



## WEFTEC® INVITED SPEAKER CHECKLIST

Below is a quick reference checklist of all key deadlines. Keep this for your records.

<b>IMPORTANT DATES TO REMEMBER</b>	
<ul style="list-style-type: none"> <li>• Speaker Portal Opens</li> </ul>	<b>APRIL 1</b>
<ul style="list-style-type: none"> <li>• Confirmation of Participation Due</li> </ul>	<b>MAY 4</b>
<ul style="list-style-type: none"> <li>• WEFTEC Registration Opens</li> </ul>	<b>MAY 5</b>
<ul style="list-style-type: none"> <li>• Finalized Presentation Title</li> <li>• Introduction Upload Due</li> <li>• Resume/CV Upload Due</li> </ul>	<b>MAY 8</b>
<b>OPTIONAL</b> <ul style="list-style-type: none"> <li>• Manuscript Submission Opens</li> <li>• License Agreement Electronic Signature Opens</li> </ul>	<b>MAY 12</b>
<b>OPTIONAL</b> <ul style="list-style-type: none"> <li>• Finalized Manuscript Due/ Manuscript Submission Closing (must be submitted in accordance with all guidelines)</li> <li>• Manuscript Summary Due</li> </ul>	<b>JUNE 23 9AM EASTERN</b>
<b>OPTIONAL</b> <ul style="list-style-type: none"> <li>• Electronic Signature for Licensee Agreements Due (must be signed by author and all co-authors): <b>Only for those submitting a manuscript</b></li> </ul>	<b>JUNE 30 9AM EASTERN</b>
<ul style="list-style-type: none"> <li>• Presentation Draft uploaded to Presentation Management System</li> </ul>	<b>1 WEEK PRIOR TO SESSION</b>
<ul style="list-style-type: none"> <li>• Final Presentation uploaded to Presentation Management System</li> </ul>	<b>24 HOURS PRIOR TO SESSION</b>
<ul style="list-style-type: none"> <li>• Pre-WEFTEC Speaker Briefing I</li> </ul>	<b>AUGUST 27 1:00PM – 2:00PM</b>
<ul style="list-style-type: none"> <li>• Pre-WEFTEC Speaker Briefing II (First-Timers)</li> </ul>	<b>SEPTEMBER 10 1:00PM – 2:00PM</b>
<ul style="list-style-type: none"> <li>• Pre-WEFTEC Speaker Briefing III (Experts)</li> </ul>	<b>SEPTEMBER 17 1:00PM – 1:30PM</b>
<ul style="list-style-type: none"> <li>• Onsite Check-In (schedule provided later in documentation)</li> </ul>	<b>OCTOBER 5 -7</b>

For each step of the process, you will receive a new email with instructions (from [speakers@wef.org](mailto:speakers@wef.org)) OR login to the Speaker Ready Room online portal anytime: <https://ww3.aievolution.com/wef2001/>

Detailed information on all of the steps are included on the following pages. Unless otherwise noted, all steps are to be completed in the Speaker Ready Room online portal.

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# WEFTEC® SPEAKER INSTRUCTIONS/GUIDELINES

## Confirmation of Participation

**Due: May 4**

Please indicate if you are accepting WEF's invitation to participate as an author/speaker for each presentation assigned to you. **If you do not click on either option by May 4, we will assume you do not want to participate and will withdraw your presentation from the program.**

## Conference Registration

**Opening May 5**

**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. Register by July 24<sup>th</sup> to receive the early bird rates. The easiest way to register and reserve your hotel is online at <http://www.weftec.org/>.

## Updating Paper Title, List of Authors/Confirmation of Speaker

**Due: May 8**

For License Agreement purposes, the title of your manuscript and the co-author(s) must be current by May 8. To update the speaker/author, co-authors, the title and abstract, click "Dashboard" in the upper left-hand corner, then select "Edit Title and Authors" under Speaker Center. Changes must be made by May 8; any changes after this date they will not be accepted. **NOTE: The title and author list in the Speaker Ready Room portal on May 8 will be reflected in the onsite program and MUST be accurate for License Agreement purposes as each co-author will be signing electronically. Paper forms are not available.**

## Speaker Introduction

**Due: May 8**

Enter an introduction (100 words or less) in the online Speaker Ready Room portal. This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you.

## Speaker Resume/CV

**Due: May 8**

WEF values the ability to attain continuing education approvals for WEFTEC technical sessions. We apply for these approvals with a vast number of state agencies and many states require Resumes/CV's for speakers. Simply upload a copy of your Resume/CV file in the online Speaker Ready Room portal. These files are for official use only as needed by states requiring them, and will not be made available to the public or used for any other purpose.

