

MODERATOR INFO SESSION

June 14 | June 29

THE SPEAKER PORTAL

You have received your login information via email notification.

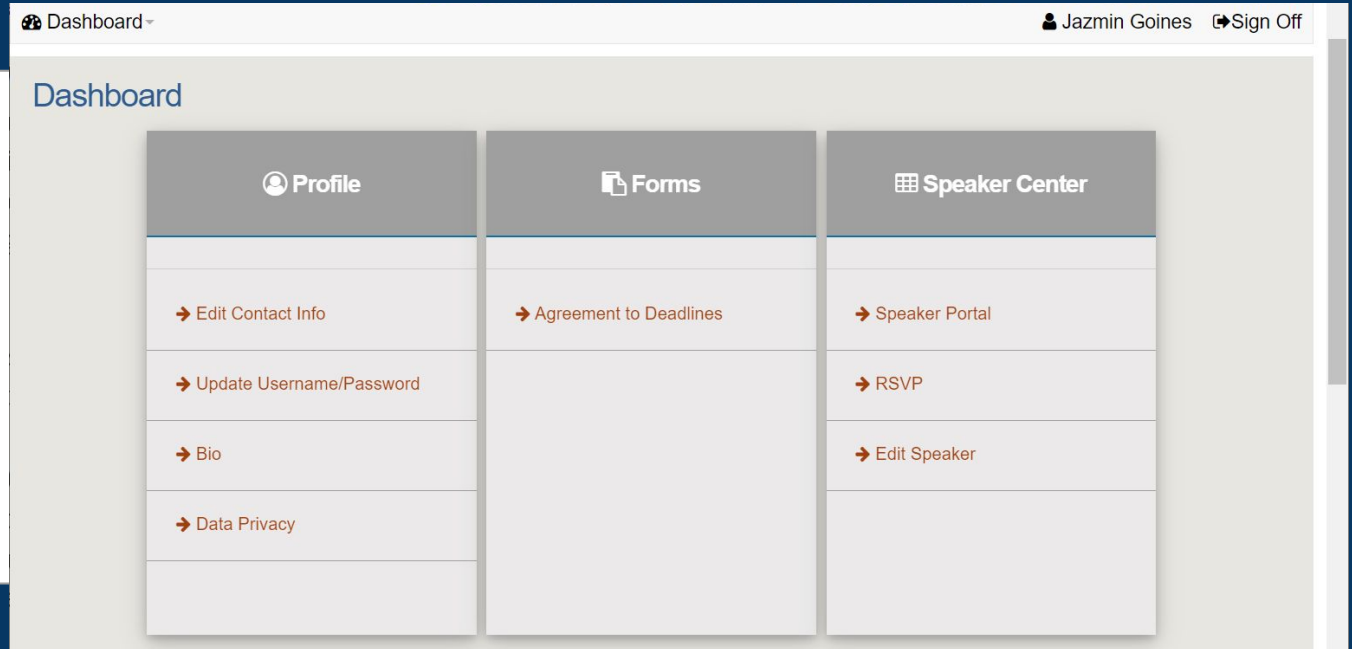
If you have not received your login - email speakers@wef.org

Speaker Portal: <https://ww3.aievolution.com/wef2101>

THE SPEAKER PORTAL | Dashboard

After logging in:

1. Complete the required Wizard Steps
2. Visit the Dashboard



THE SPEAKER PORTAL | Instruction Packets

Click to Download:

1. Moderator/Facilitator Instruction Packet
2. Author Instruction Packet
3. Facilitation Assistance Packet

Schedule

Welcome to the Speaker Portal!

In this portal, you have access to speaker resources, up to date WEFTEC information, and your personal speaker ready room where you can view all of your speaking engagements. NEW for 2021! If you have been assigned to a technical session, while reviewing your session information view your session details by clicking your session title found after "Presented During". Here you will find valuable information such as your session guide and goals.

Instruction packets based on your role at WEFTEC have been provided below. Please download the form that corresponds with the roles assigned to you. To see which role you have been assigned, look below at your presentation information. More information on roles and the speaker ready room is available when you download the [Speaker Ready Room Guide](#).

If at any time you need to withdraw a paper and/or presentation from WEFTEC, email speakers@wef.org with the author/speaker name, presentation title, and the session information (title, time, and number).

Before you begin to complete your assigned requirement in the speaker portal, download and review your instruction packet. Each packet contains upcoming deadlines with detailed instructions to help guide you through the process of fulfilling your role at WEFTEC 2021. These instructions packets are also available for download at www.weftec.org/PresenterInformation.

Not all steps in the process will be open at all times, so be sure to pay close attention to the dates and roles for each step.

