 2024.
- 5. <u>Upload your final PowerPoint Presentation</u> Due February 28, 2025.

Thank you for your participation in the conference! If you have questions prior to the conference, please contact us at <a href="https://attpsi//attps