E-ATP 2021 Conference

Speaker Packet—Roundtables

27 – 29 September, 2021

Virtual Event

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Dear Conference Speaker,

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2021 Conference to be held 27 – 29 September 2021, virtually. We look forward to a very successful conference!

Enclosed you will find the following information:

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

ACTIVITY:	DEADLINE:	Return via:
Complete Online Presentation Agreement	13 July 2021	Click here for presentation agreement
Register for the Conference (to ensure early bird registration rate)	27 August 2021	http://eatpconference.org/register.aspx
Email most recent Bio	23 July 2021	eatpspeakers@designingevents.com
Email Final PowerPoint Presentation	3 September, 2021	eatpspeakers@designingevents.com

If you have any questions about these materials, due dates or for additional information, please contact:

Kim McManus
+1-443-293-4011
eatpspeakers@designingevents.com

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CONFERENCE ESSENTIALS

What is a Roundtable Session?

A roundtable discussion is a live 45-minute structured conversation with up to three speakers that bring a variety of perspectives to a subject to discuss with an audience who may participate by asking questions or inputting comments. **This session must promote attendee engagement and attendee participation within the discussion.**

When does the Conference start/conclude?
The conference begins on Monday, 27 September 2021 at 10:00 AM BST with Coffee Conversations. The conference concludes at 4:40 PM BST on Wednesday, 29 September 2021 with our Closing General Session.

Conference Location:
- Virtual
- Platform links and speaker links will be provided closer to the conference.

Do I need to register for the conference?
Yes, you will find all the information on registration in this speaker packet below. You are encouraged to register as early as you can, but no later than 27 August, 2021 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

What equipment/support will my presentation have virtually?

Each virtual "room" will be equipped with the following items:
- Screen Sharing
- Chat Room feature among the speakers
- Breakout rooms if needed for Roundtable Discussion
- Designing Events Tech to help before and during the session

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If you need any accommodations in order to present at this conference, please contact Kim McManus at
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SPEAKER REGISTRATION

Speaker Registration:

All speakers participating in the conference must register for the conference. To register for the conference please register online at http://eatpconference.org/register.aspx . The registration fees are below:

Rates by Registration Date:

By 27 August 2021: €95 (ATP Member)

By 27 August 2021: €160 (ATP Non-Member)

After 27 August 2020: €145 (ATP Member)

After 27 August 2020: €210 (ATP Non-Member)

The delegate fee includes all educational sessions, networking opportunities and recorded sessions following the conference.

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PRESENTATION & SESSION GUIDELINES

1. If you plan on having a PowerPoint presentation, E-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.

   If you plan to use a PowerPoint presentation during your roundtable, it should be used to help facilitate the conversation as this session is supposed to promote attendee engagement and attendee participation within the discussion.

2. Presentations that focus on the commercial intent of a product or a service are not permitted.

3. **If you have a PowerPoint, please send your slides to eatpspeakers@designingevents.com by 3 September 2021**

4. There will be time to test your presentation prior to the start of the session and a Designing Events tech will be available to you during this testing time. We ask that presenters join 20 minutes before the session start time. We will send out more information in the coming weeks on this.

5. E-ATP will be providing all presentations to conference attendees electronically during or after the conference.

QUESTIONS?

Please don't hesitate to contact us at atp@designingevents.com or by phone at 443-293-4011.

Thank you in advance for understanding and adhering to these guidelines to ensure a successful conference for all! We look forward to a successful 2021 E-ATP Conference!