



**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 Transforming Assessment Debates.....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.**

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

**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](mailto:eatpspeakers@designingevents.com)



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**ABOUT THE TRANSFORMING ASSESSMENT DEBATES**

**New! Transforming Assessment Debates:** In a fast-paced, 60-minute session, speakers will present competing sides of a debate on a hot topic in the testing industry using the following format:

<b>Activity</b>	<b>Time</b>
Session coordinator introduction and housekeeping notes	3 minutes
Moderator: Introduction of format, debate topic with high level background, and initial audience polling	5 minutes
Team A: Opening Presentation	5 minutes
Team B: Opening Presentation	5 minutes
Team A: Rebuttal	5 minutes
Team B: Rebuttal	5 minutes
Moderator Questions (2 per team)	12 minutes
Audience solicited Questions (2 per team)	12 minutes
Team A: Closing	2 minutes
Team B: Closing	2 minutes
Moderator: Audience polling and session conclusion	4 minutes

Each Debate should have one moderator and two to three presenters. Debate on a topic and briefly identify each side of the issue to be debated. Debaters need not actually agree with the side they are presenting but should prepare a well-rounded presentation of the arguments for each side. Moderator monitors timing and manages debate flow, ensuring appropriate time is available for audience engagement and polling. Each Debate **must** include a minimum of two presenters from two different companies or organisations.

**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 mid-July.

**What equipment is provided?**

- Screen
- LCD Projector
- Podium
- 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](mailto: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!**