



WEFTEC® SPEAKER CHECKLIST

Below is a quick reference checklist of all key deadlines. Keep this for your records. If you want more information on any of the steps, please see the following pages.

For each step of the process, you will receive a new email with instructions (from speakers@wef.org) OR you can login to the Speaker Ready Room online portal anytime: <https://ww3.aievolution.com/wef1901/>

- **March 20 – April 5:** Confirm participation
- **March 20 – May 8:** Update list of co-authors (if applicable) and presentation/manuscript title
- **March 20 – May 8:** Confirm speaker/author and enter bio and upload CV
- **May 15 - June 20:** Electronic signature by author and all co-authors for the License Agreement
- **May 15 - June 20:** Final manuscript – submitted in accordance with all guidelines
- **Late August/early September:** Upload presentation to the Presentation Management System.
- **September 23-25:** Attend Onsite Speaker Briefing for your session (*schedule provided later in document*).

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WEFTEC® SPEAKER INSTRUCTIONS/GUIDELINES

Confirmation of Participation

Due: April 5

You will need to indicate whether or not the presentation will be given at WEFTEC. Only select “No” if you intend to withdraw. You will have an opportunity to change the author/speaker once you answer this question. Your final response is due by April 5 in the online Speaker Ready Room portal. If you do not click on either option by this date, we will assume you do not want to participate and will withdraw your submission from the program.

Updating Paper Title, List of Authors/Confirmation of Speaker

Due: May 8

It is critical that the co-author list be current within the online Speaker Ready Room portal. To update the speaker/author, co-authors, the paper title and abstract, click “Dashboard” in the upper left-hand corner, then select “Edit Title and Authors” under Speaker Center.

Please note that the presentation title and author list will be reflected in the onsite program based on the information provided in the online system. You have until May 8th to make changes for the onsite program. After that date, we will not accept any changes to the co-authors. This list also MUST be accurate for license agreement purposes because each co-author will be signing electronically. There are no exceptions and no paper forms!!

Conference Registration

Opening April 16

All presenters must register and pay appropriate fees. WEF members receive the best rates, so make sure you are a WEF member to take advantage of the benefits. The easiest way to register and reserve your hotel is online at <http://www.weftec.org/>.

Speaker Biography

Due: May 8

Please enter a biography (100 words or less) in the online Speaker Ready Room portal. If you are not going to be giving the presentation, you MUST click “Edit Title and Authors” in the Dashboard and edit the speaker/author. This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you.

Speaker Resume or CV

Due: May 8

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 Resumes/CV's for speakers. We ask for your assistance with this task by simply uploading a copy of your existing Resume/CV file in the online Speaker Ready Room portal. These files are for official, internal use only and will not be made available to the public or used for any other purpose.

License Agreement

Due: June 20

All authors MUST complete the **License Agreement** (available May 15 – June 20) in the online Speaker Ready Room portal. This form will protect both WEF and the authors. You, as the authors, will maintain the copyright and provide WEF with an exclusive license until WEFTEC 2020 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.

You will receive an email in May when we are ready to begin collecting electronic signatures on the license agreements for you and all co-authors.

Please note: It is imperative that you enter the correct email addresses for your co-authors in the online Speaker Ready Room portal by May 8 so that the electronic notification/collection for your co-authors' license agreements is possible. We are not able to accept paper forms and all co-authors must sign the electronic license agreement.

Manuscript

Due: June 20

All speakers are **required** to prepare a full manuscript for the WEFTEC proceedings no later than June 20. *You will receive an email in May when we are ready to begin collecting manuscripts.* You cannot upload prior to receiving this email, however you can start preparing the manuscript at any time. Note that we need your manuscript as a Word document (not a PDF). **We must have your manuscript by June 20, 2019 or we will not be able to include your presentation in the program.** Late and incorrectly formatted manuscripts **WILL NOT BE ACCEPTED** and will be removed from the program. Please review the WEF Scholarship notes and appropriately cite all references according to manuscript guidelines. These can be found at <http://www.weftec.org/PresenterInformation/>

Notice of Withdrawal

Due: Immediately Upon Determination

If you need to withdraw the manuscript and presentation, please email speakers@wef.org with the author/speaker name, presentation title and time, and session number and title.

Items Due at WEFTEC

Presentation Information

The system to capture your slides will open in late August for those who want to upload early. Further details and deadlines will be provided in the summer. We use a separate system with our vendor, Freeman AV, however, the email will come from speakers@wef.org. WEF will provide an optional slide template that will be available in the online Speaker Ready Room portal and www.weftec.org/presenterinformation. Should you choose to create your own template, we encourage you to select a background color that provides good contrast to your font and graphics. Complicated Graphics, data tables, or all text slides should be avoided. Please use citations for un-original graphics, data, or information. 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 that absolutely NO LOGOS of any type may be used on any slides other than the first and last slide!**

Please pay close attention to your presentation time in the online Speaker Ready Room portal. Not every slot is for 30 minutes! WEF is changing up the educational formats so that the content and delivery formats stay current with best practices. The time allotted for you includes the Moderator introduction and a Q&A period after you speak. Your actual presentation should be 5-10 minutes shorter than your allotted time. Please note that the "Presented During Time:" is the entire session time – your allotted time will not be longer than 30 minutes.

NEW! New presenter resources have been posted at www.weftec.org/PresenterInformation on the Presentation Resources tab - we encourage you to check it out before you start your presentation.

Speaker Onsite Briefing

Plan on attending the speaker briefing associated with your session. **All speakers are required to attend their relevant briefing, or you may be removed from the program.** Each speaker briefing will consist of a 30-minute time period where the session moderator and speakers meet and discuss the layout of their session and any final details prior to the beginning of their session. If you find you are not available to attend the briefing for your session, you are responsible for notifying your session moderator. Based on your session number, please attend the briefing scheduled for your session as identified in the table to the right.

IMPORTANT NOTE: If you do not attend the briefing or communicate with your moderator explaining that you cannot attend, it will be assumed that you are not at WEFTEC and we will make arrangements to have another speaker present during your slot. This will allow adequate notice to find a replacement and is a fair solution for the moderator so that he/she can run a smooth session.

DAY	TIME	SESSION #
Mon 9/23	10:00-10:30	201-222
	12:00-12:30	223-232, 301-310
	3:00-3:30	311-328
Tues 9/24	10:00-10:30	401-420, 427
	12:00-12:30	421-426, 428, 500-510
	3:00-3:30	511-531, 606
Wed 9/25	10:00-10:30	600-605, 607-617

STAFF CONTACT INFORMATION

If you need assistance from the WEF staff, don't hesitate to contact us.

1. General Questions by email to: speakers@wef.org

2. Lauren Henretty

WEFTEC Program Coordinator

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