



Moderator Guidance Document

Highly engaged Moderators and Assistant Moderators are the secret ingredient for successful sessions! To ensure all our moderators have the best sessions possible, WEF provides this Moderator Guidance Document. Keep it handy and reference it as we go through the steps leading up to WEFTEC 2020 in New Orleans.

If you realize after looking over this document that you will not have the time available to fully commit to being an effective WEFTEC Moderator or Assistant Moderator, we encourage you to reach out to WEF staff and let us know you need a replacement. We would appreciate a thorough and candid assessment of your time and interests because you are key to the success of the session you are moderating.

To help you understand the steps and systems we use, we have planned a mandatory webinar. We are offering three options in dates. Pick the one that works best for your schedule! In this webinar, we will explain changes that are being made to the program this year and how to use our speaker portal which houses the session and speaker information. This webinar is mandatory for all moderators and assistant moderators participating in WEFTEC 2020.

WEFTEC 2020 Moderator Info Session: Option 1

Tuesday, April 21, 2020

11:30AM – 12:30PM EST

<https://attendee.gotowebinar.com/register/6316285688557703948>

WEFTEC 2020 Moderator Info Session: Option 2T

Wednesday, April 29, 2020

10:30AM – 11:30AM EST

<https://attendee.gotowebinar.com/register/3182062922440368653>

WEFTEC 2020 Moderator Info Session: Option 3

Friday, May 1, 2020

12:00PM – 1:00PM EST

<https://attendee.gotowebinar.com/register/6484843020163249165>

FIRST STEPS

1. **Register for WEFTEC** (registration opens May 5 at www.weftec.org)
2. **Review Session Listing:** To review, login to the Speaker Ready Room online portal anytime: <https://ww3.aievolution.com/wef2001>. (see the email from WEF for specific instructions on how to login)
 - a. Be sure you understand the intent of the session so that you are prepared to lead a cohesive, well thought out session
 - b. Clarify any concerns or issues with symposia Chairs and/or Vice Chair. If you are unsure who this is, please email speakers@wef.org and let us know which session you are moderating- we will put you in contact with the Chair/Vice Chair.
3. **Review Speaker Instructions and Timeline**
 - a. Get familiar with the speaker requirements. This packet includes the onsite Speaker Prep Room schedule so that you and the speakers can plan for travel accordingly.
 - b. The packet is available online: <http://www.weftec.org/PresenterInformation>.
IMPORTANT NOTE: In the Speaker Ready Room online portal, an **Author** is a speaker who submitted an abstract and was accepted for presentation and a **Speaker** is an “invited” speaker who did not go through the regular abstract submission process.
4. **Contact Speakers and Assistant Moderators NOW (must be done before May 8)**
IMPORTANT NOTE: Speakers have until **May 8** to update presentation titles and the co-author list This is a **critical deadline** as all of the next steps will be based on who is listed on each presentation at this deadline.
 - a. Introduce yourself and make sure they received the email notification of acceptance and are paying attention to the critical May 8 deadline.
 - b. Discuss the content of the session so that all speakers are comfortable with their role in the session.
 - c. Not every presentation slot is for 30 minutes - pay attention to individual presentation times and be sure the speakers note them also! The Program Committee selects different educational formats so that the content and delivery formats stay current with best practices.
 - d. **IMPORTANT NOTE: NEW** this year – WEF is not planning speaker briefings onsite in New Orleans. Instead, we are asking you to set up conference calls with your speakers ahead of time, and are asking that speakers attend mandatory webinars WEF is holding for them (info in the Speaker Instructions packet). As a result, here are your steps:
 - i. Set up conference calls with your speakers! Remind speakers WEF is *not* holding onsite speaker briefings this year.
 - ii. Make sure your speakers register and attend one of the Pre-WEFTEC Speaker Briefing webinars. Attendance in at least one of the webinars is required. Remind them to register while it is relatively fresh in their mind and they can hold the time on their calendars.

TO DO IN JUNE

1. **Remind speakers manuscripts are due June 23, 9AM ET**
 - a. Do not grant extensions. If a speaker needs an extension, have them email speakers@wef.org
Note: WEF very rarely grants extensions. Extensions are granted in truly extenuating circumstances, like hospitalizations, death in the family. Not for poor planning or not giving enough time for co-authors to review. Please stress this to your speakers.
 - b. Contact speakers@wef.org if you know someone is withdrawing. Please don't assume WEF knows this vital information.
2. **Remind speakers License Agreements are due June 30. 9AM ET.**
 - a. Please note that **ALL** co-authors must electronically sign the license agreements in the online system. The co-authors must line up with who they entered by May 8th and should only change in an emergency!
3. **Remind speakers to register for WEFTEC!**

TO DO IN JULY

1. **Make sure your speakers are registered for WEFTEC.**
 - a. The best rates are only available until **July 24** After that, the rates go up significantly!
2. **Make sure your speakers are registered for one of the Pre-WEFTEC Speaker Briefings.**
3. **Make sure you have set up a conference call with your speakers ahead of WEFTEC**
 - a. Confirm you have your speakers cell phone numbers/contact info if it is not in the speaker portal.

TO DO IN SEPTEMBER

1. **Contact your speakers in early September**
 - a. Be sure they are attending and that nothing has changed.
 - b. Remind them to upload their presentation into the Presentation Management System starting in late August. The first email will come from speakers@wef.org.
 - i. A draft of the presentation is due **1 week prior** to the Session. This is so that you can have time to review the PPT and make sure it isn't too long, doesn't contain company logos on all the slides etc.
 - ii. The final version is due **24 hours** before the Session

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1. Come to the Speaker Prep Room, *La Nouvelle Ballroom* and check in so WEF knows you are there.
 - a. **NOTE: Speakers are still required to check into this room - even with no briefings!**
2. Pick up the moderator folder (or designate who will) and review the folder and materials provided.
3. **RETURN THE FOLDER and Survey/Session counts onsite to the Speaker Briefing AFTER your session - this is a critical step!**

TO DO AS NEEDED

1. **Contact WEF staff if anything changes!** You will probably be the first to hear of a change!
2. Do not provide extensions on the papers.