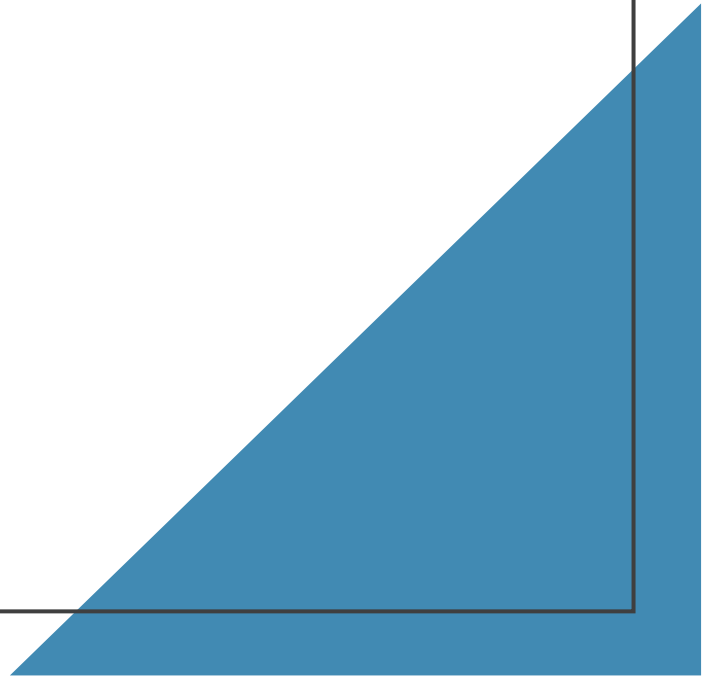


SPEAKER PORTAL ORIENTATION

June 4th, 2025

2:00 – 2:30 PM EASTERN



GETTING STARTED: LOGGING IN

Welcome to the 98th Annual Technical
Exhibition & Conference

Welcome to the WEFTEC 2025!

Sign In



WEF Single Sign On

Use this option to sign in with your WEF member credentials. You may also create a WEF account here.



Non-WEF Login

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.

CONFIRMATION OF PARTICIPATION

Will someone give this presentation at WEFTEC 2025 in Chicago, September 27th - October 1st?

Connecticut/NEIWPCC Case Study → PRESENTATION/SESSION TITLE

← INTERACTIVE/TRADITIONAL Type: Traditional Technical Session

← SPEAKER/MODERATOR/FACILITATOR Role: Speaker

Wed, 10/1: 11:00 AM - 11:30 AM → PRESENTATION/SESSION DATE & TIME

☐ Yes ☐ No → CONFIRMATION

If No, Why:

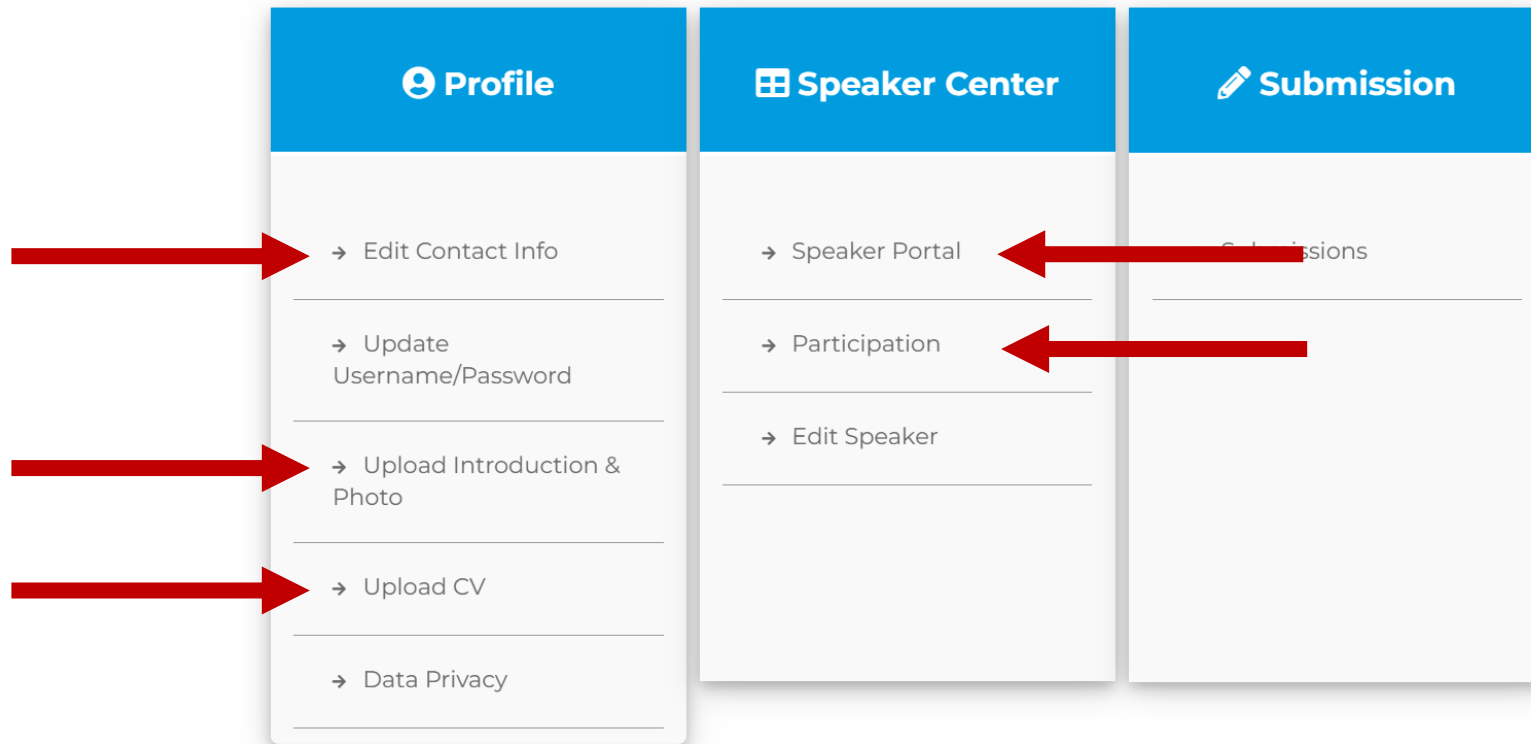
Only select **NO** if you intend to completely withdraw your paper.
If you are unavailable and have An alternate who can take your place, select **YES** and you will be able to change the speaker after entering the portal.

