

MODERATOR TRAINING

JUNE 22, 2022

THE SPEAKER PORTAL

If you have not contacted your speakers, please find their information within the speaker portal and reach out asap.

Speaker Portal: <https://ww3.aievolution.com/wef2201/>

BEST PRACTICES

- Contact your speakers now!
- Schedule check-ins around due dates
- Alert staff of unresponsive speakers right away

THE SPEAKER PORTAL | Important Speaker Deadlines

MAY 31 Confirmation of Participation

JULY 12 Submission of Finalized Paper

AUGUST 1 Electronic Signature for License Agreement

AUGUST 8 Upload Introduction, Photo & Resume/CV

WEFTEC PAPERS

DUE: JULY 12

- Only Primary Authors can 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 29

Registration links can be found in Speaker Instruction Packet.

PRE-WEFTEC SPEAKER BRIEFINGS

SEPTEMBER 21 | SEPTEMBER 21

- 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 the briefings.

ADDITIONAL RESOURCES

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

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

WEFTEC REGISTRATION

Opens NOW – 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.

QUESTIONS?

THANK YOU!