SPEAKER FREQUENTLY ASKED QUESTIONS
WORKSHOPS

What is the format of my session?
Workshops are 60-minute live sessions where participants learn and interact through structured group exercises/participation. Workshops can cover a variety of topics.

Workshops will be offered in-person only.

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

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 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. 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 workshop?
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 session 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.