SPEAKER FREQUENTLY ASKED QUESTIONS

IGNITE SESSIONS

What is the format of my session?
The Ignite sessions are a high-energy and innovative way to present content in a quick and concise format. Twenty slides automatically advance at 15-second intervals for a total presentation time of five minutes in length. The presentation includes additional 5 minutes for Q&A following the presentation. Ignite sessions will be live-streamed and take place as a General Session on the second day of the conference.

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 in London, England. Please contact the hotel directly to book your room by 19 September 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 breakout room have?
Each meeting room will be equipped with the following items:
- Beamer (projector)
- Screen
- Podium Microphone
- Speaker system – including connections for speakers to play sound from laptop
- Presentation Advancer (wireless presenter with laser pointer for PowerPoint presentations)

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 20 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. The platform is accessible via an app or a desktop version for onsite and virtual attendees. We will send out more information on how to access our platform via the app or the browser the week before the conference.

What items should have been completed by now 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 attendees' rate is only valid on a first-come, first-served basis through 19 September 2022.
- [Complete the Online Presentation Agreement](#) if you have not done so already.
- Email your most recent Speaker Bio to atp@designingevents.com by 22 August.

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