



WEFTEC Connect Author/Speaker Instruction Packet: UPDATED JULY 2020

Please read this document carefully and completely. Speakers will find changes to important dates. Use this packet for reference to help guide you through steps as a speaker.

For each step of the process, you will receive a new email with instructions (from 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.

IMPORTANT DATES *subject to change	
<ul style="list-style-type: none"> • Add/Modify Presenting Authors 	AUGUST 14
<ul style="list-style-type: none"> • Speaker Introduction Upload Due • Moderator Introduction Upload Due (Optional) • Speaker Photo Upload Due • Inputting of 5 Presentation Quiz Questions 	AUGUST 25
<ul style="list-style-type: none"> • Presentation Management System Opens for Video Upload 	AUGUST 10
<ul style="list-style-type: none"> • Video Draft Uploaded to Presentation Management System 	AUGUST 25
<ul style="list-style-type: none"> • Presentation License Agreement Signature 	SEPTEMBER 7
<ul style="list-style-type: none"> • Final Presentation Uploaded to Presentation Management System 	SEPTEMBER 9

Continued on next page →

WEFTEC® SPEAKER INSTRUCTIONS/GUIDELINES

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 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

Now Open

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/>.

Add/Modify Presenting Authors

August 14 9AM Eastern

You may have up to 2 people record a **JOINT** video of your presentation. You need to make sure that both names are reflected in the speaker portal and both have uploaded a bio, photo and have signed the presentation release. Or one presenter is fine as well. This is your opportunity to make modifications to whomever is the presenter. It just needs to be people associated with the writing of the paper (if applicable).

Speaker Introduction, Photo & Presentation Questions

August 25

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 5 true or false 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. Remember to provide the answers along with the submission of your questions.

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(s) **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. 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

Jazmin Goines

WEFTEC Program Coordinator

Phone: 1-703-684-2453

Email: jgoines@wef.org

Mary Ann Linder

WEFTEC Program Manager

Phone:1-703-684-2442

Email: mlinder@wef.org

Susan Merther

WEFTEC Program Director

Phone:1-703-684-2417

Email: smerther@wef.org