

WORKBOOK GUIDANCE

WEF prepares workbooks for all WEFTEC Workshop attendees. The speakers and chairs assigned to each workshop are tasked with the responsibility of creating their workshop's workbook.

All workbooks **must** include the following:

- Speaker(s) introductions and photos
- Speaker(s) contact information - *optional*
- Workshop Agenda
- Workshop Learning Objectives
- WEF Workshop Ground Rules - *sample copy will be provided by June*
- Acronyms/jargon to be used during the workshop
- Blank or lined pages for notes

Providing other material is highly encouraged. This includes reading materials that are helpful, exercises for the workshop, case study information, etc. The sky is really the limit- it cannot consist of the speakers' presentation slides.

For prior year samples of workbooks that are interactive, [VIEW INTERACTIVE WORKSHOP WORKBOOK SAMPLES](#)

If you want help talking through your workbook, please reach out to Kabrea Tyler at ktyler@wef.org.

Always happy to help and provide assistance!

Submitting Your Workshop Workbook

WEF Staff will create SharePoint folders for each workshop to upload their workbook before the July 21st draft submission deadline.

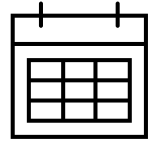
Based on summer schedules, the workshop chair(s) may change the draft workbook due date.

However, finalized workbooks must be submitted to WEF for all workshops by August 8th.

Plea For Timeliness

WEF staff will print, ship, and distribute the workshop workbook copies onsite to attendees and speakers. **Be sure to meet the August 8th deadline as printing and shipping the workbooks to the convention center takes time.** Workbook submissions that are late run the risk of not being printed for the attendees.

Remember your workshop is not the only one!



We must produce workbooks for all the workshops and for hundreds of attendees, so help us by sending materials on time.

Plan to ensure submission will not be affected by summer travel schedules.

JUNE 23

Speakers and Chairs should prepare a draft outline of the workbook and presentations.

Workshop chairs and speakers should prepare an outline of what will be in the workbook. In addition, thought should be given to the presentations and creating outlines of what will be covered. This will help ensure no presentation will run overtime and enough time will be given to the interactive exercises.

JULY 21

Speakers should send a draft of the workbook to their workshop chair by July 21st.

Workshop chairs should review the workbooks and make any necessary changes before sending them to WEF Staff. All draft workbook submittals must be reviewed by your chairperson and should be forwarded to them so that the chair has adequate review time.

AUGUST 8

Workshop chairs should upload the finalized workbooks by August 8th. After reviewing the workbooks, WEF Staff will print and ship them to WEFTEC for your workshop attendees. Chairs should check the workbook for overlap and duplication within the presentations.