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*

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<th>Event</th>
<th>Date</th>
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<tr>
<td>Add/Modify Presenting Authors</td>
<td>AUGUST 14</td>
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<tr>
<td>Speaker Introduction Upload Due</td>
<td>AUGUST 25</td>
</tr>
<tr>
<td>Moderator Introduction Upload Due (Optional)</td>
<td>AUGUST 25</td>
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<tr>
<td>Speaker Photo Upload Due</td>
<td>AUGUST 25</td>
</tr>
<tr>
<td>Inputting of 5 Presentation Quiz Questions</td>
<td>AUGUST 25</td>
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<tr>
<td>Presentation Management System Opens for Video Upload</td>
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<td>Video Draft Uploaded to Presentation Management System</td>
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<td>Final Presentation Uploaded to Presentation Management System</td>
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WEFTEC® SPEAKER INSTRUCTIONS/GUIDELINES

Notice of Withdrawal

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

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

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

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

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

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: smether@wef.org