



SPEAKER INSTRUCTION PACKET

(Presenting Author/Invited Speaker)

Thank you for agreeing to participate in a WEFTEC[®] 2022 Technical Session in New Orleans!

Please read this document carefully and completely. Use this packet for reference to help guide you through the process of becoming a WEFTEC Speaker. Below is a quick reference checklist of all key deadlines. Keep this for your records.

If at any time while looking over this document you realize you cannot fully commit your time to being an effective WEFTEC Speaker, 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 technical session.

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 session information such as the agenda, session description, and contact information for other session participants will be provided during this orientation.

UPCOMING DEADLINES

WEFTEC Registration Open	MAY 3
Confirm Participation	MAY 31
Speaker Training	JUNE 29
Finalized Paper Due (in accordance with guidelines)	JULY 12
Finalized Co-author List Due	JULY 12
Finalized Speaker Listing (last opportunity to change speakers, NOT co-authors!)	JULY 19
E-signature for License Agreement Due	AUGUST 1
Speaker Introduction, Photo, and CV/Resume Upload Due	AUGUST 8
WEFTEC 101: Pre-WEFTEC Briefing	SEPTEMBER 21
Pre-WEFTEC Briefing	SEPTEMBER 22
Upload Draft of Presentation	SEPTEMBER 26

SPEAKER DEADLINE INSTRUCTIONS

NOTICE OF WITHDRAWAL: **IMMEDIATELY UPON DETERMINATION**

If you need to withdraw the paper/presentation, please email speakers@wef.org with the author/speaker name, presentation title and time, and session number and title.

NOTE: If you need to change who is speaking at WEFTEC, please do not withdraw the paper.

CONFERENCE REGISTRATION: **OPEN NOW**

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

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 need to change the author/speaker, this option will be available after selecting “Yes” and completing the confirmation.

Your final response is due by **May 31st at 9:00 AM Eastern** in the online 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.

SPEAKER TRAINING: **JUNE 29, 2022 | 2:30 – 3:30 PM EASTERN | [REGISTER](#)**

The speaker info sessions will guide you through the steps required to meet your upcoming deadlines. Please use this info session as an opportunity to gain insight and ask questions. Attendance is not mandatory but is highly recommended.

FINALIZED CO-AUTHOR LIST DUE: **JULY 12**

It is critical that the co-author list be current within the online speaker portal, as all co-authors will need to provide their e-signature on the license agreement. Changes to the co-author list must be made before **July 12th at 9:00 AM Eastern**. After this date, we will not accept any changes.

FINALIZED PAPER DUE: **JULY 12**

Final Paper submission will be available from June 1st to July 12th.

All abstract authors are **required** to prepare a full paper for the WEFTEC proceedings. *You will receive an email from the speaker portal system when we are ready to begin collecting manuscripts.* You cannot upload prior to June 1st; however, you can start preparing the full paper at any time. Please review the [WEF Guidelines](#) provided to make sure you meet the required paper guidelines.

We must have your manuscript by July 12, 2022 or we will not be able to include your presentation in the program.

***NOTE: Invited Speakers who did not submit abstracts are not required to write a final paper/manuscript.**

LICENSE AGREEMENT *(not required for those not submitting final papers)*: **AUGUST 1**

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

All listed authors, including co-authors, must complete the License Agreement providing their eSignature within the speaker portal. **You will receive an email from the speaker portal system when we are ready to begin collecting electronic signatures from you and all co-authors.** It is imperative for the correct email addresses for all listed authors to be in the speaker portal so you can receive the notification announcing the collection of eSignatures for the License Agreements. **We are not able to accept paper forms and all co-authors must sign the electronic license agreement.**

The License Agreement will protect both WEF and the authors. You, as the authors, will maintain the copyright and provide WEF with an exclusive license until WEFTEC 2023 so that we can use your paper in the proceedings and other publications. After that it will be a non-exclusive license so that we can keep it in the online proceedings and provide access for the future.

FINALIZED SPEAKER LISTING: **JULY 19**

All presenting authors associated with your presentation must be reflected in the speaker portal. Presenting Authors consist of those associated with the paper who will be giving the presentation in-person at WEFTEC in New Orleans. All presenting authors need to log into their own speaker portal to upload an introduction, photo, and resume/CV.

UPLOAD INTRODUCTION & PHOTO: **AUGUST 8**

Please enter a headshot and an introduction (100 words or less) in the online speaker portal to be used in advance publicity for the conference, as well as by your Session Moderator to introduce you. If you are not giving the in-person presentation, you MUST click “Edit Title and Authors” on the Dashboard to change the presenting author.

UPLOAD SPEAKER RESUME/CV: **AUGUST 2**

WEF values the ability to attain continuing education approvals for WEFTEC technical sessions. 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.

PRE-WEFTEC BRIEFINGS: **REGISTER NOW**

For those who 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.

Attendance to at least one of the speaker briefings is mandatory. Make sure you register!

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

For those with 3 years or less of experience speaking during a WEFTEC technical session.

Pre-WEFTEC Briefing: September 22, 2022 | 3:00 – 4:00 PM Eastern | [REGISTER](#)

For all who are speaking during a WEFTEC technical session.

SPEAKER PRESENTATION INSTRUCTIONS

PRESENTATION DRAFT DUE: SEPT. 26 | FINAL DUE: 24 HOURS PRIOR TO SESSION

In preparation for WEFTEC, presentation drafts must be uploaded within the speaker portal by **September 26th**. This will help you identify any areas in need of updates or changes. Finalized presentations must be submitted no later than **24 hours** prior to sessions.

It is imperative to submit final presentations on time. Submitting a presentation late or not at all will impact other sessions and speakers negatively. Please be courteous and manage your time wisely.

For those who would like to upload presentations early, the system to capture your slides will be open in late August. We use a separate system with our vendor, Freeman AV, for presentations. You will receive an email from speakers@wef.org with further details and deadlines for presentations during the summer.

Presenter resources and speaker information is also available at www.weftec.org/PresenterInformation. WEF will provide the Technical Session PowerPoint Template to help you create your presentations efficiently and correctly in the late summer. Although using the template is not mandatory, it is highly recommended.

Should you choose to create your own template, we encourage you to select a background color that provides good contrast to your font and graphics. Complicated Graphics, data tables, or all text slides should be avoided. Please use citations for un-original graphics, data, or information.

So that WEF may continue to offer Continuing Education credits for the Technical Program, it is our policy that logos should not be used in presentations at WEF Conferences. If it is your employer's policy to use the logo in presentations, placement may be on the first and last slide only.

This means NO LOGOS of any type may be used on any slides other than the first and last slide!

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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