# WEFTEC Guidance Document
## Authors and Speakers

**Please read through the included materials carefully and completely.**
The following document is for <u>abstract authors</u>, <u>session proposals</u> and <u>invited speakers</u> who have been chosen to speak during a WEFTEC 2024 technical session.

## WEFTEC SPEAKER TIMELINE
The timeline provided below can be used as a quick reference checklist for key deadlines. Keep this for your records.

| MAY | |
|---|---|
| Speaker Portal Orientation | **May 1** |
| Confirmation of Participation | **May 8** |
| Author and Speaker Info Session | **May 13** |
| **JUNE** | |
| Paper Submission Opens | **June 1** |
| License Agreement e-Signature Opens | **June 1** |
| **JULY** | |
| Full Paper Due | **July 15** |
| Final Co-author Listing Due | **July 15** |
| Finalized Speaker Listing Due | **July 24** |
| **AUGUST** | |
| License Agreement e-Signature Due | **August 1** |
| Introduction, Photo, Resume/CV Due | **August 1** |
| Interactive Session Training<br>*Interactive speakers will be emailed separately.* | **August 6** |
| **SEPTEMBER** | |
| Pre-WEFTEC Speaker Briefing (Option 1) | **September 18** |
| Pre-WEFTEC Speaker Briefing (Option 2) | **September 19** |
| Draft of Presentation Due | **September 23** |
| **WEFTEC 2024** | **October 5-9** |

Throughout the rest of this packet, you will find detailed instructions on how to meet each of the deadlines provided in the timeline above.
**If at any time you have questions, please reach out to WEF staff by emailing** <u>speakers@wef.org</u>.

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# GETTING ⚙ STARTED

## NOTICE OF WITHDRAWAL

If at any time while looking over this document you realize you are unable to fully commit to the tasks of a WEFTEC speaker, your presentation time, or session – email WEF staff at speakers@wef.org to let us know you will need a replacement.

- If you need to **withdraw** your paper, presentation, or both – email speakers@wef.org immediately with your name. presentation title, and abstract number.
- If you need to **change** who is speaking at WEFTEC, **do not** withdraw the paper. Use the Edit Speaker option available in the speaker portal.

## CONFIRMATION OF PARTICIPATION

The first thing you will be asked to do after logging into the speaker portal is to confirm your participation in WEFTEC.

You will be asked to confirm every role that has been assigned to you. For example, if you are speaking in one session and moderating another you will be asked to confirm both. This applies to those speaking in multiple sessions as well.

**Confirmation of Participation is due by May 8th at 9:00AM Eastern in the speaker portal.**

You will need to indicate whether or not the presentation will be given in-person at WEFTEC 2024. You can change who is speaking at a later step.

There are no remote or virtual presentation options.

**If you do not confirm by May 8th , we will assume you do not intend to speak during WEFTEC and you will be withdrawn from the program.**

## THE SPEAKER PORTAL

https://ww3.aievolution.com/wef2301/

All of the deadlines must be completed in the Speaker Portal. By now you should have received a notification providing you with your speaker portal log in information.

### Logging into the Speaker Portal

**WEF Members** are required to use the WEF Member Login option.
**Non-WEF Members** have been provided login credentials.

All of you have already been inputted into the system. Under no circumstances should you create a new profile. Creating a new profile could cause issues such as removing you from your presentation or session.

If you have not received an email with login instructions, contact speakers@wef.org immediately.

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# WEFTEC REGISTRATION

All presenters (speakers, authors, moderators, facilitators) are responsible for their own registration, travel, and lodging fees. **All presenters must register for WEFTEC and pay the appropriate fees.**

WEF members receive the best registration rates, so make sure you are an active WEF member to take advantage of the benefits.

Expo-only registration is not an option to gain access to the technical sessions. Please plan accordingly.

