



WEFTEC Connect Moderator Guidance Document **UPDATED July 30**

As the traditional WEFTEC transforms into WEFTEC Connect, the need for highly engaged Moderators and Assistant Moderators will grow. To ensure all moderators have the best sessions possible, WEF provides this Moderator Guidance Document. Keep it handy and reference as we go through the process of moving the technical program to this completely virtual platform. WEF will be emailing you as more information becomes available- so keep an eye on your email!

If you do not wish to participate in the virtual program or realize while reading this document that you will not have the time available to fully commit to being an effective WEFTEC Moderator or Assistant Moderator please reach out to WEF Staff at speakers@wef.org

NEXT STEPS

Review Revised Speaker Timeline

1. Get familiar with the speaker requirements.
2. Below are the upcoming important deadlines for all speakers. The updated speaker packet is available online: <http://www.weftec.org/PresenterInformation>.

IMPORTANT DATES <small>*subject to change</small>	
<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

TO DO NOW

1. Help Speakers Transition to Virtual Presentation

- a. Set up conference calls with your speakers to help them with the transition. Discuss the content of the session to ensure all speakers are aware of the changes being made to the presentation.
- b. Resources can be found here: <https://www.weftec.org/speak/presenter-information/> Scroll to the bottom of the page- and look for "Presentation Information" to find information on recording.

2. Remind Speakers to Complete Additional Information in Speaker Portal

- a. All speakers need to complete a 100-word maximum introduction (4000 character limit), upload a headshot/photo, and enter five questions the audience should be able to answer after watching their presentations.

NOTE: Providing questions is extremely important. The questions will be used to obtain continuing education credits.

TO DO IN AUGUST

Attend the Moderator Information Session:

WEF Staff will be holding an information meeting for moderators. Attendance is HIGHLY ENCOURAGED. We would like to take this opportunity to provide you with up-to-date information you can share with your speakers.

Register in advance for this meeting:

Thursday, August 6, 2020

1PM – 2PM EST

<https://zoom.us/meeting/register/tjYvdOCqrTktGNyL-cG8ICrRYGMqbrVDWWPr>

After registering, you will receive a confirmation email containing information about joining the meeting.

Review your speakers' presentations

1. Video presentation drafts are to be uploaded to the presentation management system by **August 25**. We are asking you as Moderators and Assistant Moderators to review your speaker(s) videos and assure they meet the required guidelines. Access to the PM will be provided around August 10.
2. If after review there is a video that does not meet the presentation guidelines, work with that speaker to improve the video presentation before submitting the final draft.
3. Guidelines for speaker video presentations will be available online: <http://www.weftec.org/PresenterInformation> in mid-July.
4. **Complete & Upload Your Moderator Introduction Video (Optional)**
 - a. All moderators can create and upload their own introduction video for each of their assigned sessions.
 - b. Use the video as an opportunity to give a glimpse into the session from a high level and how the individual presentations tie together, you may also include brief info on the speakers but do not focus on this. This video should not be longer than 10 minutes.

TO DO IN SEPTEMBER

Contact your speakers in early September

1. Remind all speakers to upload their final video presentation into the Presentation Management System by **September 9**. This includes your session introduction!
2. Remind them that all speakers need to sign a presentation license agreement by **September 7** to remain on the program. And if you are uploading a session introduction- you need to do the same.

TO DO AS NEEDED

1. **Contact WEF staff if anything changes!** You will probably be the first to hear of a change!
2. **Do not grant extensions.** If a speaker needs an extension, have them email speakers@wef.org
NOTE: Extensions are only granted in truly extenuating circumstances. Examples include hospitalizations or a death in the family. Extensions will not be granted for poor planning or lack of time.