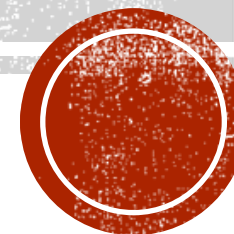


WORKSHOP INFO SESSION

June 11th, 2025
1:00 – 2:00 PM ET



WHO IS THIS INFO SESSION FOR?



WORKSHOP
CHAIRS



WORKSHOP VICE
CHAIRS



WORKSHOP
SPEAKERS



WORKSHOP
FACILITATORS



WHAT MAKES A WORKSHOP A WORKSHOP?

A workshop is a highly interactive, hands-on, immersive learning experience

The focus of your workshop should be hands-on learning and interaction; therefore, presentations should be short and sweet.



THE SPEAKER PORTAL

[HTTPS://WW2.AIEVOLUTION.COM/WEF2501/](https://ww2.aievolution.com/wef2501/)



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.





WORKSHOP CHAIRS & VICE CHAIRS

The Chair & Vice Chair main responsibility is to ensure the overall success of the workshop.

Additional Responsibilities

Finalizing workshop agenda.

Gathering all the workbook materials for final submission.

DEADLINES

Workbooks due to WEF by August 8th.



WORKSHOP SPEAKERS & FACILITATORS

Responsibilities

Create presentations that stimulate thought and leverage the intellectual equity in the room.

Additional Tasks

Provide materials for the workbook.

Create and upload presentation.

Sign the license agreement

Deadlines

Workbook materials due to Chair by July 21st

License Agreements signed by August 22nd

WORKBOOKS

Interactive Workbook: All Workbooks must be interactive!

All workbooks **must** include the following at the minimum:

- Speaker introductions and photos
- Speaker contact information (optional)
- Agenda
- Learning objectives
- Ground rules (a sample copy will be provided by June)
- Acronyms/jargon that will be used during the workshop
- Blank or lined pages for notes.

The guidance document and for the workbooks can be found in the speaker portal.



MORE WORKBOOK INFO



The sky is the limit on what you include in the workbook! I encourage you to think about your activities and how the workbook can help facilitate the learning. If you need help- email Kabrea Tyler!



WEF will provide a SharePoint folder for each workshop to upload workbook materials by the **August 8th** deadline.

Links to the folder will be provided to the Chair/Vice Chair to share.



To see sample interactive workbooks, please visit: **Sample Interactive Workbooks**



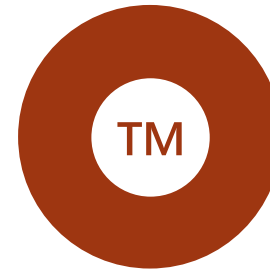
PRESENTATION SLIDES



**SLIDES SHOULD BE EASILY
VISIBLE FROM THE BACK OF
THE SESSION ROOM.**



**IN-DEPTH CHARTS, GRAPHS,
AND TABLES SHOULD BE PUT
IN THE WORKBOOK ONLY.**



**COMPANY/ORGANIZATION
LOGOS ARE ONLY PERMITTED
ON THE FIRST SLIDE.**



**USING THE PRESENTATION
TEMPLATE PROVIDED BY WEF
IS HIGHLY RECOMMENDED.**




LICENSE AGREEMENT

Starting on June 11th, the **WEFTEC 2025 LICENSE AGREEMENT – PAPER** button will appear on your presentation block. Only e-signatures will be accepted.

**Each workshop speaker must sign their own license agreement within their own speaker portal.*

Signatures must be uploaded to the portal by **August 22nd at 9:00AM Eastern.**

Event Title: 1132 - Leveraging DE&I Strategies, Emerging Best Practices, Guides, and Tools for our Water Industry	
Type: Traditional Technical Session	
Time: 8:30 AM - 10:00 AM	
Role: Author (EvAuthor)	
Participation	Confirmed
WEFTEC 2025 License Agreement - Paper 	Incomplete



INTRODUCTION & PHOTO UPLOAD

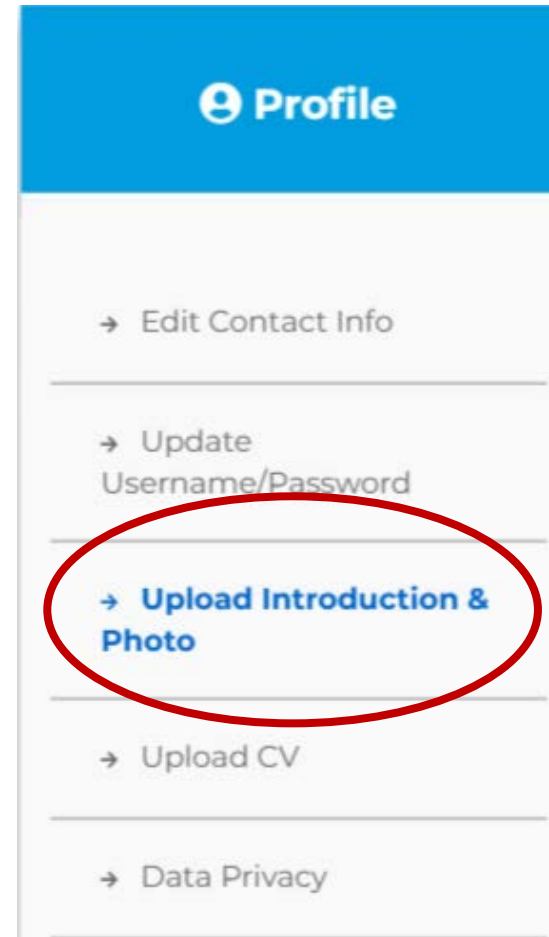
All **speakers** and **facilitators** will need to input a short introduction to introduce themselves and a photo.

The workshop chair 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.*



ADDITIONAL INFORMATION

Review of Logistics

WEF Staff will ask chairs to confirm room sets and materials.

Items generally can't be added as workshops are already priced.

Workshop Breakfast

All workshops should plan to attend the breakfast meeting on Sunday before workshops begin. This is your opportunity to gather and make any last-minute adjustments while enjoying coffee.



WEFTEC REGISTRATION



All chairs, speakers, and facilitators are **required** to register for their assigned workshop.



WEF Staff will add the workshop to your WEFTEC registration profile. *Workshop only participants should notify WEF staff.*



Full conference and other registration types must be registered and paid for by the workshop participant.



THANK YOU!