**The best way to register and reserve your hotel is online at [www.weftec.org/registration](www.weftec.org/registration).**

# SPEAKER PORTAL ORIENTATION

We acknowledge some may experience challenges while trying to access information in the speaker portal. To help guide you, WEF Staff will be holding a speaker portal orientation where we will show you how to find information such as:

1. Facilitator, Moderator, and Speaker **Contact Info**
2. Session **Agenda**
3. Session **Description**
4. Session **Date, Time,** and **Room Location**
5. Session **Activity or Interactive Component**

Orientation will be held via zoom on **Wednesday, May 1st** from **1:00 – 2:00 PM Eastern Time**. Please make sure to register and reserve the time on your calendar.
**REGISTER**

# STAFF CONTACT INFORMATION

If you need assistance from the WEF staff, do not hesitate to contact us.
**General Questions** by email to: [speakers@wef.org](speakers@wef.org)

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# AUTHOR NEXT STEPS

## 👣 STEP ONE: Paper Submission

All accepted abstract authors are **required** to submit a final paper for the WEFTEC Conference Proceedings. **Final paper submission will be available from June 1st to July 15th.**

June 1st, when the paper submission opens, you will receive an email notification letting you know you can begin uploading. No papers can be uploaded prior to June 1st however, you can start preparing your paper at any time. Only a primary author can upload a paper, co-authors cannot. Plan accordingly.

A WEFTEC Paper template and guidelines will be provided to you. Please ensure your paper meets the required guidelines and utilize the template.

**Papers not adhering to the guidelines cannot be included in the conference proceedings.**
We must have your paper by the **July 15th at 9:00am Eastern** deadline, or we may have to withdraw your presentation from the program.

### INVITED SPEAKERS

Speakers who did not submit an abstract or a session proposal but have been invited to speak during a session are **not required** to write a final paper.

Although paper submission is not required, we highly encourage invited speakers to provide a paper to accompany their presentation.

The **July 15th** paper submission deadline applies to invited speakers as well.

## 👣 STEP TWO: Co-Author Listing

**All co-authors listed in the submitted paper must be entered into the speaker portal.**
It is critical for the co-author list to be current within the speaker portal and match the final paper, as all co-authors will be asked to enter the speaker portal and provide their e-signature on the license agreement.
**Co-authors must be entered into the speaker portal by July 15th.**

**Any changes made to the co-author list after the July 15th deadline will not be accepted.**

Those listed in the speaker portal will be listed in the conference proceedings as well. Please add and remove names as necessary.

**To add or remove co-authors, visit the Dashboard found in the speaker portal.**
1. Click the **Edit Speaker** menu option.
2. Find the title of the presentation you would like to add or remove a speaker from.
3. Select **Manage Speaker/Co-Author**.
4. In the new pop-up window, select **Assign Author/Co-Authors**.

# 👣 STEP THREE: License Agreement

All authors, including co-author, are **required** to provide the e-signature on the license agreement within the speaker portal. **The license agreement will be available from June 1st to August 1st .**

June 1st, when the license agreement becomes available, you will receive an email notification letting you know the system is ready to collect electronic signatures.

**It is imperative for the correct email address for all listed authors and co-authors to be in the speaker portal so they can receive the notification announcing the collection of e-signatures. We do not accept paper license agreement forms.**

### INVITED SPEAKERS

If you are an invited speaker and you chose to submit a paper with your presentation, you will need to sign the license agreement.

The purpose of the license agreement is to protect both WEF and the authors. You, as the authors, will maintain the copyright and provide WEF with an exclusive license until WEFTEC 2024 so that we can use your paper in the proceedings and other publications. After that it will be a non-exclusive license so that we can keep it in the online proceedings and provide access for the future.

WEF staff will provide a license agreement FAQ sheet and a sample of the license agreement. Do not sign and try to submit the sample of the license agreement.

