

A large, white, hand-painted brushstroke graphic that forms a wide, irregular shape across the center of the page. The stroke is composed of several overlapping, directional strokes, giving it a textured, artistic appearance. It serves as a background for the text.

PRE-WEFTEC
SESSION BRIEFING

September 18 & 19, 2023



QUESTIONS TO ASK NOW

- Which day and what time will my session be taking place?
- Is my session traditional or interactive?
- Do I have my moderator or facilitator's contact information?
- Have I begun preparing my presentation?



UPDATE YOUR INFO

- Via the speaker portal, make sure your **company** information is correct.
- Add your **cell phone number** to the portal so session participants can contact you in case of any changes to your session/changes.
- If your bio/introduction was not uploaded by September 5th, bring a **hard copy on-site** to give to your moderator or facilitator.
- All changes need made by 25th!

BEFORE **WEFTEC**: MODERATORS & FACILITATORS

Make sure you have a call with the **entire session.**
Speaker contact information is available in the speaker portal.

Familiarize yourself and your speakers with the session **agenda.**
Make sure speakers know how much presentation time they have and prep for any interactive activities included in the agenda.

Ensure there is **minimal replication of information between speakers.**
Moderators and Facilitators should review speaker presentations before WEFTEC via the speaker portal.

Can't reach your speakers?
Contact Mary Ann or Jazmin for assistance.

BEFORE WEFTEC: PRESENTATION

Create your presentation.

Presentation resources are available on

www.weftec.org/presenterinformation

Download the WEFTEC presentation template.

The template is available in the speaker portal. Use of the template is suggested but not required.

Review the Learning Objectives

for your session and prepare the ppt to hit home your key takeaway as well

Watch the training on how to give a good presentation.

Remember- Less is More in PPT. It is only an enhancement of your talk (not your talk!)

Upload your presentation.

Presentation upload is now available via the speaker portal.

BEFORE WEFTEC: SPEAKERS

If you have not been contacted yet, reach out to your moderator or facilitator.

Contact information is available in the speaker portal.

Familiarize yourself with the session agenda.

Confirm your presentation time and prep for any interactive activities following your presentation.

Think about yourself as a facilitator of learning, not just a speaker. Your job is to help ensure people can take away the knowledge you share- and apply it to their job!



interactive sessions

- **Confirm** which engagement activity will take place during your session.
- **Do NOT** adjust how the session is laid out. Keep to the agenda.
- **Prepare** your presentation to include session's interactivity.
- **Prep** for engagement activities with fellow speakers and session facilitators.



ON-SITE: ARRIVING AT WEFTEC

Speaker Prep Room

CHECK-IN WITH WEF STAFF

When you arrive at WEFTEC, visit the **Speaker Prep Room** to check-in. Located at **S406b – Level 4**.

MODERATORS/FACILITATORS

- One moderator/facilitator from each session will need to sign out your **session folder** to check-in.
- Review the speaker check-in board to confirm your speakers have arrived.

SPEAKERS

- Highlight your presentation title found on the **Speaker Check-in board**.



presentation upload

After visiting the speaker check-in board, visit the **computer stations** available in the Speaker Prep Room.

Upload the final version of your presentation or **review** the presentation before your session.



presentation review

After picking up your session folder, visit the [computer stations](#) available in the Speaker Prep Room.

[Confirm](#) your speakers have all uploaded their presentations before your session begins.

ATTENDING YOUR SESSION

Meet with fellow speakers and session moderators or facilitators.

Make any final adjustments before the session begins.

Arrive to your session room 15-20 minutes early.

- Get familiar with the room's layout.
- Greet attendees as they enter the room.

INTERACTIVE SESSIONS

Engagement Activities

Confirm how the interactive portions of the session will be handled.

Session Materials

Provide attendees with handouts or other session materials before the session begins.

session etiquette

WHAT TO DO:

- **Respect the time of other speakers.** Pay attention to the agenda and create your presentation based on your allotted time.
- Be open to interacting with the audience rather than reading from presentation slides.
- **Provide succinct answers to questions.** For long responses, ask the attendee to meet or contact you after the session.
- Stay in the session to support other speakers and keep discussion moving.

session etiquette

WHAT NOT TO DO:

- Interrupt or speak over the attendees, moderators, and other speakers.
- Show favoritism towards certain session participants.
- Express judgement or dislike verbally or nonverbally.



presentation reminders

- Re-introduce yourself at the beginning of your presentation.
- Remind attendees of your paper available within the conference proceedings.
- Be open to questions and conversation from the audience.
- Provide contact information for attendees who may have questions.
- Thank your moderator or facilitator.



session reminders

- ***Monday Sessions*** only-ask people to not set items on chairs, to sit next to each other
- Reiterate and summarize major learning points of the session.
- Thank participants for attending the session.
- Remind attendees to complete the session survey within the mobile app.
- Complete the session evaluation form.



Helpful information

- **Attire:** Business Casual
- **Bring:** Business Cards and a Water Bottle
- **Register:** In advance, Expo Only will not be allowed into Tech Sessions
- **Photo:** Make sure your photo is X size in the speaker portal
- **First Stop:** Pick up badge at registration and then come to Speaker Prep Room

RETURN SESSION FOLDER

Please return the folder with **timecards** and completed **session evaluation form**.

THANK YOU!



QUESTIONS?