

WEFTEC 2021: MODERATOR/FACILITATOR INSTRUCTION PACKET

(Moderator/Assistant Moderator/Lead Facilitator/Assistant Facilitator)

Highly engaged Moderators/Facilitators and Assistant Moderators/Assistant Facilitators are the secret ingredient for successful sessions! New this year, WEFTEC will be introducing interactive sessions. Sessions with an interactive format require more hands-on interaction with attendees. These interactive sessions will be supported by Facilitators. To ensure all moderators and facilitators have the best possible sessions, WEF has provided this instruction packet. Keep it handy and reference it as we go through the steps leading up to WEFTEC 2021 in Chicago.

At any time while looking over this document, you realize you will not have the time available to fully commit to being an effective WEFTEC Moderator or Facilitator, we encourage you to reach out to WEF staff and let us know you need a replacement. We appreciate a candid assessment of your time and interests because you are the key to the success of the session you are moderating/facilitating.

MODERATOR/FACILITATOR FIRST STEPS

1. LOG INTO THE SPEAKER PORTAL

You have received an email from the speaker portal with your login information. Please use this to access the speaker portal and review your session information.

Speaker Portal:

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

2. REVIEW ASSIGNED SESSIONS

- Be sure you understand the intent of the session so that you are prepared to lead a cohesive, well thought out session.
- Pay close attention to the type of technical session you have been assigned to. Moderators will be assigned to *Traditional* Technical Sessions while Facilitators will be assigned to *Interactive* Technical Sessions. More info on interactive sessions is provided in the Facilitation Assistance Guide.
- Clarify any concerns or issues with symposia Chairs and/or Vice Chair. If you are unsure who this is. Please email speakers@wef.org and let us know which session you are moderating – we will put you in contact with the Chair/Vice Chair.

3. CONTACT ASSISTANT MODERATORS/FACILITATORS

- Introduce yourself and make sure they received the email notification from the speaker portal.
- Discuss session content and schedule to determine who is comfortable completing tasks. Use this time to decide on how and where to split responsibilities.



4. REVIEW SPEAKER INSTRUCTIONS & CONTACT SPEAKERS

- Download the speaker instructions to understand and familiarize yourself with the steps your speakers will be taking.
- Introduce and share your contact information with the speakers. In the speaker portal, a *Presenting Author* is a speaker who submitted an abstract and was accepted for presentation. A *Speaker* is an invited speaker who did not go through the abstract submission and review process.
- Confirm speakers will be able to attend an in-person WEFTEC. Contact WEF Staff at speakers@wef.org at anytime if speaker will no longer be able to attend WEFTEC.

Make sure your speakers have registered to attend at least one of the three mandatory speaker briefings:

Pre-WEFTEC Speaker Briefing | September 22, 2021 | 1PM – 2PM Eastern

Register: <https://zoom.us/meeting/register/tJErc-murDktEtXjwyEEpLHThd6RsgpDv3yi>

Pre-WEFTEC Speaker Briefing II (First Timers) | September 29, 2021 | 12:30PM – 1:30PM Eastern

This briefing will focus on speakers with less than three years of WEFTEC speaking experience.

Register: <https://zoom.us/meeting/register/tJYvc-2orDsuHtEBEbeciNxShYNCa-f3dEIW>

Pre-WEFTEC Speaker Briefing III (Experts) | October 6, 2021 | 2PM – 3PM Eastern

This briefing will focus on speakers with three or more years of WEFTEC speaking experience.

Register: https://zoom.us/meeting/register/tJOtdumgpzOrHdU-MDbYk_y7_DzeOh6VGDOU

The speakers have several upcoming important deadlines. As a moderator/facilitator your responsibility is to make sure your speakers are able to meet these deadlines.

Important Speaker Deadlines:

JUNE 14 WEFTEC Registration Opens

Be sure your speakers have registered! Remind them to register early for the best rates.

JUNE 17 Confirm of Participation

Speakers must confirm they will be able to attend WEFTEC in-person in Chicago from October 16-20. If not, they can use the speaker portal to add a speaker who will be able to attend.

JULY 19 Submit Finalized Paper (in accordance with all guidelines)

Do not grant paper submission extensions. Only WEF staff may do this. If someone needs an extension, have them email speakers@wef.org

JULY 23 Electronic Signature for License Agreement

All authors, including co-authors, must electronically sign the license agreement in the online system.

AUGUST 2 Upload Introduction, Photo, & CV/Resume

Please review the speaker introductions and photos within the speaker portal. These items will be used for marketing and promotion purposes for your session.

