



**E-ATP 2019 Conference
25-27 September 2019
Madrid, Spain**

Dear Conference Speaker:

Thank you for agreeing to serve as a speaker for the upcoming E-ATP 2019 Conference to be held 25 - 27 September 2019 at the Meliá Castilla Hotel, Madrid, Spain. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines.....2
- About the Ignite Sessions.....3
- Conference Essentials (dates, location, etc.).....4
- Speaker Registration and Hotel Information.....5

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

ACTIVITY:	DEADLINE:	Return via:
Complete Online Presentation Agreement	13 June 2019	Click here for presentation agreement
Register for the Conference (to ensure early bird registration rate)	13 June 2019	http://eatpconference.org/register.aspx
Email most recent Bio	23 July 2019	eatpspeakers@designingevents.com
Make Hotel Reservation	26 August 2019	http://eatpconference.eu.com/venue.aspx
Email Final PowerPoint Presentation	5 September 2019	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 THE IGNITE SESSIONS

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. Since these sessions are quick paced, on the main plenary stage, and need to run smoothly, we have a Presentation Coach available to all Ignite presenters to assist in insuring each session is a success. Shawn Doyle, the Presentation Coach, will be on-site to answer any questions you may have and run the production of the Ignite sessions and will lead the onsite rehearsal with you.

- *Please Note: Ignite Sessions should include innovative ideas or approaches in the industry, cutting edge technologies, or best practices in technology-based testing applications. These **presentations should not be** advertisements for products and services or overly promotional in nature. **All ignite session presenters are required to join a conference call prior to the conference to discuss their ignite presentation with conference leadership and attend the onsite rehearsal on Wednesday, 25 September from 18:00 – 19:30 during the Reception with Exhibits.***

When are the Ignite Sessions?

The Ignite Sessions are being held from 14:00 – 14:45 on Thursday, 26 September 2019 on the main stage in the general session room.

When do I set up and rehearse for my presentation?

Rehearsals will be scheduled for the day prior with our Presentation Coach, Shawn Doyle. **We require your PowerPoint presentation by 5 September and will have the presentation pre-loaded and ready to go.** 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 mid-July.

What equipment is provided?

- Screen
- LCD Projector
- Microphone
- Wireless Internet Access



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CONFERENCE ESSENTIALS

When does the conference start/conclude?

The conference begins on Wednesday, 25 September 2019 at 12:00 with the Conference Welcome and Opening Keynote, followed by lunch and exhibits open. The conference concludes at 13:00 on Friday, 27 September 2019.

Conference Location:

Meliá Castilla Hotel

Poeta Joan Maragall, 43 28020

Madrid, Spain

T: (34) 91 567 50 77

<http://eatpconference.org/venue.aspx>

Do I need to register for the conference?

Yes, you will find all the information on registration in this speaker packet on page 4. You are encouraged to register as early as you can, but no later than 13 June 2019 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

Do I need to make my own travel reservations?

Yes, you will need to arrange all of your travel to and from the conference.

If you have a disability and need an accommodation in order to present at this conference, please contact Kim McManus at eatpspeakers@designingevents.com, +443-293-4011.



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SPEAKER REGISTRATION & HOTEL INFORMATION

Speaker Registration:

All speakers participating in the conference must register for the conference. To register for the conference please register online at <http://www.eatpconference.org/register.aspx>. The registration fee ranges from **€505 to €705, depending on when you register and your membership status**. The delegate fee includes all conference-related sessions, networking opportunities and materials, as well as lunch and breaks.

Hotel Reservations:

To book a room at the beautiful Meliá Castilla, please click on link below:

<http://eatpconference.org/venue.aspx>

The Meliá Castilla is offering E-ATP Delegates a special discounted room rate of €190 for single occupancy. As part of your €190 room rate, you will receive breakfast. **Hotel reservations will be accepted at the conference rate until 26 August 2019 and are sold on a first-come, first-served basis.**

Check-in time at the hotel is 15:00. The Hotel will make reasonable efforts to accommodate early arrivals. Check-out time is 12:00. Group members staying in their rooms beyond the check-out time without Hotel authorization will be charged for an additional room night.

Thank you for your participation as a conference speaker. We look forward to a successful conference!