



2025 Innovations in Testing Conference

**Speaker Packet – Panel Discussion**

March 23-26, 2025

Hyatt Regency Orlando

Orlando Florida



**Innovations in Testing  
March 23 - 26, 2025  
Orlando, Florida**

Dear Conference Speaker,

Thank you for agreeing to speak at the upcoming Innovations in Testing Conference, which will be held March 23-26, 2025, in Orlando, Florida. We greatly appreciate your contribution and look forward to a very successful conference!

Enclosed, you will find the following information:

- Table of Deadlines - Page 2
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**Below is a table of items and upcoming deadlines for your reference.**

<b>Task</b>	<b>Deadline</b>	<b>Return via:</b>
Complete the Online Presentation Agreement	October 18, 2024	<a href="#">Click here to Complete Agreement</a>
Submit your Most Recent Bio & Headshot	October 25, 2024	<a href="#">Click here to Submit a Bio &amp; Headshot</a>
Register for the Conference	December 13, 2024 <b>(Note: This is also the deadline for early bird registration)</b>	<a href="#">Click here to Register</a>
Send the Final PowerPoint Presentation	February 28, 2025	<a href="#">Click here to Upload Presentation</a>
Make a Hotel Reservation	Immediately—Rooms will sell out	See page 4 for more information



## **ABOUT YOUR SESSION TYPE & CONFERENCE ESSENTIALS**

**Panel Discussions:** A panel discussion is a 50-minute collaborative discussion between speakers to share ways to address industry issues and hot topics. A debate format with multiple presenters may also be submitted under the panel session type. Each panel discussion must include a minimum of three presenters from two or more different companies or organizations.

### **When does the conference start/conclude?**

The conference begins on Sunday, March 23, 2025, at 5:00 PM EDT with the First-Time Attendee Reception and Remarks and concludes at 12:00 PM EDT on Wednesday, March 26, with our closing General Session. *In the coming months, we will email presenters with the date and time of their conference sessions.*

### **Conference Location:**

**Hyatt Regency Orlando**  
**9801 International Drive**  
**Orlando, FL 32819**  
**+1 844.208.8486**

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

- Yes, please register online at <https://www.innovationsintesting.org/register.aspx>. You are encouraged to register as early as you can but by December 13th, 2024. Registration is required to present at this year's conference. **Please note the early bird discount will apply if you register by December 13th, 2024.**

### **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 Orlando, FL. 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?**

AV equipment will be available for this session. These sessions are presentation-based, along with a 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 have a disability and need any accommodation to present at this conference, please contact Canvas Meetings at [atp@canvasmeetings.com](mailto:atp@canvasmeetings.com).

### **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



### **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://www.innovationsintesting.org/register.aspx>. The registration fees are:

<b>ATP Member</b>	
<b>Early Bird</b>	\$885
<b>After Dec 13</b>	\$1,010
<b>Non-member</b>	
<b>Early Bird</b>	\$1,260
<b>After Dec 13</b>	\$1,385
<b>Guest Registration</b>	<b>\$300</b>

#### **Hotel Reservations:**

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

**Hyatt Regency Orlando**  
**9801 International Drive**  
**Orlando, FL 32819**  
**+1 844.208.8486**

Reserve your room at the Hyatt Regency Orlando.

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

Rooms are limited, so book early! This special Innovations in Testing Conference attendee rate is only valid on a first-come, first-served basis through February 28, 2025. Hotel reservations should be made online or by calling +1 844.208.8486. When calling, please identify yourself as a guest attending the 2025 Innovations in Testing Conference. Check-in time is 4 PM EDT, and check-out time is 11 AM EDT. All guests arriving before 4 PM EDT will be accommodated as rooms become available.

**If you have any questions about these materials, due dates, or need additional information, please email Canvas Meetings at [atp@canvasmeetings.com](mailto:atp@canvasmeetings.com).**



## **PRESENTATION & SESSION GUIDELINES**

1. ATP prefers that all speakers use the conference PowerPoint template, which will be provided via e-mail later to ensure consistent and professional presentations throughout the conference.
2. Presentations that focus on the commercial intent of a product or a service are not permitted.
3. Please share your presentation by February 28, 2025, by [Uploading Here](#). Presentations will be made available to conference attendees.
4. ATP does **not** provide a laptop for the session and requires that you bring your own, with all presentation slides saved to *one* laptop. Please coordinate with other speakers within your session.
5. You will have time to test your presentation before the start of the session and within the session room assigned.

ATP will provide all presentations to conference attendees electronically. ATP will not provide handouts for each session. However, you are welcome to provide handouts for your session. 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.

### **QUESTIONS?**

Please don't hesitate to contact Canvas Meetings at [atp@canvasmeetings.com](mailto:atp@canvasmeetings.com).