



## **WEFTEC® WORKSHOP CHAIR/VICE CHAIR GUIDELINES**

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

<b>IMPORTANT DATES TO REMEMBER</b>	
• Speaker Portal Opens	<b>APRIL 1</b>
• Confirmation of Participation Due	<b>MAY 4</b>
• WEFTEC Registration Opens	<b>MAY 5</b>
• Introduction Upload Due • Resume/CV Upload Due	<b>MAY 8</b>
• License Agreement Electronic Signature Opens	<b>MAY 12</b>
• Finalized List of Speakers/Facilitators	<b>JUNE 1</b>
• Electronic Signature for Licensee Agreements Due	<b>JUNE 30</b>
• Draft Workshop Proceedings Due to Workshop Chairs	<b>JUNE 24</b>
• Finalized Workshop Proceedings Due for Traditional Workbook	<b>JULY 8</b>
• Day of Workshop- Speaker Breakfast	<b>OCTOBER 3 or 4</b>

WEF is pleased to provide this document which contains the guidelines for your participation in the Water Environment Federation's Annual Conference, WEFTEC® 2020. You have agreed to be a Chair or Vice Chair for one of the WEFTEC® 2020 Workshops in New Orleans, Louisiana from October 3 – 7, 2020. We would like to extend our appreciation for your participation, and we look forward to a successful program. As chair you will be the primary point of contact for any questions or concerns workshop speakers may have.

If you need assistance or have any questions regarding workshops, please contact the WEF staff members listed on the Staff Contact Information Sheet.

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/wef2001/>

## **WEFTEC® WORKSHOP CHAIR & VICE CHAIR INSTRUCTIONS/GUIDELINES**

As a Workshop Chair or Vice Chair you are the guide to all the speakers and facilitators in the workshop. They have the same due dates as you that are listed below. We ask that you remind them of each of these due dates and help them keep on track.

### **Confirmation of Participation**

**Due: May 4**

You will need to confirm your participation as a Chair or Vice Chair for each workshop. Only select “No” if you intend to withdraw.

**NOTE:** If you do not click on either option by May 4, we will assume you do not want to participate in the workshop.

### **Workshop and Conference Registration/Travel**

**Opening May 5**

Due to the level of work and preparation workshop speakers and chairs put forth, **WEF provides each confirmed workshop Chair/Vice Chair with one complimentary workshop registration.** During registration in the coming weeks, you will be provided with a promo code.

**NOTE:** We offer this for your workshop only! All other WEFTEC events or registrations are not complimentary.

As WEF is not able to provide any travel or housing funding, all travel and hotel arrangements are the responsibility of the speakers. 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 [www.weftec.org](http://www.weftec.org).

### **Speaker Introduction**

**Due: May 8**

Please 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 any introductions.

### **Speaker Resume or CV**

**Due: May 8**

WEF values the ability to attain continuing education approvals for WEFTEC workshops. 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. 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.

### **Finalized List of Speakers/Facilitators**

**Due: June 1**

WEF should already have your finalized agenda. If you need to add or change a speaker or facilitator- we ask that you do so by June 1 so that there is plenty of time for the person to register and arrange for travel to WEFTEC. As WEFTEC gets closer, staff become increasingly busy and we do not have the resources to easily make changes. If there is a true emergency- like a death or hospitalization, we can make the change. But otherwise, all changes/adjustments need made by June 1. And ideally these changes should be minor.

### **License Agreement**

**Due: June 30 9AM Eastern**

The License Agreement is used to protect both the authors and WEF. Authors will maintain the copyright. FAQs are available here: <https://www.weftec.org/speak/presenter-information/> **License Agreements will open in the Speaker Ready Room portal on May 12 and all authors MUST complete the License Agreement by June 30.**

### **Notice of Withdrawal**

**Due: Immediately Upon Determination**

If you need to withdraw and cannot participate for any reason, please email [workshops@wef.org](mailto:workshops@wef.org).

## PRESENTATION INFORMATION

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In preparation for WEFTEC, all submittals must be sent to you, the Workshop Chair/Vice Chair by **June 24**. This will give you time to identify any areas in need of changes and check for overlap or duplication within the presentation. All final proceedings must be submitted to WEF by **July 8**. Read below carefully for information on the submission process.

**NOTE:** Due to summer schedules, you as the Workshop Chair may change the due date for your speakers to send draft proceedings. But do not change the final deadline for WEF, **July 8**.

