

WORKSHOP CHAIR INFO SESSION

June 1

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>

IMPORTANT DEADLINES

JULY 5 Workshop Workbook Materials Due to Chair

JULY 20 Workshop Workbook Materials Due to WEF

AUGUST 1 Electronic Signature for License Agreement

AUGUST 8 Upload Introduction, Photo & Resume/CV

WORKSHOP WORKBOOK

DUE TO CHAIR: JULY 5 | DUE TO WEF: JULY 20

- WEF will create individual OneDrive folders for each workshops to upload the PPTs or workbooks
- Plea for Timeliness! Please submit all workbooks on time.

NOTE: You will still need to upload your PPT slides to the Presentation Management system closer to WEFTEC.

WORKSHOP WORKBOOK

Workbook must include:

- Current Agenda
- Learning Objectives
- Slides for each presenter (2 per page)
- Do NOT over crowd the slides

INTERACTIVE WORKSHOP WORKBOOK

What is it?

- A more engaging document that does NOT include slides ideally
- Focuses on other ways to engage the participants through activities/questions that all fit into the workshop activities

INTERACTIVE WORKSHOP WORKBOOK

Interactive Workbook must include:

- Current Agenda
- Learning Objectives
- Ground Rules
- Pictures of Chair/Vice Chair and Speakers/Facilitators
- The “meat” of it which is up to you!

WORKSHOP SPEAKER INFO SESSION

JUNE 8

Registration link can be found in Workshop Instruction Packet.

ON-SITE WORKSHOP SPEAKER BRIEFING

OCTOBER 9

More information will be provided in late summer.

For Sunday & Tuesday workshops

BEST PRACTICES

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

WEFTEC REGISTRATION

Open Now – register at www.weftec.org

Workshop speakers receive complimentary registration to the workshop only. We will share promo codes that give free registration to the WORKSHOP only. But they still need to register!!

Promo Codes will be sent in early June

ADDITIONAL RESOURCES

Workshop Instruction Packets, PPT Template, and other resources can also be found at:

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

GENERAL NOTES

- Don't change out speakers after Friday of this week unless it is an emergency.
- Don't add facilitators- most workshops are around 30 participants. We need a balance of facilitators vs participants

QUESTIONS?

THANK YOU!