

AUTHOR & SPEAKER INFO SESSION

May 13th | 3:00 – 4:00 PM Eastern

THE SPEAKER PORTAL



By now, you should have received an email with your **Speaker Portal** login credentials.



WEF Members (current and past) should use their WEF membership username and password.



Non-members should use the username and password provided in speaker portal notifications.



Who is this
info session
for?

- Primary Authors
- Invited Speakers
- Presenting Authors



PRIMARY AUTHORS

Authors main responsibility is to submit the presentation's technical paper.

There can only be **one** primary author. Only this person can submit the final paper.

Additional Responsibilities

Inputting the short summary (100 words or less) into the speaker portal.

Finalizing co-author list in speaker portal. This includes removing incorrect co-authors and adding missing co-authors.

Ensuring the final paper title matches what is in the speaker portal.

Deadlines

Technical Paper, Co-author Listing, and Short Summaries are all due on **July 15th at 9:00 AM Eastern.**

TECHNICAL PAPER GUIDANCE

The **guidance document** and **template** for the technical paper can be found in the speaker portal.

- All technical papers must be submitted in PDF formatting according to the provide guidelines.
- If your abstract or session proposal was accepted through the WEFTEC 2024 Call for Content, you must submit a full technical paper (4-page minimum) for the conference proceedings.

Paper Submission

For primary authors and invited speakers who will be writing full papers for the conference proceedings. Please download and review our paper guidance to ensure your paper meets the requirements for submission. Papers submitted that do not meet these guidelines will not be included in the proceedings

[Paper Guidance Document](#)

[Technical Paper Template](#)

Paper submission will not open until June 1st.

TECHNICAL PAPER UPLOAD

- By June 1, you will see the **Submit Paper** button available on your presentation block.
- Remember to accept all track changes and convert your paper to PDF format before uploading.

Presentation Title: 1026 - [Abstract One](#)

Type: Interactive Technical Session

Time: 8:30 AM - 8:50 AM

Presented During: [Test Interactive Session](#)

Presented During Time: 8:30 AM - 10:00 AM

Venue on Event: McCormick Place

Role: [Author](#) (*EvAuthor*)

Participation

Confirmed

WEFTEC 2023 License Agreement - Paper

Incomplete

Upload and Manage Presentations

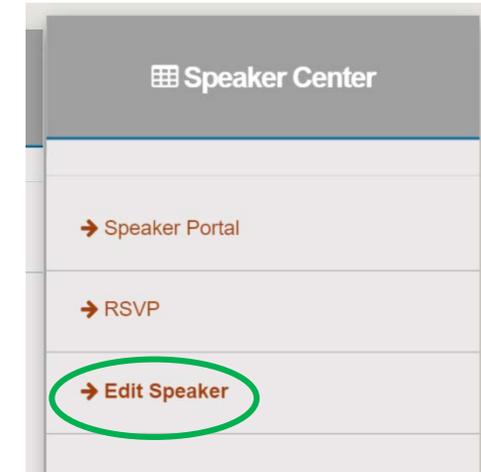
SUBMIT PAPER



EDITING CO- AUTHORS

Adding and Removing Co-authors

Co-authors can be added and removed using the Edit Speaker option found on the Dashboard.



Next to your presentation title, you will find the **Manage Speaker/Co-Author button**. Here is where you will make edits to you co-authors.

1849 - Optimal Micropollutants Removal, Minimal Bromate Formation, and Improved Effluent Quality for the Eindhoven WWTP by Integrating Biological and Ozonation Models

Mon, 10/2 4:00 PM - 4:30 PM

Preview

Edit

Manage Speaker/Co-Author

LICENSE AGREEMENT

Presentation Title: 1026 - Abstract One
Type: Interactive Technical Session
Time: 8:30 AM - 8:50 AM
Presented During: Test Interactive Session
Presented During Time: 8:30 AM - 10:00 AM
Venue on Event: McCormick Place
Role: Author (EvAuthor)

Participation Confirmed

WEFTEC 2023 License Agreement - Paper Incomplete

Upload and Manage Presentations

SUBMIT PAPER Incomplete

- By June 1, you will see the **WEFTEC 2024 License Agreement – Paper** button available on your presentation block.
- Once you have signed the license agreement, a green **Confirmed** message next to the button.
- Only e-signatures will be accepted for the license agreement.
- License Agreement signatures must be provided by **August 1st at 11:59pm Eastern.**



INVITED SPEAKERS

Invited Speakers are not required to submit technical papers but are highly encouraged to do so.