### Proceedings Submission

Let your speakers know your preferred method for submittal for receiving the draft proceedings for the **June 24** deadline. WEF does use a separate system with our vendor, Freeman AV, for presentations, however; you will receive an email from [workshops@wef.org](mailto:workshops@wef.org) with further details and instructions on how to upload your presentation. As a Chair/Vice Chair you will be able to see what is submitted in that system and download copies of those materials- provided they are PPT documents.

All final workshop materials should be uploaded to WEF's Presentation Management site by **July 8**.

### Traditional Workbooks

For each workshop at WEFTEC, WEF prepares a workbook to be handed out to each attendee. Each workbook will include the following:

- Agenda
- Learning Objectives
- Presenter Slides (2 per page)

**NOTE:** If you would like to include additional materials within the workbooks or separate handouts to be used during the workshop, WEF will print those materials as well. These additional materials must be submitted to WEF by **July 8**. WEF will not be able to provide materials sent after this date to your workshop.

### Please comply with the deadlines.

It is imperative for workshop proceedings and handouts for distribution are submitted on time; submitting late or not at all will impact fellow workshops, speakers, and attendees negatively. Please comply with the deadlines as it is necessary to produce the workbooks and prepare them to be shipped to the convention center on time.

**NOTE:** We understand the difficulty of planning around summer travel schedules, so we ask you to work together to plan accordingly.

### Interactive Workbooks

If you are preparing an interactive workbook, you will have a different schedule. Please reach out to Mary Ann Linder with WEF staff at [mlinder@wef.org](mailto:mlinder@wef.org) for more information.

### Audio Visual

As the Chair/Vice Chair during the proposal phase, you selected your AV equipment. WEF's logistical team has used this information to price your workshop. They will send you an email during the summer- please be on the look at for it and approve the set up and materials. There is limited ability to accommodate changes and no ability once onsite at WEFTEC.

WEF has provided the Workshop Speaker Slide Template to help you create your presentations efficiently and correctly. For Workshops, we do request that you use this template. It will be available around May 1 and at that time, you will be able to find it here: [www.weftec.org/presenterinformation](http://www.weftec.org/presenterinformation).

**For additional support while preparing your materials for your workshops, please us the [WEFTEC 2020 Workshop Do's and Don'ts](#) found in this packet.**

**WEFTEC® WORKSHOP PREP**  
**NEW FOR WEFTEC 2020!**

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**Workshop Chair and Vice Chair Info Session**

**Wednesday, April 22, 2020**

**12:00PM – 1:00PM Eastern**

New to WEFTEC 2020! WEF is holding an info session webinar for the workshop chairs and vice chairs. This webinar will cover important information intended to help the chairs and their speakers have a successful experience. Although the info session is not mandatory, we highly recommend attending. Please register as soon as possible and add it to your schedule!

**Register:** <https://attendee.gotowebinar.com/register/7564027976502731020>

**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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## WEFTEC 2020 WORKSHOP DO'S AND DON'TS

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**DO NOT** create slides that are overcrowded and unreadable!

**DO** use simple, image-oriented slides and WEFTEC Workshop Slide Template as a guide.

**DO NOT** use un-original graphics, data, or information improperly!

**DO** practice good scholarship by properly citing any data you did not create yourself.

**DO NOT** add organization logos on every slide!

**DO** confirm logos are located on first and last slides ONLY.

**DO NOT** use unexplained jargon or acronyms attendees may not understand in presentation!

**DO** provide definitions for all acronyms on a word document and email to [workshops@wef.org](mailto:workshops@wef.org) by the deadline.

**DO NOT** send presentation without printing and reviewing slides.

**DO** print out a copy of your slides as handouts, 2 per page, and in color before submission and be sure everything is readable.

**DO NOT** add headers or footers to your slides (i.e. date, slide number, organization name, WEFTEC 2020, etc.)!

**DO** add your name and contact information to the end of your presentation.

**DO NOT** disappoint attendees by failing to submit your presentation for inclusion in the workshop proceedings.

**DO** submit a completed draft to your Workshop Chair by June 24 for review before the final submission deadline on July 8.

**DO NOT** make changes to your slides after the final submission deadline so the proceedings and the presentation will remain identical.

**DO** submit all final changes to the presentation on the final submission deadline, July 8.