

# Pre-WEFTEC Guidance Document

## Moderators and Assistant Moderators



Thank you for choosing to participate as a moderator or assistant moderator for WEFTEC 2024. Highly engaged moderators are the secret ingredient for successful sessions. Moderators and Assistant Moderators will be participating in the **traditional** technical sessions taking place during the conference.

Please read through the included materials carefully and completely. This document only address moderator duties **prior** to WEFTEC. An additional document containing details on the WEFTEC onsite experience will be available to you as WEFTEC draws closer.

### WEFTEC MODERATOR 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
JULY	
Moderator & Facilitator Info Session	July 10
AUGUST	
Introduction, Photo, and Resume/CV Due	August 1
Interactive Session Training	August 6
SEPTEMBER	
Pre-WEFTEC Briefing Option 1	September 18
Pre-WEFTEC Briefing Option 2	September 19
Draft Presentation Due	September 23
<b>WEFTEC 2024</b>	<b>October 5-9</b>

### 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](mailto:speakers@wef.org)

#### Mary Ann Linder

WEFTEC Program Manager

Phone: 1-703-965-3693

Email: [mlinder@wef.org](mailto:mlinder@wef.org)

#### Susan Merther

WEFTEC Program Director

Phone: 1-703-684-2417

Email: [smerther@wef.org](mailto:smerther@wef.org)

# GETTING STARTED

## NOTICE OF WITHDRAWAL

If at any time while looking over this document you realize you cannot fully commit your time to being an effective moderator, please reach out to WEF staff at [speakers@wef.org](mailto:speakers@wef.org) letting us know you need a replacement.

## 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 for 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 8<sup>th</sup> at 9:00AM Eastern in the speaker portal.**

**If you do not confirm by May 8th, we will assume you do not intend to participate in the session and you will be **withdrawn** from the program.**

## THE SPEAKER PORTAL

<https://ww5.aievolution.com/wef2401/>

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](mailto:speakers@wef.org) immediately.

## 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 1<sup>st</sup>** from **1:00 – 2:00 PM Eastern**. Please make sure to register and reserve the time on your calendar.

[REGISTER](#)

## MODERATOR & FACILITATOR INFO SESSION

Moderators and Facilitators have several responsibilities to complete before we arrive on-site at WEFTEC. We highly encourage attending this info session where we will provide information on how to prepare for your technical session.



Training will be held via zoom on **Wednesday, July 10<sup>th</sup>** from **2:00 – 3:00 PM Eastern**. Please make sure to register and reserve the time on your calendar.

[REGISTER](#)

## 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.

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



# NEXT STEPS

## CONTACTING SESSION PARTICIPANTS

Starting with their acceptance into the program and leading up to WEFTEC, speakers have many responsibilities to fulfill. As a facilitator, familiarizing yourself with your speaker's timeline will be beneficial. **Be sure to keep up with this timeline and contact your speakers when necessary.**

SPEAKER DEADLINES	
Confirmation of Participation	<b>May 8</b>
Author and Speaker Info Session	<b>May 13</b>
Full Paper Due	<b>July 15</b>
License Agreement e-Signature Due	<b>August 1</b>
Introduction, Photo, Resume/CV Due	<b>August 1</b>
Draft of Presentation Due	<b>Sept 23</b>

**Download** the **Author and Speaker Guidance Document** available within the speaker portal for more detailed information on speaker deadlines.

All contact information for your **speakers** and **co-moderators** is available to you in the speaker portal. To find their contact information, follow the steps provided below:

**Step 1:** Log into <https://ww5.aievolution.com/wef2401/>

**Step 2:** Click the Speaker Portal option available on the Dashboard.

**Step 3:** Scroll down to find your session block.

**Step 4:** Click on your session title.

**Step 5:** Once the session details and agenda open, click on each speaker or moderator name to access their contact information.

Use these instructions to introduce yourself to your speakers and co-moderators.

## SCHEDULING SESSION PREP CALLS

Time to discuss your session with all your speakers and facilitators. Prepare for your session by scheduling a zoom, teams, etc. call where you can go over the session agenda, discuss how the session will run, and predetermine what presentation slides should cover to avoid overlap.

**Contact WEF Staff** if you would like assistance with scheduling and setting up session calls.

## DRAFT PRESENTATION UPLOAD

All speakers are required to upload a draft of the PowerPoint presentation to the speaker portal by September 23<sup>rd</sup>. As moderators your responsibility will be to log into the speaker portal and review each speaker's presentation. For the session to flow as smoothly as possible, please ensure the following:

1. **There is minimal overlap between each of the speakers' slides.**
2. **The number of slides is consistent with presentation time length.**

Example: There should not be 50 slides for a 10-minute presentation.

3. **Company/organization logos should only be on the first and last slides.**

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!

- Slides are not too crowded/busy.
- Text should be large enough for people in the back of the room to see.
- Images should not be blurry or grainy.
- Colors on the slide should consider those in the audience who may be visually impaired. Light text should be used for dark backgrounds and darker text for light backgrounds.

## 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](#)