



WEFTEC WORKSHOP SPEAKER GUIDELINES

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

IMPORTANT DATES TO REMEMBER	
• Speaker Portal Opens	APRIL 1
• Workshop Speaker Info Session	APRIL 28
• Confirmation of Participation Due	MAY 4
• WEFTEC Registration Opens	MAY 5
<ul style="list-style-type: none"> • Finalized Presentation Title • Introduction Upload Due • Resume/CV Upload Due 	MAY 8
• License Agreement Electronic Signature Opens	MAY 12
• Presentation Management System Open	EARLY JUNE
• Draft Workshop Proceedings Due (submit to Workshop Chair)	JUNE 24
• Electronic Signature for Licensee Agreements Due	JUNE 30 9 AM EASTERN
• Finalized Workshop Proceedings Due (Workshop Chair submits to WEF)	JULY 8
• Day of Workshop- Speaker Breakfast	OCT 3 or 4

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 speaker 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.

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/wef2001/>

WEFTEC® WORKSHOP SPEAKER INSTRUCTIONS/GUIDELINES

Confirmation of Participation

Due: May 4

You will need to confirm your participation as a speaker 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 as a speaker 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 speaker with one complimentary workshop registration.** After registration opens 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.

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 by your Workshop Chair to introduce you.

Speaker Resume or CV

Due: May 8

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

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 on the license agreement is 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 with the title of the workshop immediately.

PRESENTATION INFORMATION

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

NOTE: Due to summer schedules, your Workshop Chair may change the due date for you to send proceedings to them, but this will not change the final deadline for WEF, **July 8**.

Proceedings Submission

Contact your Workshop Chair for their preferred method for submittal when submitting for your **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 with further details and instructions on how to upload your presentation. All final workshop materials should be uploaded to WEF's Presentation Management site by **July 8**.

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 with your Workshop Chairs to plan accordingly.

Interactive Workbooks

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

Audio Visual

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

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.

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

WEFTEC® SPEAKER PREP
NEW FOR WEFTEC 2020!

Workshop Speaker Info Session

Tuesday, April 28, 2020

12:00PM – 1:00PM ET

WEF will be holding a speaker info session for all WEFTEC 2020 workshop speakers. This webinar will cover the responsibilities of being a speaker in a workshop including what is expected of you after onsite arrival and in the weeks leading up to 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/5025553595619049484>

ONSITE WORKSHOP SPEAKER BREAKFAST

During WEFTEC, all workshop speakers will be invited to attend the Workshop Speaker Breakfast where they will be able to meet with fellow speakers and prepare for their upcoming workshops. More details about the breakfast will be provided at a later date.

STAFF CONTACT INFORMATION

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

General Questions by email to: speakers@wef.org

Jazmin Goines

WEFTEC Program Coordinator

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Mary Ann Linder

WEFTEC Program Manager

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WEFTEC 2020 WORKSHOP DO'S AND DON'TS

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 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.