



E-ATP 2021 Conference

Speaker Packet – Workshops

27 – 29 September, 2021

Virtual



**E-ATP 2021 Conference
25-27 September 2021
Virtual**

Dear Conference Speaker,

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

Enclosed you will find the following information:

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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
Send 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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About your Session Type & Conference Essentials

About your Session Type

- **Workshop:** A workshop is a 45-minute **live** session where participants will learn and interact through structured group exercises/participation. Workshops can cover a variety of topics.

**Workshops will be presented live due to their attendee participation.*

CONFERENCE ESSENTIALS

When does the conference start/conclude?

The conference begins on Monday, 27 September 2021 at 10:00 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.

What equipment/support will my presentation have virtually?

Each meeting room will be equipped with the following items:

- Screen Sharing
- Chat feature among the speakers and attendees
- Zoom breakout feature – only to be used for workshops
- Designing Events Tech to help before and during the session

If you need any accommodations in order to present at this conference, please contact Kim McManus, at atp@designingevents.com or 1-443-293-4011.



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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:

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.
2. Presentations that focus on the commercial intent of a product or a service are not permitted.
3. Please send your presentation 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!