

WEFTEC 2021

AUTHOR INSTRUCTION PACKET

(Primary Author/Presenting Author/Co-Author)

Please read this document carefully and completely. Use this packet for reference to help guide you through the process of becoming a WEFTEC Author. Below is a quick reference checklist of all key deadlines. Keep this for your records. This packet includes detailed information regarding all of the upcoming deadlines. Unless otherwise noted, all steps are to be completed in the Speaker Portal.

For each step of the process, you will receive a new email with instructions (from speakers@wef.org) or you can login to the Speaker Portal anytime: <https://ww3.aievolution.com/wef2101/>

PRIMARY AUTHOR UPCOMING DEADLINES

JUNE 14 WEFTEC Registration Opens

JUNE 17 Confirm of Participation

JUNE 17 Update list of co-authors (if applicable) and Paper Title

JULY 19 Submit Finalized Paper (in accordance with all guidelines)

JULY 23 Electronic Signature for License Agreement

PRESENTING AUTHOR UPCOMING DEADLINES

JULY 19 Modify Presenting Authors

AUGUST 2 Upload Introduction & CV/Resume

SEPTEMBER 22 Pre-WEFTEC Speaker Briefing I

SEPTEMBER 29 Pre-WEFTEC Speaker Briefing II (First Timers)

OCTOBER 6 Pre-WEFTEC Speaker Briefing III (Experts)

OCTOBER 11 Upload *draft* of PowerPoint Presentation

24-HOUR BEFORE SESSION Upload Final PowerPoint Presentation

CO-AUTHOR UPCOMING DEADLINES

JUNE 18 Speaker Portal Opens

JULY 23 Electronic signature for License Agreement

Continued on next page →

AUTHOR DEADLINE INSTRUCTIONS

Notice of Withdrawal | *Primary Author, Presenting Author*

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 just need to change who is speaking (the presenting author), please do not withdraw the paper.

Conference Registration | *Presenting Author*

Opens June 14th - Register early for the best rates!

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 | *Primary Author*

JUNE 17

You will need to indicate whether or not the presentation will be given in-person at WEFTEC 2021.

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 **June 17** in the online speaker portal. If you do not click on either option by this date, we will assume you do not want to participate and will withdraw your submission from the program.

Speaker Info Session | *Primary Author, Presenting Author*

JUNE 16 | JUNE 24

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.

SPEAKER INFO SESSION: OPTION 1 | June 16, 2021 | 1PM – 2PM Eastern

Register: <https://zoom.us/meeting/register/tJYvceyorTMtG9Ja-6AQWNWOxxNS8yWFHF5->

SPEAKER INFO SESSION: OPTION 2 (*co-authors welcome*) | June 24, 2021 | 11:30AM – 12:30PM Eastern

Register: <https://zoom.us/meeting/register/tJYsfumvqDwtE9Wys6kuyYnKmkfTHTByV6Rj>

Finalized Paper Title and List of Co-Authors | *Primary Author*

JUNE 17

It is critical that the co-author list be current within the online speaker portal, as all co-authors will need to provide their eSignature on the license agreement. In addition to the author list, the presentation title provided in the speaker portal will be used in the onsite program. Changes to the paper title and co-author list must be made before **June 17**.

After this date, we will not accept any changes.

Final Paper | *Primary Author*

JULY 19

All 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 receiving this email; however, you can start preparing the full paper at any time. **We must have your manuscript by July 19, 2021 or we will not be able to include your presentation in the program.** Please review the WEF Scholarship notes provided on <http://www.weftec.org/PresenterInformation/> to make sure you meet the required paper guidelines.

License Agreement | Primary Author, Co-Author

JULY 23

All listed authors, including co-authors, must complete the **License Agreement** (available June 15 – July 23) by 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 by June 17 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 2021 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.

Modify Presenting Author(s) | Presenting Author

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 Chicago. All presenting authors need to log into their own speaker portal to upload an introduction, photo, and resume/CV.

Upload Introduction & Photo | Presenting Author

AUGUST 2

Please enter 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 | Presenting Author

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.

WEFTEC Speaker Briefings | Presenting Author

SEPTEMBER 22 | SEPTEMBER 29 | OCTOBER 6

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

PRE-WEFTEC SPEAKER BRIEFING I (All Speakers) | September 22, 2021 | 1PM – 2PM Eastern

This webinar is the first of three and will be for all WEFTEC speakers. Whether you are a first-timer or have had years of practice, please use this webinar as an opportunity to prepare, learn, and ask any questions you may have.

Register: <https://zoom.us/meeting/register/tJerc-murDktEtxjwyEEpLHThd6RsgpDv3yi>

PRE-WEFTEC SPEAKER BRIEFING II (First Timers) | September 29, 2021 | 12:30PM – 1:30PM Eastern

The second of three speaker briefings will cater towards first timers. Those who have less than 3 years of WEFTEC speaking experience, please use this webinar as an opportunity to prepare, learn, and ask any questions you may have.

Register: <https://zoom.us/meeting/register/tJYvc-2orDsuHtEBEbecjNxShYNCa-f3dEIW>

PRE-WEFTEC SPEAKER BRIEFING III (Experts) | October 6, 2021 | 2PM – 3PM Eastern

IF you have never served as a WEFTEC speaker before we highly recommend you register for Pre-WEFTEC Speaker Briefing I or II. The final briefing will cater towards those who have 3 or more years of experience speaking at WEFTEC. Register: https://zoom.us/meeting/register/tJ0tdumgpz0rHdU-MDbYk_y7_DzeOh6VGD0U

Presentation Slide Submission | *Presenting Author*

DRAFT OCTOBER 11 | FINAL PRESENTATION 24 HOURS PRIOR TO SESSION

In preparation for WEFTEC, presentation drafts must be uploaded within the speaker portal by **October 11th**. 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.

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 and can help you create a presentation best suited for the session rooms you will be in during WEFTEC.

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

Presenter resources and speaker information is also available at www.weftec.org/PresenterInformation - we encourage you to check it out before you start your presentation!

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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