OCTOBER 11 Upload *draft* of PowerPoint Presentation

Remind speakers to upload their presentation into the Presentation Management System starting in late August. An email notification will come from the speaker system when the Presentation Management System is available. Drafts of the presentation are due by October 11th. Please confirm presentation upload so you can prepare an outstanding session that is organized and interconnected.

5. REGISTER FOR TRAINING

WEF will be doing numerous trainings to help you as WEFTEC approaches. Please look below for the registration links and dates. While attending these sessions is not mandatory, it is highly recommended.

Moderator Info Session: Option 1 | June 14, 2021 | 1PM – 2PM Eastern

Register: https://zoom.us/meeting/register/tJMpf-2rqT8iHtdJn_Xx96XlmN5Rybc50Vnb

Moderator Info Session: Option 2 | June 29, 2021 | 11AM – 12PM Eastern

Register: https://zoom.us/meeting/register/tJ0rdeugqDkrH9JK_by-JGZsYyl_HFxZwwPy

Facilitator Training Session | August 11, 2021 | 1:30PM – 2:30PM Eastern

Additional training for Lead Facilitators and Assistant Facilitators assigned to Interactive Technical Sessions.

Register: <https://zoom.us/meeting/register/tJArdeqtrDouHNYlqOnQSI6LpmubNo6MGZSn>

6. REGISTER FOR WEFTEC

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. The easiest way to register and reserve your hotel is online at <http://www.weftec.org/>.

MODERATOR/FACILITATOR ONSITE STEPS

1. SPEAKER CHECK-IN ROOM

- Confirm that ALL of your speakers are present. Check the boards to see if your speaker has signed in. If anyone is missing, please call them. Staff will be available to assist.
- Confirm speakers have uploaded their final presentations to the Presentation Management System.
- If there are any last-minute changes, help the replacement speaker adjust and get their presentation uploaded.

2. PICK UP MODERATOR/FACILITATOR FOLDER

- In this folder you will find a sheet that includes the speaker bios. If there is no bio for a particular speaker, this means WEF did not receive one. Please have them write a brief bio during the session. Very importantly you will receive a survey. This must be returned completed at the end of your session! You will also find timecards, information on the proceedings/mobile app, and emergency information in the folder.

3. BEFORE YOUR SESSION

- All speakers and moderators are encouraged to arrive at your session room approx. 20 minutes prior to the start of the session.
- Pay close attention to the time allotted for each speaker. Not every slot is for 30 minutes! WEF is changing up the educational formats for participants so that the content and delivery formats stay current with best practices.
- Note whether your session has Interactive Attendee Discussion included as part of the session. If so, please save Q&A for each speaker for the Interactive Attendee Discussion. If not, please help the speakers to wrap up 5-7 minutes before the end of their allotted time to allow for Q&A.
- Discuss how you will let speakers know when time is up. Generally, this is done by discreetly flashing timecards (included in moderator folder).

- Everyone should remain in session room as long as possible to support other speakers and in case any speaker specific questions are asked later in the session.
- If a speaker is not able to present and there are no replacements available, do not skip ahead to the next speaker. Use this time to allow the audience ask questions or as an opportunity to further discussion on the topic.

4. DURING YOUR SESSION

- Introduce yourself and your assistant moderator(s). Mention the session name.
- Acknowledge all presenters in your session and remind attendees that full papers are in the proceedings (online version only).
 - Announce any speaker changes.
- At the start of the session, please announce where the emergency exits are. In the event of a fire or other emergency, exit out of the closest emergency exit and follow the instructions of convention center staff and public safety officers to evacuate the area.
- Phones and other wireless devices should be in Silent Mode. No photos allowed unless speaker has given consent.

Audiovisual Details and Help

- To access presentations in the room,
 - Push the Esc key to exit the walk-in slides
 - Speakers should choose their name to automatically launch their presentation
 - Please do not escape out of the walk-in slides until you are ready to begin the session
- AV Equipment
 - One podium mic, on all the time
 - A mouse which can be used as a pointer
- If you have trouble, hit the help button on the screen.
- If you have any other problems (temperature, sound, etc.), please tell the room monitor. They will find the appropriate help, so you can return to the session.

Questions from Audience

- Repeat questions into the mic so that all audience members have heard and understand what you are answering.
- Speakers and moderator should determine during the briefing how audience questions will be handled.
- Typically, the moderator will hold a question-and-answer break after each speaker unless the session has a planned interactive activity.

5. RETURN MODERATOR/FACILITATOR FOLDER!

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