

WEFTEC[®] WORKSHOP SPEAKER INFORMATION AND INSTRUCTIONS

WEF is pleased to provide this document which contains the guidelines for your participation in the Water Environment Federation's Annual Conference, **WEFTEC[®] 2019**. You have agreed to be a speaker in a WEFTEC[®] 2019 Workshop in Chicago, Illinois, September 21 – 25, 2019. We would like to extend our appreciation for your participation in the WEFTEC[®] 2019 workshops and we look forward to a successful program. If you need assistance or have any questions regarding workshops, please contact the WEF staff members listed on the Staff Contact Information Sheet. Your chair is the primary point of contact for any questions or concerns you may have regarding the content of your workshop or the plan for the day.

All steps below must be completed in the online Speaker Ready Room portal, unless noted below. You may access the portal at: <https://ww3.aievolution.com/wef1901/>

Notice of Withdrawal

Due: ASAP

If you can't participate, email workshops@wef.org to let us know. We will then work with your Workshop Chair to find a replacement speaker.

Speaker Biography

Due: May 15

Please enter a biography (100 words or less) of yourself in the online Speaker Ready Room portal. This information will be used in advance publicity for the conference, as well as by your Workshop Chair to introduce you.

Uploading of Speaker Resume or CV

Due: May 15

Over the years, WEF has increased our efforts 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.

Recently we have been notified by a growing number of approval boards that they will be tightening up their approval requirements by requiring WEF to provide Resumes/CV's for speakers. We are asking 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 workshop speakers **MUST** complete the **License Agreement** (available **May 15**) in the online Speaker Ready Room portal. This form will protect both WEF and the speaker. You, as the author, will maintain the copyright. FAQs will be available by May 15.

You will receive an email on May 15 when we are ready to begin collecting these forms. Questions about the forms should be directed to Mary Ann Linder at mlinder@wef.org

For each workshop at WEFTEC, WEF prepares a workbook to be handed out to each attendee. Included in the workbook are a current agenda, the learning objectives, and the slides for each presenter (printed 2 per page in color). WEF is able to print other materials that will enhance the attendees learning experience either as part of the workbook or as separate handouts. Additional materials to be printed are due to WEF staff by July 8.

Due Date - All Submittals must be reviewed by your chairperson and should be forwarded to them by **June 24** so that the chair has adequate review time. They will check for overlap and duplication within the presentations at the workshop and submit to WEF on July 8. Due to summer schedules, your chair may change the due date for you, but the final due date to WEF for all workshops is July 8.

Submittal Method - Please contact your chair to find out the preferred method for submittal for his/her review, but all final workshop materials will need to be uploaded to WEF's Presentation Management site. You will receive an email prior to the deadline from workshops@wef.org with instructions on how to login and upload your presentation.

Plea for Timeliness - WEF will reproduce the workshop proceedings and distribute copies onsite to attendees and presenters. Please comply with the deadlines as it is necessary to produce the workbooks and ship them to the convention center. Please remember that your workshop is not the only one! We have many books to produce for the thousands of attendees, so help us by sending materials on time. Please plan ahead with your workshop chairs to ensure nothing will be delayed in getting to WEF due to summer travel schedules.

Exception to this schedule - if you are preparing an interactive workbook, you will have a different schedule. Please talk to your workshop chair to find out about this.

Workshop and Conference Registration/Travel**Open Now**

Due to the level of work and preparation workshop speakers and chairs put forth, WEF provides each confirmed workshop speaker with one complimentary workshop registration. You will be provided with a promo code to use during registration in the coming weeks. Please note that we offer this for your workshop only and all other WEFTEC events or registrations are not complimentary.

Travel – As a reminder, travel and hotel arrangements are the responsibility of the speakers. Information is available online (www.weftec.org) to assist you and we encourage you to book your accommodations as soon as possible. WEF is not able to provide any travel or housing funding.

Briefing, Audio Visual, Presentation Information**Ongoing**

Briefing – A workshop speakers' briefing and continental breakfast is scheduled for the day of your workshop. When making your travel arrangements, plan to attend the briefing and be there at the start of your workshop. This is the chairs' opportunity to review how your workshop will be managed and for staff to provide information and last-minute reminders. The briefing will begin at approximately 7:15 am on the day of your workshop. Additional information will be provided as we get closer to WEFTEC.

Audio Visual – Your workshop chair has selected the equipment available in the room for you. Please contact your chair if you have any questions.

Presentation Slide Template – A workshop slide template is available at www.weftec.org/PresenterInformation. Presenters are encouraged but are not required to use this template.

WEFTEC® 2019 Workshop Do's and Don't's PREPARING AND SUBMITTING YOUR WORKSHOP MATERIALS

DO use the WEFTEC workshop slide template. This provides a cohesive look throughout the workshop and was designed to copy well in the workshop proceedings handout. **Attendees continue to complain about overcrowded, unreadable slides!** 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. The workshop slide template may be found at www.weftec.org/PresenterInformation.

DO practice good scholarship! Please use citations for un-original graphics, data, or information. If you did not create it, you MUST properly cite it!

DO provide definitions for all acronyms. Attendees may not know what the acronym you are using means – workshop evaluations show this is a point of frustration for attendees.

DON'T put your organization logo on every slide. 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!**

DO print out a copy of your slides as handouts, 2 per page, in color before you submit them to WEF. This allows you to see your slides as they will be printed in the workshop proceedings. Check to be sure everything is readable, and your font size is appropriate. If you use multiple layered animations, please send a print version with all animations removed.

DON'T add headers or footers to your slides (i.e.: date, slide number, organization name, your name, WEFTEC 2018, etc.). WEF staff will add page numbers and the date to the handouts as appropriate for consistency.

DO enhance your presentation by adding notes, submitting a manuscript, handouts, or additional graphics to go along with your presentation in the proceedings. Attendees get more lasting value when speakers add more detailed information to their slides using the notes section in PowerPoint, and we are able to print your slides in notes format ONLY if you submit this request in writing to workshops@wef.org.

DON'T make changes to your slides after the final submission deadline. Workshop attendees continue to complain that the content of the proceedings does not match what is being presented. Attendees use the proceedings to follow your presentation and take notes. If the proceedings and presentation do not match, their learning experience is diminished.

DO add your name and contact information to the end of your presentation. You are welcome to include as much contact information as you are comfortable sharing with attendees so that they can contact you after the conference with questions.

DON'T disappoint attendees by failing to submit your presentation for inclusion in the workshop proceedings. You are a valuable part of the workshop and your skills and expertise are vital to its success. That's why you were invited to be a speaker. Some attendees are coming specifically to see your presentation and receive your documented comments, so please do not disappoint them.

DO practice your presentation in front of an audience. Try holding a brown bag lunch before WEFTEC to get feedback from your colleagues.

WEFTEC® 2019 Staff Contact Information

If you need assistance from WEF staff, please contact us as follows:

General Questions by email to: workshops@wef.org

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