

## Moderator Accountability Guidelines

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### TO DO NOW

- **Register for WEFTEC** (opens April 17) – at [www.weftec.org](http://www.weftec.org)
- **Review your session listing** and clarify any concerns or issues with your symposia chair/vice chair – be sure you understand the intent of the session so that you are prepared to lead a cohesive, well thought out session. You can login to the Speaker Ready Room online portal anytime: <https://ww3.aievolution.com/wef1901/>.
- **Review the Speaker Instructions and Timeline** so that you are familiar with the speaker requirements. This packet includes the onsite speaker briefing schedule so that you and the speakers can plan for travel accordingly. The packet is available online: <http://www.weftec.org/PresenterInformation>.

**Please note** – in the Speaker Ready Room online portal, an **Author** is a speaker who submitted an abstract and was accepted for presentation. A **Speaker** is an “invited” speaker who did not go through the abstract submission and review process.

- **Contact your speakers and Assistant Moderators now!**
  - Introduce yourself and make sure they received the email notification of acceptance. Note they have until **May 8** to update presentation title and the co-author list (which is critical as WEF is collecting license agreements online).
  - Discuss the content of the session so that all speakers are comfortable with their role in the session. Pay attention to individual presentation times - not every slot is for 30 minutes! WEF is changing up the educational formats for participants so that the content and delivery formats stay current with best practices.
  - Remind them to register for WEFTEC.
- **Trainings**

WEF is changing it up this year! We will be posting short trainings online for you to view. As trainings become available WEF will email you. You are expected to watch each of these.

### TO DO IN JUNE

- **Contact your speakers in early-June**
  - Remind them that manuscripts and license agreements are due **June 20**. Please note that ALL co-authors must electronically sign the license agreements in the online system.
    - License agreement signed (online) from **each** co-author on each paper.
    - Paper prepared in accordance with the guidelines.
    - Do not grant extensions on papers. Only WEF staff may do this. If someone needs an extension, have them email [speakers@wef.org](mailto:speakers@wef.org)
    - Contact [speakers@wef.org](mailto:speakers@wef.org) if you know someone is withdrawing.

- **Go through manuscripts and bios** – You have access to the bios, and after all the speakers upload their manuscripts, you will have access to them in the system as well. Please review these items so you can prepare an outstanding session that is organized and interconnected.

#### TO DO IN JULY

- Be sure your speakers have registered – the best rates are only available until July 12<sup>th</sup>. After that, the rates go up significantly!

#### TO DO IN SEPTEMBER

- **Contact your speakers in early September**
  - Confirm the Speaker Briefing date and time with each speaker.
  - Be sure they are attending and that nothing has changed.
  - Remind them to upload their presentation into the Presentation Management System starting in late August. The first email will come from [speakers@wef.org](mailto:speakers@wef.org). A draft of the presentation is due 1 week prior to the Session and the final version is due 48 hours before the Session.

#### ONSITE

- Come to the speaker briefing room, *Room S406b* and check in for your briefing.
- Pick up the moderator folder (or designate who will) and review the folder and materials provided.
- RETURN THE FOLDER and Survey/Session counts onsite to the Speaker Briefing AFTER your session - this is a critical step!

#### TO DO AS NEEDED

- **Contact WEF staff if anything changes** during any of the above steps – you will probably be the first to hear of a change! Do not provide extensions on the papers - only WEF staff may do that.

#### PRELIMINARY SPEAKER BRIEFING SCHEDULE

*Please note that this schedule is subject to change*

Moderators and Speakers are required to report to the Speaker Briefing Room, *Room S406b* for their designated briefing (see below).

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