



PRE-WEFTEC
SPEAKER BRIEFING

BEFORE ARRIVING AT WEFTEC

yes..BEFORE WEFTEC

- Make sure you have a call with the entire session
 - Understand how the session will run
 - Make sure everyone knows how their presentation fits into the “story” of the session
 - Minimal replication of information between presentations this year
 - Contact Mary Ann or Jazmin for session assistance
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BEFORE ARRIVING AT WEFTEC

The PPT Presentation!

- Now is the time to work on your presentation
 - Tom Kunez has helped WEF create a short, dynamic video on how to give a good presentation- you are encouraged to watch it
 - Lots of resources are on www.weftec.org/presenterinformation
 - A template is available- not required (NO logos on all slides)
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BEFORE ARRIVING AT WEFTEC

The PPT Presentation!

- You can begin uploading your PPT presentations into our Presentation Management (PM) system
 - Link is found in the Speaker Portal- available only to the speakers, not co-authors or author
 - Moderators/Facilitators have viewing rights
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ARRIVING AT WEFTEC

What do I do when I get to the
convention center?

**Locate the Speaker Prep Room to
check in with WEF Staff!**

This lets your moderator or facilitator know you
are at WEFTEC and will be in your session.

UPLOADING YOUR PRESENTATION

When and where do I upload my **final** presentation?

In the Speaker Prep Room, upload your final presentation slides after checking in with WEF Staff or just verify that your slides look good to go!

VERIFICATION OF PRESENTATION

**In the Speaker Prep Room,
Moderators/Facilitators can view
all the slides for your look good to
go!**

MODERATOR/FACILITATOR BEFORE SESSION

Pick Up Moderator/Facilitator
Folder

**This folder has session critical
information in it- you will need to
come and pick this up so your
session runs smoothly**

ATTENDING YOUR SESSION

Arrive to your session 15-20
minutes early.

- Introduce yourself to the moderator/facilitator and fellow speakers
 - Get familiar with the layout of the room
 - Greet participants as they enter the room
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BEFORE YOUR PRESENTATION

Meet with moderator/facilitator to make final adjustments.

- Determine with moderator/facilitator how you will be handling audience questions.
 - **INTERACTIVE SESSIONS:** Confirm how engagement activities will be handled.
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DURING YOUR PRESENTATION

- Re-introduce yourself at the beginning of your presentation
 - Make session participants aware of your paper available in conference proceedings
 - Be open to questions & conversation from participants
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SESSION ETIQUETTE DO's

What is the best way to interact with attendees?

- **DO:** Provide succinct answers to questions. For long responses, ask the attendee to meet or contact you after the session.
 - **DO:** Be open to interacting with the audience rather than reading from presentation slides
 - **DO:** Respect the time of other speakers. Pay attention to the agenda and create your presentation based on your allotted time.
 - **DO:** Stay in the session to support other speakers and keep discussion moving
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SESSION ETIQUETTE DONT'S

What is the best way to interact with attendees?

- **DON'T:** Interrupt or speak over the attendees, moderators, and other speakers
 - **DON'T:** Show favoritism towards certain session participants
 - **DON'T:** Express judgement or dislike verbally or nonverbally
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ENDING YOUR PRESENTATION

Things to remember when wrapping up your presentation.

- Reiterate the main, summarizing points of your presentation
 - Thank the audience and moderator/facilitator
 - Provide contact information for participants who may have questions
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ENDING THE SESSION

What the Moderator/Facilitator
Should do

- Thank Everyone for attending
 - Remind everyone to fill out a session survey in the mobile app or using the QR code (signs in the hallway)
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RETURNING THE SESSION FOLDER

Moderators/Facilitators should
return the session folder to
Speaker Briefing Room

Bring the session folder back to the
speaker briefing room! We need the
completed session data forms.

Do **NOT** leave Chicago with this.