If you opt-out of submitting a paper, you do not need to sign the license agreement.

Choosing to Submit

If you choose to submit a paper for the conference proceedings, you need to follow the same guidance provided in the speaker portal. You must also add in any co-authors into the speaker portal.

The added co-authors and you must sign the license agreement.

Deadlines

Technical Papers and Co-authors are due on July 15th at 9:00am Eastern.

License Agreements must be signed by August 1st at 11:59pm.

CO- AUTHORS



Only responsibility is provide their e-signature on the license agreement.
Co-authors cannot upload the final technical paper.



Each co-author will have their own speaker portal. You cannot sign the same agreement as other authors.



Deadlines

The license agreement must be signed by all co-authors by **August 1st at 11:59PM Eastern.**



PRESENTING AUTHORS

Presenting Authors are responsible for creating and uploading the presentation slides. They will also give the presentation onsite at WEFTEC.

Additional Responsibilities

Confirming speaker list in speaker portal. This includes removing incorrect speakers and adding missing speakers.

Uploading introduction and photo to the speaker portal.

In September, the presentation upload will become available. Only presenting authors will be able to upload the presentation slides.

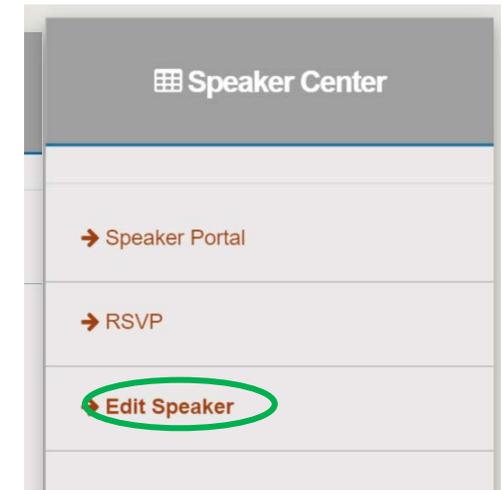
Attend a pre-WEFTEC briefing

Deadlines

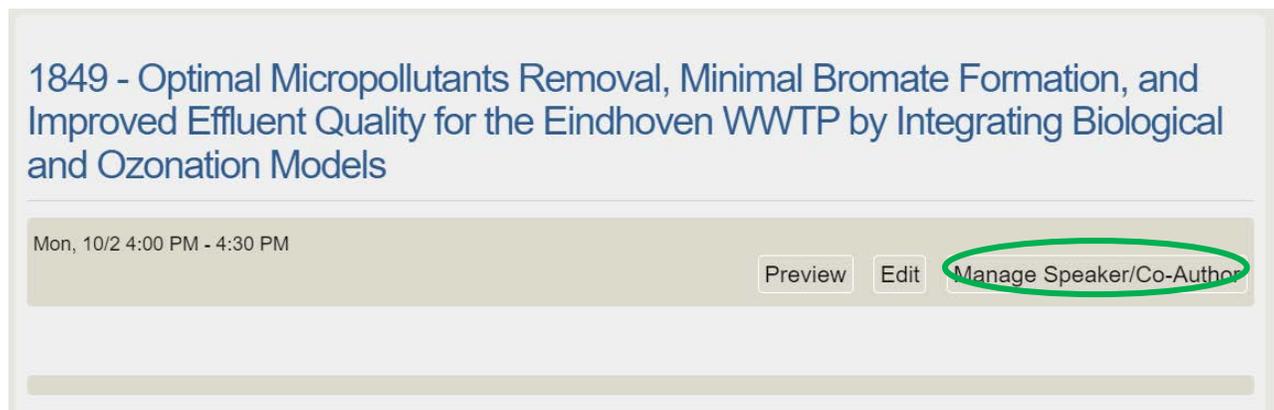
A draft of your presentation slides must be uploaded to the portal by **September 23rd**.

