SPEAKER PORTAL ORIENTATION

MAY 25, 2022
1:00 – 2:00 PM EASTERN
GETTING STARTED: LOGGING IN

**WEF Members**
Log in using your WEF Membership information.
If you do not remember your password, you **must** email csc@wef.org for a password reset.

**Non-members**
Log in credentials can be found in your acceptance/invitation email.
If you still have trouble logging in, email speakers@wef.org.
RSVP
**SPEAKER PARTICIPATION CONFIRMATION**

Will someone give this presentation at WEFTEC 2022 held in New Orleans, October 8-12?

<table>
<thead>
<tr>
<th>Case Study One</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type:</strong> Interactive Technical Session</td>
</tr>
<tr>
<td><strong>Mon, 10/10: 1:35 PM - 1:50 PM</strong></td>
</tr>
<tr>
<td><strong>Venue on Event:</strong> New Orleans Convention Center, 2222</td>
</tr>
<tr>
<td><strong>Role:</strong> Speaker</td>
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<tr>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>

If No, Why:

Only select **NO** if you intend to completely withdraw your paper. If you are unavailable and have a co-author who can take your place, select **YES** and you will be able to change the speaker after entering the portal.
**Moderator/Facilitator Participation Confirmation**

Will someone give this presentation at WEFTEC 2022 held in New Orleans, October 8-12?

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Interactive/Traditional</th>
<th>Session Time</th>
<th>Speaker/Moderator/Facilitator</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jazmin’s Test Session</td>
<td>Interactive Technical Session</td>
<td>Mon, 10/10: 1:30 PM - 3:00 PM</td>
<td>Role: Lead Facilitator</td>
<td>Only select <strong>NO</strong> do not plan on attending WEFTEC. If you are unavailable and have someone who can take your place, select <strong>YES</strong> and you will be able to change the moderator/facilitator after entering the portal.</td>
</tr>
</tbody>
</table>

Venue: New Orleans Convention Center, 2222
Click the DASHBOARD button found in the upper left-hand corner from any page to easily navigate the speaker portal.
Upon entering the Speaker Portal, click **EDIT CONTACT INFO** to confirm your email address and company information.

**WEF Members:** The speaker portal will pull your information from the Membership Database every time you get logged in. Make sure to update your WEF Membership information to keep the speaker portal up-to-date.

**Example:**
Many WEF Members may see their company showing as **WEF Member Account**. To change this, please contact csc@wef.org with updated company information.

The contact information provided to the speaker portal will be used for all speakers, moderators, and facilitators to remain in contact with each other leading up to WEFTEC.
SPEAKER PORTAL
Click SPEAKER PORTAL to enter your SPEAKER READY ROOM where you will find information for your assigned sessions.

Your introduction to the speaker portal and download links for all Informational Packets can be found at the top of your ready room. If you have not done so, please download and review your packet.
Opened tasks will appear as a blue button for you to click and complete the task. Ex: Participation is now open and will close on May 31st.

Closed tasks may appear but can only be completed when they become a blue button.
The most important task within the speaker portal will be to **click on your session title**. This allows you to view your session breakdown, which includes:

- Agenda
- Description
- Guide (*for interactive sessions*)
- Learning Objectives
- Focus Areas
- Moderator/Facilitator/ Speaker Contact Information
Jazmin's Test Session

Mon, 10/10: 1:30 PM - 3:00 PM
Interactive Technical Session
New Orleans Convention Center
Published Room: 2222
Session Number: 000
Come to this session to learn about how to use the speaker portal!
Case Study Analysis

Session Guide

During Case Study Analysis, the session will review the details of events presented during the speaker presentations and follow a step-by-step process to identify the problem and find its solution. Attendees will be seated in groups or sections where they will review the cases to increase awareness of a problem and offer to share experiences with the goal of solving this problem.

Learning Objectives

At the end of this session, attendees will be able to (1) determine ____, (2) analyze _____, and (3) identify _______.

Assistant Facilitator

Mary Ann Linder, Water Environment Federation
Contact Me

Lead Facilitator

Jazmin Golnes, Water Environment Federation
Contact Me
After clicking on an individual’s name their contact info becomes available to you.

Jazmin’s Test Session

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New Orleans Convention Center
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Learning Objectives

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Assistant Facilitator

Mary Ann Linder, Water Environment Federation - Contact Me
Lead Facilitator

Mary Ann Linder

Water Environment Federation
Fairfax, VA
United States
Work Phone: 7039653693
Email: malinder23@gmail.com
Authors upload the abstract’s final paper to the speaker portal. Presenting Authors (Speaker) upload the presentation slides and present at WEFTEC.

Beginning on June 1st, only Authors will be able to see the WEFTEC 2022 LICENSE AGREEMENT-PAPER and SUBMIT PAPER buttons.
EDIT SPEAKER
Click **EDIT SPEAKER** to find where you can change who is presenting at WEFTEC or add/remove co-authors.

Find the presentation title of the presentation you would like to edit, select **MANAGE SPEAKER/CO-AUTHOR** to make changes to presenters and/or co-authors.
To begin the process of adding a speaker or co-author, click the ASSIGN AUTHOR/CO-AUTHORS button.
ADDING AUTHORS AND SPEAKERS

Enter the one or all the following to search for the person you would like to add:
• Last Name
• First Name
• Email

Once you have entered this information, click SEARCH.
Once the search result have pulled, select rather you will be adding the person as a Co-author or a Presenting Author (*Speaker*), then select **ASSIGN**.

<table>
<thead>
<tr>
<th>Role</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email</th>
<th>WEF CustomerID</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>EvCoAuthor:</td>
<td>Linder</td>
<td></td>
<td>Mary Ann</td>
<td>Water Environment Federation</td>
<td>ma***@gm***.com</td>
<td>17503283</td>
<td>United States</td>
</tr>
<tr>
<td>EvPresentingAuthor:</td>
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ADDING AUTHORS AND SPEAKERS

If your search does not get any results and you received the NO RECORDS FOUND message, use ADD CO-AUTHOR or ADD SPEAKER to add them into the system manually. After entering the name, company, work phone, and email of the new speaker, they will be added to the presentation.

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Add Co-Author - Co-Authors contribute towards the development the manuscript and are all required to sign the license agreement by deadline.

Add Speaker - Presenting Authors are responsible for attending the Pre-WEFTEC speaker briefing webinar, uploading the presentation PowerPoint before the deadline, and giving the final presentation at WEFTEC. This person must be listed as an author or co-author of the manuscript.
REMOVING AUTHORS AND SPEAKERS

Make sure to add desired speakers before removing any speakers. If you remove yourself from a session or presentation, you will no longer have access to the speaker portal.

Authors for Case Study One

The Presenter is the only role that can be changed at this point. It should be someone who helped with the paper. You can have up to 2 official presenters with bios and photos showing.

Assign Author/Co-Authors

Speaker (EvPresentingAuthor):

Remove Jazmin Goines

Jazmin Goines

To remove a speaker, click the check box near the speaker’s name followed by the REMOVE button.
Click **BIO** to be directed to the area where you can upload both your introduction and photo.

Type your short introduction into the box provided and use the **CHOOSE FILE** button to upload a headshot.
Click **UPLOAD CV** to be directed to the area where you can upload both your resume/cv. Upload a PDF version of your resume/cv by clicking and dragging the file into the upload box.

Once the file appears in the upload box, fill in the **DOCUMENT TYPE** then press **UPLOAD**.
QUESTIONS?