



## HOW-TO MODIFY/ADD PRESENTING AUTHORS TO YOUR PRESENTATION

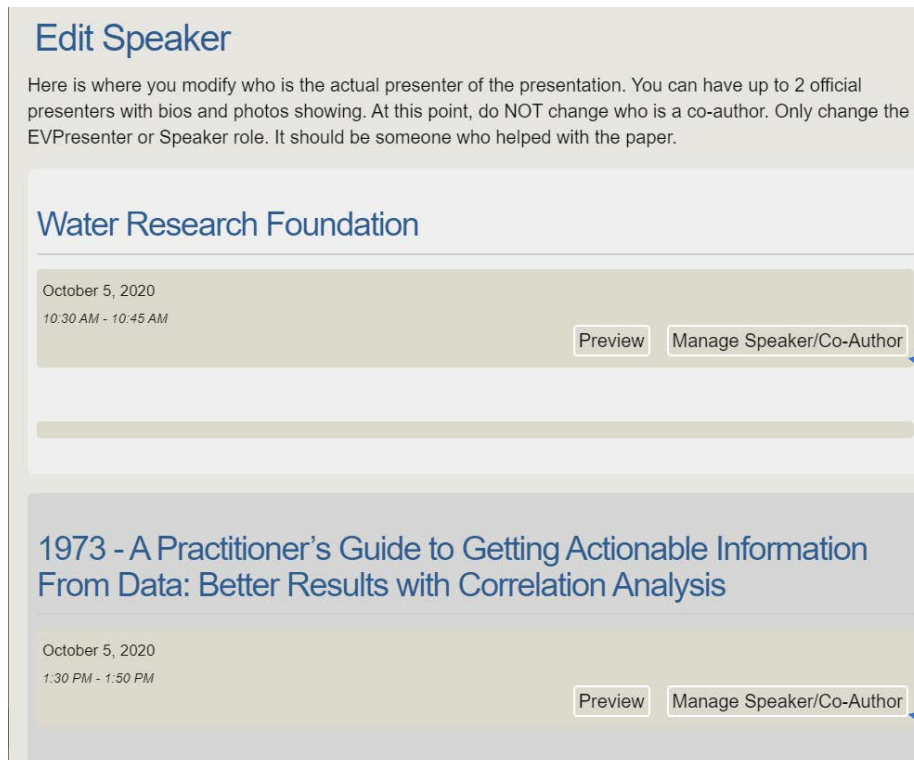
**Step 1:** Log into the speaker portal using this link: <https://ww3.aievolution.com/wef2001>

**Step 2:** Head to your **DASHBOARD** using the button in the upper left-hand corner.

**Step 3:** Once you are on the **DASHBOARD** (pictured below) select the **EDIT SPEAKER** button found in the middle **SPEAKER CENTER** column.



**Step 4:** Once you have clicked the **EDIT SPEAKER** button, you will be taken to the **EDIT SPEAKER** page (pictured below) where you are able to view all of the sessions you have been assigned.



**Step 5:** To Add or Remove a speaker, select the **MANAGE SPEAKER/CO-AUTHOR** button found underneath the title of the presentation you would like to edit. This will bring you to a page allowing you to view all of the presenting authors assigned to the selected session.

**Step 6:** TO REMOVE A SPEAKER. Check the small white box near the desired speaker's name. Once you select this box, click the **REMOVE** button found at the bottom of the page and the speaker will no longer be assigned to the presentation.

*(NOTE: If you wish to remove yourself as a presenting author you must add the new person first and then remove yourself. **DO NOT remove yourself and then attempt to add a new person.** Once you remove yourself you will no longer have access to the presentation.)*

**Step 7:** TO ADD A SPEAKER. Click on the **ASSIGN AUTHOR/CO-AUTHOR** button (pictured below). This will take you to the **SEARCH SPEAKERS** page.

**Step 8:** Enter the desired speaker's last and first name into the corresponding search criteria boxes, then select the **SEARCH** button. Once the speaker's information appears, select the Speaker check box under the **ROLE** column and click the **ASSIGN** button. *(NOTE: When you are adding speakers remember that each presentation can have a maximum of **two** speakers and can only submit **one** joint presentation.)*

**Authors for A Practitioner's Guide to Getting Actionable Information From Data: Better Results with Correlation Analysis**

The Presenter is the only role that can be changed at this point. It should be someone who helped with the paper. You can have up to 2 official presenters with bios and photos showing.

**Assign Author/Co-Authors** **Reorder Author/Co-Authors**

Speaker (EvPresentingAuthor):

- Remove Ivan Miletic  
Ivan Miletic
- Remove Beth Test  
Beth Test
- Remove Mary Ann Linder  
Mary Ann Linder | Conflicts
- Remove Jazmin Goines  
Jazmin Goines | Conflicts

**Remove**

### Search Speakers

Use the options below to find speakers.

Search Criteria

Last Name:

First Name:

Company:

Email:

State/Province:

Sorting Criteria: **Manage Speaker/Co-Author** Action

Sort By:

Then By:

**Search** **Cancel**

### Role Details

EvPresentingAuthor: (EvPresentingAuthor) Speaker - Presenting Authors are responsible for attending the Pre-WEFTEC speaker briefing webinar, uploading the presentation PowerPoint before the deadline, and giving the final presentation at WEFTEC. This person must be listed as an author or co-author of the manuscript.

Role	Last Name	Middle Name	First Name	Company	Email	WEF CustomerID	Country
<input type="checkbox"/>	Goines		Jazmin	Water Environment Federation	jg***@we***.org	17995703	United States

**Assign**