



WEFTEC 2022: MODERATOR PRE-WEFTEC INSTRUCTION PACKET

(Moderator/Assistant Moderator)

Thank you for choosing to participate in WEFTEC as a Moderator or Assistant Moderator. Highly engaged moderators are the secret ingredient for successful sessions! This year at WEFTEC, we have a variety of session formats. As traditional session moderators, you play a critical role in ensuring the session runs smoothly.

As a note, this document only addresses Moderator duties **before** WEFTEC. An additional document containing details on the WEFTEC onsite experience will be available to you as WEFTEC draws closer. **Use this packet as a checklist to prepare for WEFTEC.**

If at any time while looking over this document you realize you cannot fully commit your time to being an effective WEFTEC Moderator, reach out to WEF staff at speakers@wef.org letting us know you need a replacement.

We appreciate a candid assessment of your time and interests because you are the key to the success of the session you are moderating.

TO DO BEFORE JUNE 1ST

1. LOG INTO THE SPEAKER PORTAL

You should have received an email from the speaker portal with your login information. Please use this to access the speaker portal and review your session information. If you have not received an email, please email speakers@wef.org

Speaker Portal: <https://ww3.aievolution.com/wef2201/>

2. REVIEW ASSIGNED SESSIONS VIA SPEAKER PORTAL

- Be sure you understand the intent of the session so that you are prepared to lead a cohesive, well thought out session.
- Pay close attention to how the session is supposed to run. In the speaker portal, we have provided guidance on how you are to engage and anything unique we are asking you to do.
- Clarify any concerns or issues with symposia Chairs and/or Vice Chair. If you are unsure who this is, please email speakers@wef.org with your session title.

3. REGISTER FOR & ATTEND SPEAKER PORTAL ORIENTATION

Speaker Portal Orientation | May 25th, 2022 | 1:00 – 2:00 PM Eastern | [REGISTER](#)

Information on how to access the speaker portal, how to find session information such as moderator and speaker contact information, and how to submit papers and presentations will be provided during this orientation.

4. CONTACT ASSISTANT MODERATORS

- Introduce yourself and make sure they received the email notification from the speaker portal.
- Discuss session content and schedule to determine who is comfortable completing tasks. Use this time to decide on how and where to split responsibilities.

5. REVIEW SPEAKER INSTRUCTIONS & CONTACT SPEAKERS

- [Download Speaker Instruction Packet](#) to familiarize yourself with the steps your speakers will be taking.
- Introduce and share your contact information with the speakers.
 - In the speaker portal, a *Presenting Author* is a speaker who submitted an abstract and was accepted for presentation. A *Speaker* is an invited speaker who did not go through the abstract submission and review process.

6. REGISTER FOR WEFTEC

All moderators and presenters must register and pay appropriate fees. WEF members receive the best rates, so make sure you are a WEF member to take advantage of the benefits.

Registration is Open! The easiest way to register and reserve your hotel is at <http://www.weftec.org/>.

7. REGISTER TO ATTEND MODERATOR TRAINING AND PRE-WEFTEC BRIEFING

WEF will be doing numerous trainings to help you as WEFTEC approaches. Please look below for the registration links and dates. While attending these sessions is not mandatory, it is highly recommended.

MODERATOR TRAINING | June 22nd, 2022 | 2:00 – 3:00 PM Eastern | [REGISTER](#)

For those participating in WEFTEC Traditional Technical Sessions as Moderators and Assistant Moderators.

PRE-WEFTEC BRIEFINGS (*only register for one of the two*)

WEFTEC 101 BRIEFING | September 21st, 2022 | 2:00 – 3:00 PM Eastern | [REGISTER](#)

For those who have less than 3 years of experience speaking, moderating, or facilitating during WEFTEC, this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

GENERAL BRIEFING | September 22nd, 2022 | 3:00 – 4:00 PM Eastern | [REGISTER](#)

For those who will be speaking, moderating, or facilitating during WEFTEC this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

TO DO BEFORE JULY 1ST

1. REMIND SPEAKERS OF THE FOLLOWING TASKS:

- **Register for the Speaker Training.**
Speaker Training | **Wednesday, June 29th, 2022** | 2:30 – 3:30PM EASTERN | [REGISTER](#)
For those participating in WEFTEC Technical Sessions and an Invited Speaker or Presenting Author.
- **Full Papers due Tuesday, July 12th at 9AM Eastern.**
 - The date is NOT flexible on the papers. Encourage them to complete and submit ON TIME! Do not grant extensions, only WEF staff can! Email speakers@wef.org for requests.
- **Paper License Agreement e-signatures are due Monday, August 1st at 9AM Eastern**

TO DO BEFORE AUGUST 1ST

1. REMIND YOUR SPEAKERS OF THEIR AUGUST 1ST DEADLINE

- **Paper License Agreement e-signatures are due Monday, August 1st at 9AM Eastern.**
Electronic signatures are required by the end of the month for all including co-authors for the license agreement. **REMIND SPEAKERS OF AUGUST 8 DEADLINE**
- **Upload Bio, Photo, and CV/Resume by Monday, August 8th at 9AM Eastern**
Please review the speaker introductions and photos within the speaker portal. These items will be used for marketing and promotion purposes for your session.

2. ARRANGE A CALL WITH ALL SPEAKERS AND MODERATORS

It is now time to discuss your session, how it will run, what to cover, what should the PPTs cover (don't duplicate information). As a Moderator of a traditional technical session, we suggest one to two pre-WEFTEC Calls.

TO DO BEFORE SEPTEMBER 1ST

1. REMIND SPEAKERS TO DO THE FOLLOWING BEFORE SEPTEMBER 14th

- **Register for one of the two Pre-WEFTEC Briefings.**
WEFTEC 101 BRIEFING | **September 21st, 2022** | 2:00 – 3:00PM EASTERN | [REGISTER](#)
For those who have less than 3 years of experience speaking, moderating, or facilitating during WEFTEC, this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

GENERAL BRIEFING | **September 22nd, 2022** | 3:00 – 4:00PM EASTERN | [REGISTER](#)
For those who will be speaking, moderating, or facilitating during WEFTEC this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

2. ENCOURAGE SPEAKERS TO REVIEW WEFTEC PRESENTATION MATERIALS

- Materials can be found here: <https://www.weftec.org/speak/presenter-information>
 - Watch “Tips for a Great WEFTEC Presentation” from Tom Kunetz

3. REMIND SPEAKERS TO SUBMIT DRAFT PRESENTATION BY SEPTEMBER 26

- Drafts of the presentation are due by **Monday, September 26th, 2022 at 9AM Eastern**
- WEF will open the presentation management system in mid-August. We will email all when the Presentation Management System is open.
- Please confirm presentation upload so you can prepare an outstanding session that is organized and interconnected.

4. REVIEW YOUR SPEAKERS’ PRESENTATION SLIDES

Review all the uploaded PowerPoints **after September 26th** for the following:

- Minimal overlap between each speakers slides.
- A reasonable number of slides (not 100 slides for a 10-minute talk!)
- Company/organization logos are only on the first and last slide
- That the individual slides aren’t too crowded/busy. Speakers should never have to say, “I know you can’t see this from the back of the room”.

STAFF CONTACT INFORMATION

If you need assistance from the WEF staff, do not hesitate to contact us.

General Questions by email to: speakers@wef.org

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