Submit

SPEAKER PORTAL DASHBOARD

Click the **DASHBOARD** button found in the upper left-hand corner from any page to easily navigate the speaker portal.

Dashboard



SPEAKER PORTAL DASHBOARD

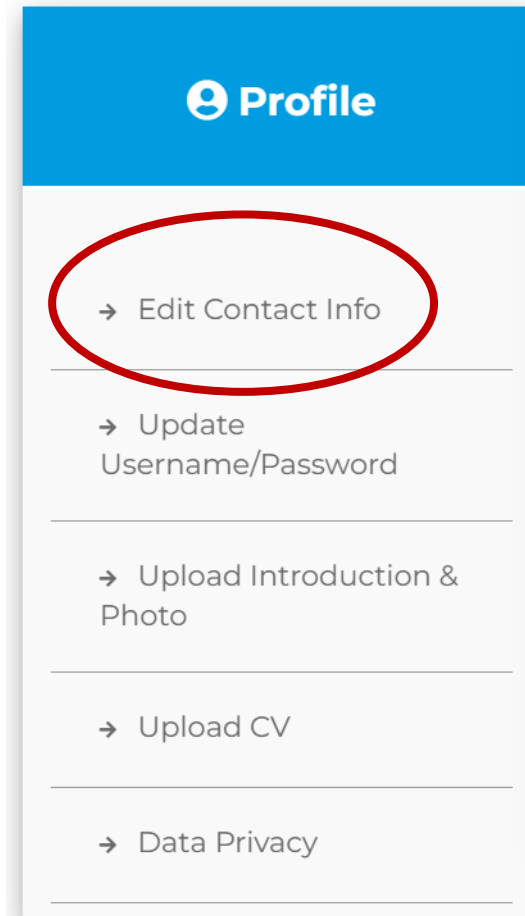
Upon entering the Speaker Portal, click **EDIT CONTACT INFO** to confirm your email address and company information.

WEF Members: The speaker portal will pull your information from the Membership Database the first time you log in.

After that, any changes you make in the Speaker Portal will remain; however, they will not affect your WEF Membership profile.

We recommend any changes made in the speaker portal should be made on your membership profile as well.

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.



