WORKSHOP
INFO SESSION

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