Author Upcoming Tasks/Instructions (for Primary Author/Presenting Author/Co-Author roles)

Download your instruction packet: [WEFTEC 2021 Author Instruction Packet](#)

Speaker Upcoming Tasks/Instruction (for Invited Speaker roles)

Download your instruction packet: [WEFTEC 2021 Speaker Instruction Packet](#)

Workshop Upcoming Tasks/Instructions (for Workshop Chair/Workshop Speaker roles)

Download your instruction packet: [WEFTEC 2021 Workshop Instruction Packet](#)

Moderator/Facilitator Instructions (for Moderator/Asst Moderator/Lead Facilitator/Asst Facilitator roles)

Download your instruction packet: [WEFTEC 2021 Moderator/Facilitator Instruction Packet](#)

If you are a Facilitator/Assistant Facilitator, download the [Facilitation Assistance Packet](#).

Be sure to review speaker deadlines and check-in with your session speakers to keep them on track.

THE SPEAKER PORTAL | Review Session Information

Wed, 10/20

Presentation Title: Identifying Areas of Inequity

Type: Interactive Technical Session

Time: 11:05 AM - 11:15 AM

Presented During: Water Justice: How We Improve Water Equity

Presented During Time: 11:00 AM - 12:30 PM

Venue on Event: McCormick Place

Role: Author

Participation **Confirmed**

Presentation Title

- Speaker Contact Information

Presented During

- Agenda
- Session Description
- Session Guide
- Session Goals (Learning Objectives)
- Moderator/Facilitator Contact Information

THE SPEAKER PORTAL | Review Session Information

INTERACTIVE SESSIONS Facilitators

Use the [Session Guide](#) to provide information on the participant engagement that will take place during your session.

Water Justice: How We Improve Water Equity

Wed, 10/20: 11:00 AM - 12:30 PM

Interactive Technical Session

90

McCormick Place

Session Number: FIS04

The three main focuses of this session will be identifying, acknowledging, and finding solutions to inequity. Attendees are encouraged to attend this session where they will hear different experiences and success stories surrounding dealing with water inequity. There will also be an opportunity during short discussion breaks to share personal challenges and knowledge.

[Session Guide](#)

PEER-TO-PEER DISCUSSION

Each speaker will have 10-minutes to give their presentation followed by a discussion break from the audience inviting questions and comments. Short presentations with high engagement is the goal of this session in order to help the attendees figure out which solution is best to take back to their utility/organization.

[Session Goals](#)

At the end of this session, participants will be able to (1) discuss the importance of having and using the outlook of diverse staff members to identify areas of inequity, (2) acknowledge and spread awareness of inequity issues, and (3) find solutions to inequity within your service area.

THE SPEAKER PORTAL | Confirmation of Participation

DUE: JUNE 17

Confirms your attendance in assigned WEFTEC session **in-person** in Chicago between October 16-20th.

THE SPEAKER PORTAL | Important Speaker Deadlines

JUNE 17 Confirmation of Participation

JULY 19 Submission of Finalized Paper

JULY 23 Electronic Signature for License Agreement

AUGUST 2 Upload Introduction, Photo & Resume/CV

WEFTEC PAPERS

DUE: JULY 19

- Primary Authors submit final paper via Speaker Portal
- **NEW!** Must use the template this year.
- **NEW!** Final paper must be submitted in PDF Format
- Do NOT grant extensions - have speakers email speakers@wef.org
- **Submitting full papers is optional for invited speakers only.** All authors accepted through abstract submissions **must** submit full paper for proceedings!

SPEAKER INFO SESSIONS

JUNE 16 | JUNE 24

Registration links can be found in Author Instruction Packet.

PRE-WEFTEC SPEAKER BRIEFINGS

SEPTEMBER 22 | SEPTEMBER 29 | OCTOBER 6

- All speaker briefings will take place virtually, before WEFTEC.
- Registration links can be found in Instruction Packets.
- Speakers are required to attend at least one of three briefings.
- We highly recommend meeting with your speakers before WEFTEC!

FACILITATOR TRAINING SESSION

AUGUST 11

- Attendance highly encouraged for all facilitators.
- Registration link can be found in Instruction Packets.
- Download the Facilitation Assistance Packet before attending.

BEST PRACTICES

- Contact your speakers now!
- Schedule check-ins around due dates
- Schedule zoom meeting to discuss session format, roles, and responsibilities
- Alert staff of unresponsive speakers right away

WEFTEC REGISTRATION

Opens June 14th – register at www.weftec.org

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.

ADDITIONAL RESOURCES

Speaker Instruction Packets, Paper/Manuscript Guidance, and other resources can also be found at:

<https://www.weftec.org/speak/presenter-information/>

QUESTIONS?

THANK YOU!