




May 16th, 2024 | 1:00 – 2:00 PM Eastern

WORKSHOP INFO SESSION



Who is this info session for?

Workshop Chairs
Workshop Vice Chairs
Workshop Speakers
Workshop Facilitators





What makes a Workshop a Workshop?

- A workshop is a highly interactive, hands-on, immersive learning experience
- The focus of your workshop should be hands-on learning and interaction; therefore, presentations should be short and sweet.



THE SPEAKER PORTAL

[https://ww5.aievolution.com/
wef2401](https://ww5.aievolution.com/wef2401)

By now, you should have received an email with your Speaker Portal login credentials.

WEF Members (current and past) should use their WEF membership username and password.

Non-members should use the username and password provided in speaker portal notifications.



WORKSHOP CHAIRS & VICE CHAIRS

The Chair & Vice Chair main responsibility is to ensure the overall success of the workshop.

Additional Responsibilities

Ensuring the correct logistical needs.

Final agenda.

Gathering all the workbook materials for final submission.

Ensuring the PPTs are uploaded by the deadline

DEADLINES

Provide final facilitator list by June 1st.

Workbooks due to WEF by July 24th.

PPTs uploaded by September 4th



SPEAKERS/ FACILITATORS

Responsibilities

All speakers and facilitators should think of themselves as facilitators of learning for the participants.

Create presentations that stimulate thought and leverage the intellectual equity in the room.

Provide materials for the workbook.

Day of workshop, speakers serve as facilitators as need be.

Sign the license agreement

Deadlines

Introduction, Photo, Resume/CV Due by July 1st

Workbook materials due to your Chair by July 7th

License Agreements must be signed by August 1st at 11:59pm.

Final PPTs by September 4th

WORKBOOKS

- The guidance document and for the workbooks can be found in the speaker portal

Interactive Workbook:
***NEW for 2024-* All Workbooks must be interactive!**

All workbooks **must** include the following at the minimum:

- speaker introductions and photos
- speaker contact information (optional)
- the workshop agenda
- workshop learning objectives
- ground rules (a sample copy will be provided by June)
- a page of acronyms/jargon that will be used during the workshop
- several blank or lined pages for notes

More Workbook Info

- The sky is the limit on what you include in the workbook! I encourage you to think about your activities and how the workbook can help facilitate the learning. If you need help- email Mary Ann!
- WEF will create a OneDrive Folder for each workshop to upload materials to by the July 7th deadline. This will be provided to the Chair/Vice Chair to share.
- To see sample interactive workbooks, please visit:
<https://wef.sharepoint.com/:f:/g/EkbPQzM7-cRImxeef6XWc5EBh5cWYJXNnEceaYGYPKF4lw?e=P2NJ1T>

PowerPoints

- Your PPTs MUST match what we share out via PDF. Do **not** alter them unless it is a critical data change. In that case, only change the 1 slide!

Guidance:

- Your PPT slides should be easy to read from the back of the room.
- If you need an in-depth graph, chart, table- that should be in the printed workbook.
- Company/Org logos on the first slide only
- Encouraged to use the WEF template.

LICENSE AGREEMENT

- By June 1st, you will see the **WEFTEC 2024 License Agreement – Paper** button available on your presentation block.
- Once you have signed the license agreement, a green **Confirmed** message next to the button.
- Only e-signatures will be accepted for the license agreement.
- License Agreement signatures must be provided by **August 1st at 11:59pm Eastern**.

Presentation Title: 1026 - [Abstract One](#)

Type: Interactive Technical Session

Time: 8:30 AM - 8:50 AM

Presented During: [Test Interactive Session](#)

Presented During Time: 8:30 AM - 10:00 AM

Venue on Event: McCormick Place

Role: [Author](#) (*EvAuthor*)

Participation

Confirmed

WEFTEC 2023 License Agreement - Paper

Incomplete

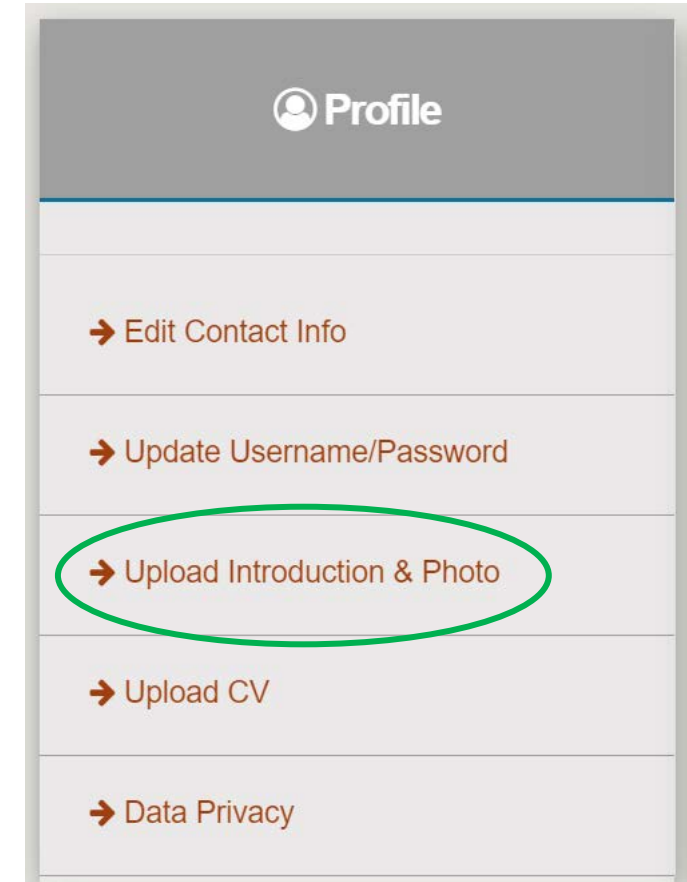
Upload and Manage Presentations

SUBMIT PAPER



INTRODUCTION & PHOTO UPLOAD

- All speakers and facilitators will need to input a short introduction to introduce themselves and a photo.
- The chair/vice chair will introduce you to the audience using the intro provided.
- This will also be used in the workbook



The introduction should not be longer than 100 words.

Photo must be upload in .jpg or .png format. Please use headshots only, no photos of pets or other scenery.

Other Items

Review of Logistics – Comes from other WEF staff generally in July. You will be asked to confirm your room set. Items generally can't be added as workshops are already priced.



PRE-WEFTEC BRIEFING

Saturday AND Sunday Workshops should make plans to attend the breakfast meeting on Sunday morning before the workshops begin. This is your opportunity to gather and make any last-minute adjustments while enjoying coffee.

WEFTEC REGISTRATION

All chairs, vice chairs, facilitators, and speakers are **required** to register ahead of time for the workshop. You do receive a complimentary registration for your workshop you are participating in. You are not required to register for any other part of WEFTEC. If you choose to, it is up to you. But you will need to use the specific code created for your workshop to receive the free workshop. This will be sent in early June, after I receive final facilitator lists.

THANK YOU!