

WEFTEC 2021

WORKSHOP INSTRUCTION PACKET

(Workshop Chair/Workshop Vice Chair/Workshop Speaker)

Thank you for agreeing to be an in-person speaker during a WEFTEC® 2021 Workshop in Chicago!

WEF is pleased to provide this document which contains the guidelines for your participation in the Water Environment Federation's Annual Conference. If you need assistance or have any questions regarding workshops, please contact the WEF staff members listed on the Staff Contact Information Sheet. Your chair is the primary point of contact for any questions or concerns you may have regarding the content of your workshop or the plan for the day. We would like to extend our appreciation for your participation in the WEFTEC® 2021 workshops and we look forward to a successful program.

All steps below must be completed in the speaker portal, unless noted below.

You may access the portal at: <https://ww3.aievolution.com/wef2101>

UPCOMING DEADLINES

JUNE 14 WEFTEC Registration Opens

JUNE 14 Workshop Chair/Vice Chair Info Session

JUNE 21 Workshop Speaker Info Session

JUNE 24 Confirm Participation

JULY 23 Electronic Signature for License Agreement

JULY 26 Workshop Workbook Materials Due to Chair

AUGUST 2 Speaker Introduction, Photo & Resume/CV Upload Due

AUGUST 2 Workshop Workbook Materials Due to WEF

OCTOBER 17 On-Site Workshop Speaker Briefing



WORKSHOP DEADLINE INSTRUCTIONS

Notice of Withdrawal

Immediately Upon Determination

If you need to withdraw, please email workshops@wef.org and cc your Workshop Chair/Vice Chair to let us know. We will then work with your Workshop Chair to find a replacement speaker.

Workshop and Conference Registration/Travel

Opens June 14th – Register early for the best rates!

Due to the level of work and preparation workshop speakers and chairs put forth, WEF provides each confirmed workshop speaker with one complimentary workshop registration. You will be provided with a promo code to use during registration in the coming weeks. Please note that we offer this for your workshop only and all other WEFTEC events or registrations are not complimentary.

Travel – As a reminder, travel and hotel arrangements are the responsibility of the speakers. Information is available online (www.weftec.org) to assist you and we encourage you to book your accommodations as soon as possible. WEF is not able to provide any travel or housing funding.

Workshop Info Sessions

JUNE 14 | JUNE 21

WORKSHOP CHAIR/VICE CHAIR INFO SESSION | June 14, 2021 | 3PM – 4PM Eastern

We highly encourage all Workshop Chairs and Vice Chairs to attend this information session. During this session, WEF staff will provide information regarding your responsibilities as chair or vice chair. You will also have the opportunity to ask questions. Workshop speakers do not have to attend this info session.

Register: https://zoom.us/meeting/register/tJEudOCvpz8jGdJi7_TUpUZiuc9uWuup5XU1

WORKSHOP SPEAKER INFO SESSION | June 21, 2021 | 1PM – 2PM Eastern

Workshop speakers are encouraged to attend this session, where WEF staff will share helpful tips and insight on the best way to complete the tasks that have been assigned to you as a speaker. There will also be an opportunity for speakers to ask questions at the end of the session. Workshop Chairs/Vice Chairs are welcome to attend this info session.

Register: <https://zoom.us/meeting/register/tJcsdeCgrDsJHN2uhy3voXgorCFFs6nRae2->

Confirmation of Participation

JUNE 24

You will need to indicate whether or not the presentation will be given in-person at WEFTEC 2021.

Only select “No” if you intend to withdraw. If you cannot give the presentation, please notify your Workshop Chair.

Your final response is due by **June 17** in the online speaker portal. If you do not click on either option by this date, we will assume you do not want to participate and will withdraw your submission from the program.

License Agreement | *Workshop Speakers, Chair & Vice Chair (if providing materials)*

JULY 23

The workshop chair, vice chair, and all speakers must complete the **License Agreement** (available **June 15 – July 23**) by providing their eSignature within the speaker portal. You will receive an email from the speaker portal system when we are ready to begin collecting electronic signatures from you and all co-authors. It is imperative for the correct email addresses for all listed speakers to be in the speaker portal so you can receive the notification announcing the collection of eSignatures for the License Agreements.

We are not able to accept paper forms, and all must sign the electronic license agreement.

Upload Introduction & Photo

AUGUST 2

Please enter an introduction (100 words or less) in the online speaker portal to be used in advance publicity for the conference.

Upload Speaker Resume/CV | *Speakers, Chair & Vice Chair*

AUGUST 2

WEF values the ability to attain continuing education approvals for WEFTEC Workshops. We work very hard to apply for these approvals with a vast number of state agencies representing a growing number of professional license categories, most notably Operators and Engineers. WEF does this as a service to our attendees.

A growing number of approval boards have tightened their approval requirements by requiring WEF to provide Resumes/CV's for speakers. We ask for your assistance with this task by simply uploading a copy of your existing Resume/CV file in the online speaker portal.

On-Site Workshop Speaker Briefing

OCTOBER 17

There will be a workshop briefing scheduled during WEFTEC before your workshop begins. When making your travel arrangements, plan to attend the briefing and be there at the start of your workshop. This is the chairs' opportunity to review how your workshop will be managed and for staff to provide information and last-minute reminders. Additional information will be provided as we get closer to WEFTEC.

Workshop Workbooks

Due to Chair: JULY 26 | Due to WEF: AUGUST 2

For each workshop at WEFTEC, WEF prepares a workbook to be handed out to each attendee. Included in the workbook are a current agenda, the learning objectives, and the slides for each presenter (printed 2 per page in color). WEF is able to print other materials that will enhance the attendees learning experience either as part of the workbook or as separate handouts. WEF encourages workshops to create an interactive workbook. In this format, your slides will not be printed. Instead, the book will contain exercises, questions, and other valuable materials. Additional materials to be printed are due to WEF staff by August 2nd. For samples from previous years, please visit: https://wef-my.sharepoint.com/:f/g/personal/mlinder_wef_org/EpJtg0TX-LdMtCW-xXpxwLsBLbrmsVsjT_79gMLp-M4a_A?e=SnuXAI

Due Date - All Submittals must be reviewed by your chairperson and should be forwarded to them by **July 26th** so that the chair has adequate review time. They will check for overlap and duplication within the presentations at the workshop and submit to WEF on August 2nd. Due to summer schedules, your chair may change the due date for you, but the final due date to WEF for all workshops is August 2nd.

Submittal Method - Please contact your chair to find out the preferred method for submittal for his/her review, but all final workshop materials will need to be uploaded to WEF's Presentation Management site. You will receive an email prior to the deadline from workshops@wef.org with instructions on how to login and upload your presentation.

Plea for Timeliness - WEF will reproduce the workshop workbook and distribute copies onsite to attendees and presenters. Please comply with the deadlines as it is necessary to produce the workbooks and ship them to the convention center. Please remember that your workshop is not the only one! We have many books to produce for the hundreds of attendees, so help us by sending materials on time. Please plan ahead with your workshop chairs to ensure nothing will be delayed in getting to WEF due to summer travel schedules.

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