



## WEFTEC Connect Author/Speaker Instruction Packet

Please read this document carefully and completely. Speakers will find changes to important dates and additional information that will assist in the transition to a fully virtual WEFTEC. Use this packet for reference to help guide you through your next steps as a speaker.

For each step of the process, you will receive a new email with instructions (from [speakers@wef.org](mailto:speakers@wef.org)) OR login to the Speaker Ready Room online portal at any time: <https://ww3.aievolution.com/wef2001/>

Detailed information on all the steps are included on the following pages. Unless otherwise noted, all steps are to be completed in the Speaker Ready Room online portal.

<b>IMPORTANT DATES</b>	
<ul style="list-style-type: none"> <li>• Finalized Paper/Extended Abstract Due (must be in accordance with guidelines)</li> <li>• Paper/Extended Abstract Submission Closing</li> </ul>	<b>JULY 7 9 AM EASTERN</b>
<ul style="list-style-type: none"> <li>• WEFTEC Connect Registration Opens</li> </ul>	<b>JULY 13</b>
<ul style="list-style-type: none"> <li>• Electronic Signature for Paper License Agreements Due (must be signed by author and all co-authors)</li> </ul>	<b>JULY 14 9 AM EASTERN</b>
<ul style="list-style-type: none"> <li>• Speaker Portal Re-Opens</li> </ul>	<b>JULY 16</b>
<ul style="list-style-type: none"> <li>• Selection of 1 Presenting Author Due</li> </ul>	<b>JULY 23</b>
<ul style="list-style-type: none"> <li>• Speaker Introduction Upload Due</li> <li>• Moderator Introduction Upload Due (Optional)</li> <li>• Speaker Photo Upload Due</li> <li>• Inputting of 3 Presentation Quiz Questions</li> </ul>	<b>JULY 27</b>
<ul style="list-style-type: none"> <li>• Presentation Management System Opens for Video Upload</li> </ul>	<b>AUGUST 10</b>
<ul style="list-style-type: none"> <li>• Video Draft Uploaded to Presentation Management System</li> </ul>	<b>AUGUST 25</b>
<ul style="list-style-type: none"> <li>• Presentation License Agreement Signature</li> </ul>	<b>SEPTEMBER 7</b>
<ul style="list-style-type: none"> <li>• Final Presentation Uploaded to Presentation Management System</li> </ul>	<b>SEPTEMBER 9</b>

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## WEFTEC® SPEAKER INSTRUCTIONS/GUIDELINES

### **Paper/Extended Abstract Due**

**July 7 9AM Eastern**

All speakers are required to prepare a paper or extended abstract for the WEFTEC proceedings no later than July 7. The papers must follow all the required guidelines must be followed. Use the WEFTEC Paper Guidance Document found on [www.weftec.org/speak/presenter-information/](http://www.weftec.org/speak/presenter-information/) under Technical Session Speakers to help correctly format the paper.

### **Notice of Withdrawal**

**Immediately Upon Determination**

If you do not wish to participate in WEFTEC Connect, we are asking you to email [speakers@wef.org](mailto:speakers@wef.org) immediately with the author/speaker name, presentation title and time, and session number and title. Speakers who choose not to give a virtual presentation will be able to re-submit their abstracts for WEFTEC 2021. The abstract will be placed in the pool of newly submit abstracts and will have to go through the review process again.

### **WEFTEC Connect Registration**

**July 13**

**If you wish to view sessions and/or participate in networking events you must register for WEFTEC Connect.** To submit a pre-recorded presentation video, you **do not** need to register. We hope you will find value in all WEFTEC Connect offers including networking, speakers, access to exhibitors (new technologies), etc. The easiest way to register and learn more is at <http://www.weftec.org/>.

### **Paper License Agreement Signature**

**July 14 9AM Eastern**

The Paper License Agreement is used to protect both the authors and WEF. Authors will maintain the copyright and provide WEF with an exclusive license until WEFTEC 2020 so that we can use your paper in the proceedings and other publications. After WEFTEC it will be a non-exclusive license so that we can keep it in the online proceedings and provide access for the future.

**NOTE: We are not able to accept paper forms and all co-authors must sign the electronic license agreement.**

### **Selection of One Presenting Author**

**July 23**

When video presentations are uploaded to the presentation management system, only the info of one speaker will be visible within WEFTEC Connect. Meaning only one speaker will receive acknowledgement for the presentation. **If your presentation currently has more than one presenting author, we recommended selecting one person to record and upload the presentation.**

### **Speaker Introduction, Photo & Quiz Questions**

**July 27**

Please enter an introduction (100 words or less) and photo. This information will be used in the virtual platform to help attendees learn more about the primary speaker. Speakers must also provide 3 quiz questions attendees should be able to answer after watching the presentation. These questions are important and will be used by WEF to obtain continuing education credits in the various states. All of this is key information and is REQUIRED.

### **Presentation Video Draft Upload**

**August 25**

On **August 10**, the presentation management system will open for presentation submission. Moderators and WEF Staff will review presentation drafts and make sure it meets all the requirements. More detailed instructions will be sent to the presenting author in mid-July. **The final version of the presentations is due by September 9.**

**NOTE: We highly recommended uploading a draft to receive feedback. Once the final video presentations are uploaded to the presentation system, if a presentation does meet the requirements it will be pulled from WEFTEC Connect.**

### **Presentation License Agreement**

**September 7**

The Presenting Author **MUST** sign a presentation release that is in the speaker portal. This is required to appear in WEFTEC Connect. This allows WEF to put your presentation in the system and share it with attendees. If you have questions, please contact [mlinder@wef.org](mailto:mlinder@wef.org). The person that signs this must be the person that is recording the video and the uploading it. Once the video is uploaded and this is signed, nothing can be changed.

## 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](mailto:speakers@wef.org)

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