## (Optional) Manuscript

**Due: June 23 9AM Eastern**

All invited speakers are encouraged to prepare either an abstract (about 2 pages) or a full manuscript for the WEFTEC proceedings. If you decide to submit an abstract or manuscript, you must upload it no later than June 23. **Abstracts and manuscripts cannot be uploaded before May 12; however, you can start working on your manuscript at any time.**

**NOTE: The WEFTEC Manuscript Template provided on [www.weftec.org/speak/presenter-information/](http://www.weftec.org/speak/presenter-information/) should be used as a guideline for formatting your manuscripts correctly. Incorrectly formatted manuscripts WILL NOT BE ACCEPTED and will be removed from the program.**

## (Optional) License Agreement

**Due: June 30 9AM Eastern**

If you submit a manuscript or abstract, you and all co-authors will need to complete the license agreement. The License Agreement is used to protect both the authors and WEF. 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 WEFTEC it will be a non-exclusive license so that we can keep it in the online proceedings and provide access for the future. **License Agreements will open in the Speaker Ready Room portal on May 12 and MUST be completed by June 30.** **NOTE: Correct information and email addresses for Co-Authors MUST be entered into the online Speaker Ready Room portal by May 8 for the License Agreement electronic notification/collection. We are not able to accept paper forms and all co-authors must sign the electronic license agreement.**

## Notice of Withdrawal

**Due: Immediately Upon Determination**

If you need to withdraw the presentation, please email [speakers@wef.org](mailto:speakers@wef.org) with the author/speaker name, presentation title and time, and session number and title immediately.

## WEFTEC® SPEAKER BRIEFINGS

### NEW FOR WEFTEC 2020!

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#### Pre-WEFTEC Speaker Briefing

Rather than waiting to brief you onsite, WEF is moving these to webinars before WEFTEC. WEF is holding three Pre-WEFTEC Speaker Briefing webinars that will cover important information to help you have a successful experience. **All speakers are required to attend at least one of the webinars.** The schedule and registration links are listed below. Please register for one of the webinars as soon as possible and add it your schedule!

**NOTE:** If you do not attend at least one of the webinars, it will be assumed that you will not be participating in WEFTEC 2020 and we will plan 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 they can run a smooth session.

#### Pre- WEFTEC Speaker Briefing I (Any Speaker)

Thursday, August 27, 2020

1:00PM – 2:00PM ET

This webinar is the first of three and will cater towards all speakers whether you are a first-timer or have had years of practice. Please use this webinar as an opportunity to prepare, learn, and ask any questions you may have.

**To Register:** <https://attendee.gotowebinar.com/register/621511447517451019>

#### Pre- WEFTEC Speaker Briefing II (First Timers)

Thursday, September 10, 2020

1:00PM – 2:00PM ET

This webinar is the second of three and will cater towards first timers and those who have less than 3 years of experience speaking at WEFTEC. Please use this webinar as an opportunity to prepare, learn, and ask any questions you may have.

**To Register:** <https://attendee.gotowebinar.com/register/5615270060015631883>

#### Pre- WEFTEC Speaker Briefing III (Experts)

Thursday, September 17, 2020

1:00PM – 1:30PM ET

If you have never served as a WEFTEC speaker before we highly recommend you register for Pre-WEFTEC Speaker Briefing I or II. This webinar is the last of three and will cater towards those who have 3 or more years of experience speaking at WEFTEC. Please use this webinar as an opportunity to prepare, learn, and ask any last-minute questions you may have.

**To Register:** <https://attendee.gotowebinar.com/register/9107652141855437323>

## ONSITE SPEAKER PREP ROOM

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Come to the Speaker Prep Room, La Nouvelle Ballroom to check in. This is **required** so that we know you are in attendance. You can do a final upload of your presentation and/or check to make sure it looks good and everything is correct. There will be audio visual technicians there to assist.

Please check in at least one day prior to your session. If you are arriving the day of your session, still check in and also contact your moderator to let them know you are arriving that day, and again once you have arrived. If you do not check in here prior to your session we will assume you are not in attendance and you can be removed from the program and replaced.

WEF staff are not scheduling briefings for groups of sessions as we have in the past. Moderators have the option of scheduling a separate meeting of their speakers in the Speaker Prep Room. Please check with your moderator to see if they are scheduling time to meet you.

## PRESENTATION INFORMATION

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In preparation for WEFTEC, presentation drafts must be uploaded **one week prior** to sessions. This will help you identify any areas in need of updates or changes. Finalized presentations must be submitted no later than **24 hours** prior to sessions.

**NOTE:** It is imperative that final presentations are submitted on time; submitting a presentation late or not at all will impact other sessions and speakers negatively. Please be courteous and manage your time wisely.

For those who would like to upload presentations early, the system to capture your slides will open in late August. We do use a separate system with our vendor, Freeman AV, for presentations, however; you will receive an email from [speakers@wef.org](mailto:speakers@wef.org) with further details and deadlines for presentations during the summer.

WEF has provided the Technical Session PowerPoint Template to help you create your presentations efficiently and correctly. Although using the template is not mandatory, it is highly recommended and can help you create a presentation best suited for the session rooms you will be in during WEFTEC. The template can be found at [www.weftec.org/presenterinformation](http://www.weftec.org/presenterinformation).

If you are not using the template and would prefer creating your own presentation, please keep the following in mind:

- Select a background color that provides good contrast to your font and graphics.
- Note that projectors will be optimized for widescreen format.
- Complicated Graphics, data tables, or all text slides should be avoided.
- 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!

**NOTE:** Please pay close attention to your presentation time in the online Speaker Ready Room portal. Not every presentation is 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.

## STAFF CONTACT INFORMATION

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

**General Questions** by email to: [speakers@wef.org](mailto:speakers@wef.org)

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