SPEAKER PORTAL ORIENTATION

MAY 1, 2024
1:00 – 2:00 PM EASTERN
WEF Members
Log in using your WEF Membership information.
If you do not remember your password, you must email csc@wef.org for a password reset.

Non-members
Log in credentials can be found in your acceptance/invitation email. If you still have trouble logging in, email speakers@wef.org.
Participation
Will someone give this presentation at WEFTEC 2023 held in Chicago, October 2nd – 4th?

**Test Traditional Session**
Type: Traditional Technical Session
Mon, 10/2: 1:30 PM - 3:00 PM
Venue on Event: McCormick Place
Role: Moderator

- **Yes**
- **No**

**CONFIRMATION**

Only select **NO** if you intend to completely withdraw your paper. If you are unavailable and have a co-author who can take your place, select **YES** and you will be able to change the speaker after entering the portal.
Click the **DASHBOARD** button found in the upper left-hand corner from any page to easily navigate the speaker portal.
CONTACT INFO
Upon entering the Speaker Portal, click **EDIT CONTACT INFO** to confirm your email address and company information.

**WEF Members:** The speaker portal will pull your information from the Membership Database the first time you log in. After that, any changes you make in the Speaker Portal will remain; however, they will not affect your WEF Membership profile. We recommend any changes made in the speaker portal should be made on your membership profile as well.

The contact information provided to the speaker portal will be used for all speakers, moderators, and facilitators to remain in contact with each other leading up to WEFTEC.
Please edit/update/verify your company information!! We have quite a few people with no affiliation. This is how you will appear in the mobile app. So update!!
SPEAKER PORTAL
Click SPEAKER PORTAL to enter your SPEAKER READY ROOM where you will find information for your assigned sessions.

Your introduction to the speaker portal and download links for all Informational Packets can be found at the top of your ready room.

If you have not done so, please download and review your packet.
The most important task within the speaker portal will be to click on your session title. This allows you to view your session breakdown, which includes:

- Agenda
- Description
- Guide (*for interactive sessions*)
- Learning Objectives
- Focus Areas
- Moderator/Facilitator/ Speaker Contact Information
Confirmed message lets you know the task has been completed.

Opened tasks will appear as a blue button for you to click and complete the task. Ex: Participation is now open and will close on May 8th.

Closed tasks may appear but can only be completed when they become a blue button.
Test Interactive Session

Test Interactive Session

Mon, 10/2: 8:30 AM - 10:00 AM
Interactive Technical Session
90
McCormick Place


Interactive Session | Facilitated Discussion

Session Guide

In facilitated discussion sessions, attendees will be encouraged to have open conversation with the speaker(s) and other attendees after each presentation.
Facilitator Responsibilities:
- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.
- Recognize when there is need to cut conversation or opportunity to dive deeper.

Learning Objectives

At the end of this session, participants will be able to (1) Lorem Ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua, (2) Non pulvinar neque laoreet suspendisse interdum. Vellit scelerisque in dictum non consectetur, and (3) Vitae purus faucibus ornare suspendisse sed nibi luctus sed viverra. Aliquet bibendum enim facilis gravida neque convallis.

Assistant Facilitator

Susan Merther, WEF - Contact Me

Lead Facilitator

Mary Ann Linder, WEF Staff - Contact Me
After clicking on an individual’s name their contact info becomes available to you.

Susan Merther

WEF
Email: smerther@wef.org
**Authors** upload the abstract’s final paper to the speaker portal. **Presenting Authors (Speaker)** upload the presentation slides and present at WEFTEC.

Beginning on June 1st, **Authors** and **Invited Speakers** will be able to see the WEFTEC 2024 LICENSE AGREEMENT-PAPER and SUBMIT PAPER buttons.

**Incomplete** message lets you know the task needs to be done.
EDIT SPEAKER
Click **EDIT SPEAKER** to find where you can change who is presenting at WEFTEC or add/remove co-authors.

Find the presentation title of the presentation you would like to edit, select **MANAGE SPEAKER/CO-AUTHOR** to make changes to presenters and/or co-authors.
To begin the process of adding a speaker or co-author, click the ASSIGN AUTHOR/CO-AUTHORS button.
Enter the one or all the following to search for the person you would like to add:
• Last Name
• First Name
• Email
Once you have entered this information, click SEARCH.
Once the search result have pulled, select rather you will be adding the person as a Co-author or a Presenting Author (*Speaker*), then select **ASSIGN**.
ADDING AUTHORS AND SPEAKERS

If your search does not get any results and you received the **NO RECORDS FOUND** message, use **ADD CO-AUTHOR** or **ADD SPEAKER** to add them into the system manually. After entering the name, company, work phone, and email of the new speaker, they will be added to the presentation.

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**Add Co-Author** - Co-Authors contribute towards the development the manuscript and are all required to sign the license agreement by deadline.

**Add Speaker** - Presenting Authors are responsible for attending the Pre-WEFTEC speaker briefing webinar, uploading the presentation PowerPoint before the deadline, and giving the final presentation at WEFTEC. This person must be listed as an author or co-author of the manuscript.
REMOVING AUTHORS AND SPEAKERS

Make sure to add desired speakers before removing any speakers. If you remove yourself from a session or presentation, you will no longer have access to the speaker portal.

Authors for Case Study One
The Presenter is the only role that can be changed at this point. It should be someone who helped with the paper. You can have up to 2 official presenters with bios and photos showing.

Speaker (Presenting Author):

Remove Jazmin Goines

To remove a speaker, click the check box near the speaker’s name followed by the REMOVE button.
BIO
RESUME/CV
Click **UPLOAD INTRODUCTION & PHOTO** to be directed to the area where you can upload both your introduction and photo.

Type your short introduction into the box provided and use the **CHOOSE FILE** button to upload a headshot.
Click **UPLOAD CV** to be directed to the area where you can upload both your resume/cv.

Upload a PDF version of your resume/cv by clicking and dragging the file into the upload box.

Once the file appears in the upload box, fill in the **DOCUMENT TYPE** then press **UPLOAD**.
QUESTIONS?