



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

Dear Peas in a Pod Facilitator:

Thank you for agreeing to serve as a facilitator 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:

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- Conference Essentials (dates, location, etc.).....3
- Peas in a Pod Discussion Guidelines..... 4
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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 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.org/venue.aspx

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

When does the conference start/conclude?

The conference begins on Wednesday, 25 September 2018 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 5. 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.

What equipment will my presentation room have?

There will be no AV equipment for this session. These sessions are discussion based. No presentation needed.

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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Peas in the Pod Discussion Guidelines

Peas in a Pod Discussions are informal, face-to-face conversations with fellow conference goers who share common interests. Pods do not include presentations. There are no projectors or slides. This is all about direct exchange and exploration of ideas. We will send you some tips on moderating your session to help your discussion stay interactive, informal, and fun.

When are the Peas in a Pod Discussions?

The Peas in a Pod Discussions are being held throughout the conference during the breakout session slot times. We will send you your session time in the coming weeks.

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

Thank you in advance for understanding and adhering to these guidelines to ensure a successful conference for all!



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FACILITATOR REGISTRATION & HOTEL INFORMATION

Facilitator Registration:

All facilitators 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 participation as a conference facilitator. We look forward to a successful conference!