# 👣 STEP FOUR: Author & Speaker Info Session

Authors that have been accepted into the WEFTEC program have several responsibilities to complete before we arrive on-site at WEFTEC. If you are the primary author or co-author listed on a presentation, we highly encourage attending this training session where we will provide information on the following:

1. Paper Submission Guidance
2. License Agreement FAQs
3. Submitting Your Paper
4. Signing Your License Agreement
5. Editing Co-Author Listing
6. Editing Speaker Listing
7. Changing Paper/Presentation Title
8. Updating Contact Information

Training will be held via zoom on **Monday, May 13th** from **3:00-4:00 PM Eastern Time**. Please make sure to register and reserve the time on your calendar.
**REGISTER**

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# WEFTEC SPEAKER
## 📋 TO-DO LIST

☑ **Finalized Speaker Listing**

**All authors/speakers** *(maximum of two per presentation)* **who will be giving the presentation during WEFTEC must be reflected in the speaker portal by July 24th.**

Those listed as **presenting author** and **invited speaker** within the speaker portal are considered the speakers who will be giving the presentation at WEFTEC in Chicago. The speaker(s) added into the speaker portal will be visible to attendees on the online planner and within WEFTEC mobile app.

**To add or remove speakers, visit the Dashboard found in the speaker portal.**
1. Click the **Edit Speaker** menu option.
2. Find the title of the presentation you would like to add or remove a speaker from.
3. Select **Manage Speaker/Co-Author**.
4. In the new pop-up window, select **Assign Author/Co-Authors**.

*Any changes after the July 24th deadline must be sent directly to WEF Staff.

☑ **Uploading Your Introduction, Photo, and Resume/CV**

**All speakers must upload an introduction, photo, and resume/cv by August 1st.**

### Introduction
Using the Introduction section found on the dashboard in the speaker portal, each speaker will need to upload a short introduction/bio (2,000 characters or less).
All introductions provided will be used in the WEFTEC mobile app and by your session moderator/facilitator to introduce you to the attendees.

### Photo
All presenting authors and invited speakers need to provide a professional headshot to accompany their introduction. All speaker photos will be used in the WEFTEC mobile app.

### Resume/CV
WEF values the ability to attain continuing education approvals for WEFTEC technical sessions. We work very hard to apply for these approvals with a vast number of state agencies representing a growing number of professional license categories, most notably operators and engineers. WEF does this as a service to our attendees.

A growing number of approval boards have tightened their approval requirements by requiring WEF to provide resume/cv for speakers. We ask for your assistance with this task by simply uploading a copy of your existing resume/cv in the speaker portal.

## ☑ Register for Pre-WEFTEC Briefing

Pre-WEFTEC Briefings provide you with a step-by-step of what to do when you arrive onsite in New Orleans.

**Attendance to at least one of the briefings is mandatory. Use the provided links to register for one of the two options. The meetings will cover the same material.**

There will be no onsite briefings. If you would like to meet with your fellow session participants before your session, please visit the Speaker Prep Room where we will have tables available to you.

### Pre-WEFTEC Briefing I
**September 18, 2024**
**3:00 – 4:00 PM Eastern**

**REGISTER**

### Pre-WEFTEC Briefing II
**September 19, 2024**
**11:00 AM – 12:00 PM Eastern**

**REGISTER**

## ☑ Presentation Upload

**Presentation speakers must upload a draft of their presentation to the speaker portal by September 23rd.** The speaker portal will begin accepting presentation uploads in late August. Each speaker will receive a notification alerting them when the upload option is available. Draft presentations need to be uploaded by the **September 23rd** deadline to give moderators/facilitators a chance to review the presentations and help identify areas in need of updates or changes.
*For presentations with two speakers, only one will be required to upload the presentation.

**Finalized presentations must be submitted within the speaker portal or onsite in the Speaker Prep Room no later than 24 hours prior to the sessions.** It is imperative to submit final presentations on time. Submitting a presentation late or not at all will impact other sessions and speaker negatively. Please be courteous and manage your time wisely.

**Presentation Resources listed below will be provided by WEF Staff:**
**WEFTEC PowerPoint Template** *(not mandatory, but highly recommended)*
Should you choose to create your own template, select a background color that provides good contrast to your font and graphics.

**Logo Guidelines**
So that WEF may continue to offer Continuing Education credits for the Technical Program, it is our policy that logos should not be used in presentations at WEF Conferences. If it is your employer's policy to use the logo in presentations, placement may be on the first and last slide only.
**This means no logos may be used on any slides other than the first and last slide!**

More resources can be found at www.weftec.org/presenterinformation.