EDITING SPEAKERS

Additional speakers can be added, and speakers can be removed using the Edit Speaker option found on the Dashboard.



Next to your presentation title, you will find the **Manage Speaker/Co-Author button**. Here is where you will make edits to your co-authors. If you need to remove yourself and add another speaker to replace you, make sure to add the new speaker first and then remove yourself. Removing yourself first will result in you being removed from the speaker portal and you will no longer be allowed to make changes.



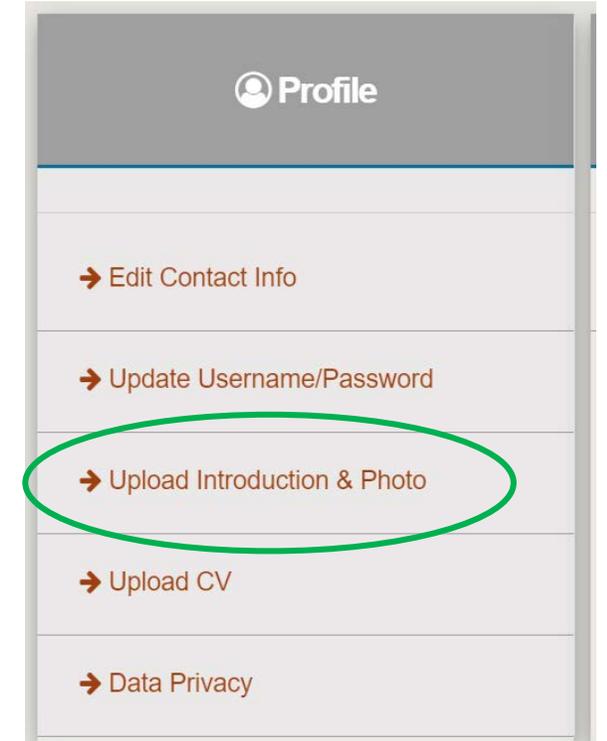
INTRODUCTION & PHOTO UPLOAD

All **invited speakers** and **presenting authors** will need to input a short introduction to introduce themselves and a photo.

The moderator/facilitator for the session will introduce you to the audience using the intro provided.

The introduction should not be longer than 100 words.

Photo must be upload in .jpg or .png format. Please use headshots only, no photos of pets or other scenery.



PRE-WEFTEC BRIEFINGS

Invited Speakers, Presenting Authors, and Moderators/Facilitators should make plans to attend the virtual Pre-WEFTEC Briefings. These briefings will cover what to expect and do when you arrive on-site in New Orleans. There will be two briefings held prior to WEFTEC. You are required to attend one.

Pre-WEFTEC Briefing | September 18th @
3:00PM Eastern

Pre-WEFTEC Briefing | September 19th @
11:00AM Eastern

Registration links are available in your guidance documents found in the speaker portal.

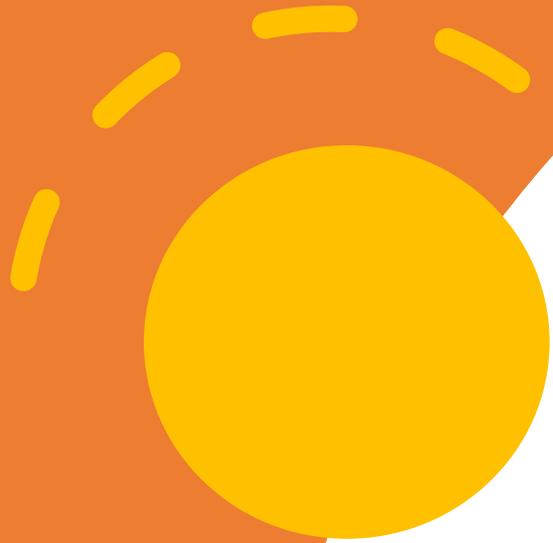
WEFTEC REGISTRATION

Registration for WEFTEC 2024 is now open!

All presenters are **required** to 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.

Register now to receive the Super Saver Rate. This rate will end on July 12th!

Register now at <https://www.weftec.org/reg-and-hotel/registration/>



THANK YOU!