



WORKSHOP INSTRUCTION PACKET

(Workshop Chair/Workshop Vice Chair/Workshop Speaker)

Thank you for agreeing to participate in a WEFTEC® 2022 Workshop in New Orleans!

This document contains guidelines for your participation in the conference. Workshop Chairs will be your primary point of contact for any questions or concerns you may have regarding your workshop. If you do not have your workshop chair or vice chair contact information, reach out to WEF staff at speakers@wef.org with your workshop name and we can assist.

If at any time while looking over this document you realize you cannot fully commit your time to being an effective WEFTEC Chair or Vice Chair, 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 your workshop.

SPEAKER PORTAL: <https://ww3.aievolution.com/wef2201/>

The deadlines below must be completed in the speaker portal, unless noted otherwise. You should have received an email from the speaker portal with your login information. If you have not received an email, please email speakers@wef.org

SPEAKER PORTAL ORIENTATION

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

Information on how to access the speaker portal, how to find workshop information such as the workshop agenda, workshop description, and contact information for workshop chairs, facilitators, and speakers will be provided during this orientation.

IMPORTANT DEADLINES

WEFTEC Registration Open	MAY 3
Confirm Participation	MAY 31
Workshop Chair/Vice Chair Info Session	JUNE 1
Workshop Speaker Info Session	JUNE 6
Workbook Materials Due to Chair	JULY 5
Workbook Materials Due to WEF	JULY 20
E-signature for License Agreement Due	AUGUST 1
Speaker Introduction, Photo, and CV/Resume Upload Due	AUGUST 8
On-site Workshop Briefing	OCTOBER 9

WORKSHOP DEADLINE INSTRUCTIONS

NOTICE OF WITHDRAWAL: **IMMEDIATELY UPON DETERMINATION**

If you need to withdraw, please email speakers@wef.org and cc your Workshop Chair/Vice Chair to let us know. We will then work with your Workshop Chair to find a replacement speaker.

WORKSHOP AND CONFERENCE REGISTRATION/TRAVEL: **OPEN NOW**

Due to the level of work and preparation workshop speakers and chairs put forth, WEF provides each confirmed workshop speaker with **one** complimentary workshop registration. You will be provided with a promo code to use during registration in the coming weeks.

***Please note that we offer this for your workshop only and all other WEFTEC events or registrations are not complimentary.** You must register for the workshop using online registration at www.weftec.org/registration but registering for the Full Conference or any other events are optional.

TRAVEL: As a reminder, travel and hotel arrangements are the responsibility of the speakers. Information is available online (www.weftec.org) to assist you and we encourage you to book your accommodations as soon as possible. WEF is not able to provide any travel or housing funding.

WORKSHOP INFO SESSIONS

Workshop Chair/Vice Chair Info Session: June 1, 2022 | 2:00 – 3:00 PM Eastern | [REGISTER](#)

We highly encourage all Workshop Chairs and Vice Chairs to attend this information session. During this session, WEF staff will provide information regarding your responsibilities as chair or vice chair. You will also have the opportunity to ask questions. Workshop speakers do not have to attend this info session.

Workshop Speaker Info Session: June 8, 2022 | 1:00 – 2:00 PM Eastern | [REGISTER](#)

Workshop speakers are encouraged to attend this session, where WEF staff will share helpful tips and insight on the best way to complete the tasks that have been assigned to you as a speaker. There will also be an opportunity for speakers to ask questions at the end of the session. Workshop Chairs/Vice Chairs are welcome to attend this info session.

CONFIRMATION OF PARTICIPATION: **MAY 31**

You will need to indicate whether or not the presentation will be given in-person at WEFTEC 2022. Only select “No” if you intend to withdraw. If you cannot give the presentation, please notify your Workshop Chair. **Final response is due by May 31st at 9:00 AM Eastern in the speaker portal.** If you do not confirm by this date, we will assume you do not want to participate and will withdraw your submission from the program.

LICENSE AGREEMENT (*Workshop Speakers, Chair & Vice Chair if providing materials*): **AUGUST 1**

The License Agreement will be available from June 1st to August 1st.

The workshop chair, vice chair, and all speakers must complete the provide their e-signature within the speaker portal by the August 1st deadline. It is imperative for the correct email addresses for all listed speakers to be in the speaker portal. All speakers will receive an email from the speaker portal system once the license agreement is available.

We are not able to accept paper forms, and all must sign the electronic license agreement.

UPLOAD INTRODUCTION & PHOTO: AUGUST 8

Please enter an introduction (100 words or less) and a headshot in the online speaker portal to be used in advance publicity for the conference.

UPLOAD SPEAKER RESUME/CV: AUGUST 8

WEF values the ability to attain continuing education approvals for WEFTEC Workshops. We work very hard to apply for these approvals with a vast number of state agencies representing a growing number of professional license categories, most notably Operators and Engineers. WEF does this as a service to our attendees. A growing number of approval boards have tightened their approval requirements by requiring WEF to provide Resumes/CV's for speakers. We ask for your assistance with this task by simply uploading a copy of your existing Resume/CV file in the online speaker portal.

ON-SITE WORKSHOP SPEAKER BRIEFING: OCTOBER 9

There will be a workshop briefing scheduled during WEFTEC before your workshop begins for the Sunday and Tuesday workshops only. When making your travel arrangements, plan to attend the briefing and be there at the start of your workshop. This is the chairs' opportunity to review how your workshop will be managed and for staff to provide information and last-minute reminders. Additional information will be provided as we get closer to WEFTEC.

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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WEFTEC Program Director

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WORKSHOP WORKBOOK INSTRUCTIONS

WORKBOOKS ARE DUE TO CHAIR: JULY 5 | DUE TO WEF: JULY 20

For each workshop at WEFTEC, WEF prepares a workbook to be handed out to each attendee. Included in the workbook are a current agenda, the learning objectives, and the slides for each presenter (printed 2 per page in color).

INTERACTIVE WORKBOOK

WEF is able to print other materials that will enhance the attendees learning experience either as part of the workbook or as separate handouts. WEF encourages workshops to create an interactive workbook. In this format, your slides will not be printed. Instead, the book will contain exercises, questions, and other valuable materials. Additional materials to be printed are due to WEF staff by July 20th.

[VIEW INTERACTIVE WORKSHOP WORKBOOK SAMPLES](#)

All Submittals must be reviewed by your chairperson and should be forwarded to them by **July 5th** so that the chair has adequate review time. They will check for overlap and duplication within the presentations at the workshop and submit to WEF on **July 20th at 9:00 AM Eastern.**

Due to summer schedules, your chair may change the due date for you, but the final due date to WEF for all workshops is July 20th.

SUBMITTAL METHOD

WEF will create OneDrive folders for uploading before the July 5th deadline.

Please contact your chair to find out the preferred method for submittal for his/her review. You will receive an email prior to the deadline from a WEF staff member with instructions on how to login and upload your presentation.

*In addition to uploading in the One Drive folder, speakers must upload the same PPT slides into our Presentation Management System via the speaker portal by **September 26th at 9:00 AM Eastern.**

PLEA FOR TIMELINESS

WEF will reproduce the workshop workbook and distribute copies onsite to attendees and presenters. Please comply with the deadlines as it is necessary to produce the workbooks and ship them to the convention center. Please remember that your workshop is not the only one! We have many books to produce for the hundreds of attendees, so help us by sending materials on time.

Plan ahead with your workshop chairs to ensure nothing will be delayed in getting to WEF due to summer travel schedules.