

# **WORKSHOP INFO SESSION**

**June 6<sup>th</sup>, 2023 | 2:00 – 3:00 PM Eastern**

The slide features decorative curved lines in the top-left and bottom-right corners. The top-left corner has a light green arc, and the bottom-right corner has a light blue arc. Both arcs are composed of multiple overlapping, semi-transparent layers.

# 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://ww3.aievolution.com/  
wef2301](https://ww3.aievolution.com/wef2301)

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

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

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



# WORKSHOP CHAIRS & VICE CHAIRS

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

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## **Additional Responsibilities**

Ensuring the correct logistical needs.

Final agenda.

Gathering all the workbook materials for final submission.

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## **DEADLINES**

Workbooks due to WEF by July 26<sup>th</sup>.



# SPEAKERS/ FACILITATORS

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## **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.

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Provide materials for the workbook.

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

Sign the license agreement

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## **Deadlines**

Introduction, Photo, Resume/CV Due by July 6th

Workbook materials due to your Chair by July 7th

License Agreements must be signed by August 1<sup>st</sup> at 11:59pm.

# WORKBOOKS

- The guidance document and for the workbooks can be found in the speaker portal and on [www.weftec.org/presenterinformation](http://www.weftec.org/presenterinformation)
- Your PPTs **MUST** match what we print. Do **not** alter them unless it is a critical data change. In that case, only change the 1 slide!

## **Traditional Workbook:**

- Agenda
- Learning Objectives
- Bios of Facilitators
- PPT Slides printed 2 per page

## **Interactive Workbook:**

- Agenda
- Learning Objectives
- Ground Rules
- Bios
- Materials other than slides

# More Workbook Info

- WEF will create a OneDrive Folder for each workshop to upload materials to by the July 6<sup>th</sup> deadline. This will be provided to the Chair/Vice Chair to share.
- In September, the exact same PPT will need uploaded to the Presentation Management System so that the slides will be in your Workshop.

# LICENSE AGREEMENT

- You should now see the **WEFTEC 2023 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 1<sup>st</sup> 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

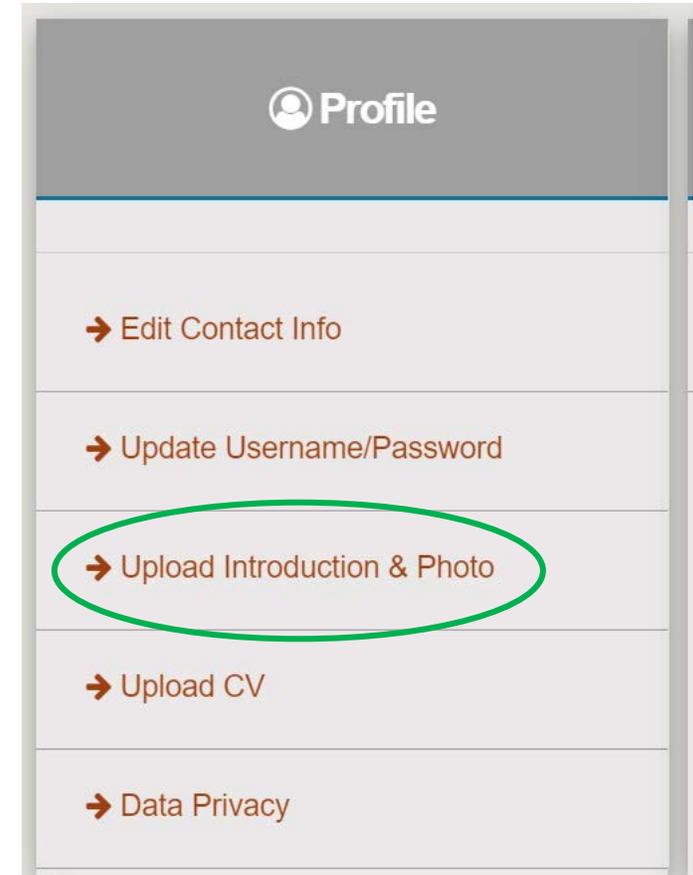
Upload and Manage Presentations

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.



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

**Interested in Using Polling During your Workshop?** Reach out to Mary Ann at [mlinder@wef.org](mailto:mlinder@wef.org) as we have a few polling opportunities.

**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

**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.

**Saturday Workshops** do NOT have a briefing. Just go to your workshop and feel free to arrive early to get set up.

# 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. It was sent on Friday, June 2.

Register now at <https://www.weftec.org/attend/2023-attendee-registration/>

**THANK YOU!**