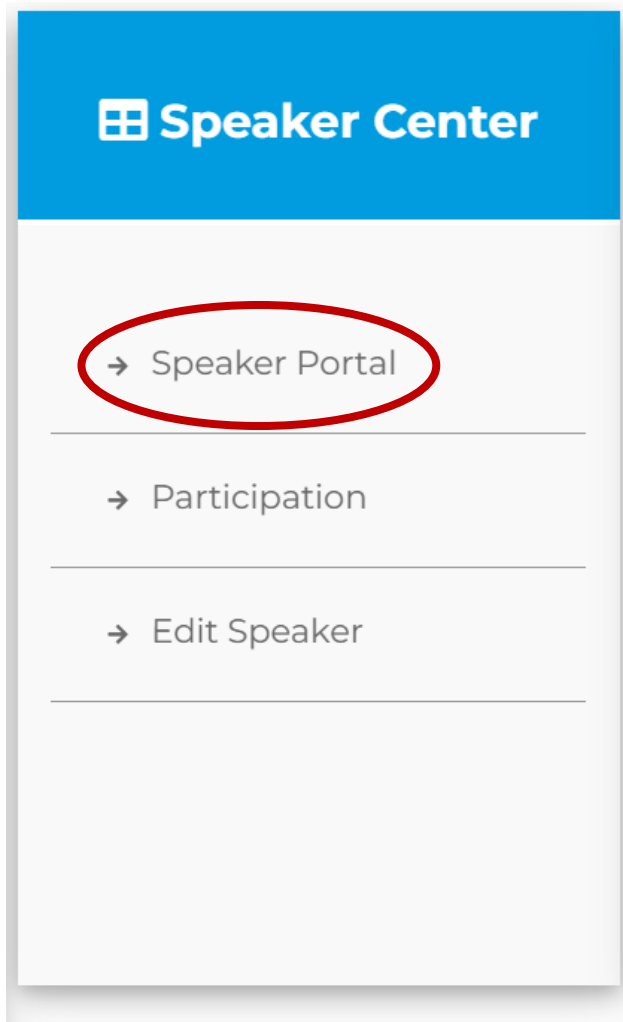
CRITICAL CONTACT INFO

Important Note on Company Info!

Please edit/update/verify your
company information!!

We have quite a few people with no
affiliation. This is how you will appear in
the mobile app. So, update!!

ENTERING YOUR READY ROOM



Click **SPEAKER PORTAL** to enter your **SPEAKER READY ROOM** where you will find information for your assigned sessions.

SPEAKER READY ROOM

My Ready Room

Welcome to the Speaker Portal!

Here you will be able to find (1) session information, (2) presentation information, (3) speaker contact, (4) moderator/facilitator contact, and (5) your scheduled date and time for WEFTEC.

FIRST STEPS

Find your session or presentation block below and click on the session title. For speakers, to click on your session title click on the tile listed after "Presented During". Here you will find all of the information regarding your session including speakers, moderators/facilitators, session description, and learning objectives.

Guidance documents have been provided below. Each document is based on the role you will be taking on during WEFTEC. Please download the corresponding guidance document. (Note: If you need to know which role has been assigned to you, please look below at the session blocks.)

- [Author & Invited Speaker Guidance Document](#)
- [Moderator Guidance Document](#)
- [Facilitator Guidance Document](#)
- [Workshop Guidance Document](#)



Each document contains detailed instructions to help guide you through the process and ensure you meet the required deadlines. Keep the guidance document for reference.

NEXT STEPS

Interactive Session

Facilitators and some speakers will be participating in interactive sessions. Each interactive session has its own format based on the engagement activity used during the session. If you belong to an interactive session, download and review the guidance document below to understand how to best utilize your session formatting and agenda. If you are unsure if your session is traditional or interactive, in your session blocks below look at "Type".

- [Interactive Session Guidance Document](#)



Workshop Workbooks

Workshop speakers and chairs are required to produce a workbook for their workshop attendees. Please download the guidance document below to help get you started on creating your workshop's workbook.

- [Workshop Workbook Guidance](#)



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.

SPEAKER READY ROOM

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

- [Paper Guidance Document](#)
- [Paper Template](#)
- [APA Style Reference Guide](#)



Paper submission will not open until June 11th.

License Agreement

All authors, including co-authors, and workshop participants will need to provide an e-signature on the license agreement. If you have questions regarding the agreement, please download and review our License Agreement FAQ below.

- [License Agreement FAQ](#)



Presentation upload will not open until mid-September.

Guidance for developing your full technical paper and the required template are available for download. We highly recommend copying and pasting your paper content into the template.

License Agreement signature will open on June 11th.

SPEAKER READY ROOM

Presentation Title: Connecticut/NEIWPCC Case Study


Type: Traditional Technical Session

Time: 11:00 AM - 11:30 AM

Presented During: Tools for Addressing Emerging Contaminants in Wastewater Infrastructure Projects

Presented During Time: 10:30 AM - 12:00 PM

Role: Speaker

Participation	Confirmed
Speaker Demographic Information 2025 	Incomplete

Opened tasks will appear as a bold blue text for you to click and complete the task.

Ex: Participation is now open and will close on Friday, June 6th.

Confirmed message lets you know the task has been completed.

SPEAKER READY ROOM

Presentation Title: Connecticut/NEIWPCC Case Study	
Type: Traditional Technical Session	
Time: 11:00 AM - 11:30 AM	
Presented During: Tools for Addressing Emerging Contaminants in Wastewater Infrastructure Projects	
Presented During Time: 10:30 AM - 12:00 PM	
Role: Speaker	
Participation	Confirmed
Speaker Demographic Information 2025 🇺🇸	Incomplete

The most important task within the speaker portal will be to **click on your session title/presented during**. This allows you to view your session breakdown, which includes:

- Agenda
- Description
- Learning Objectives
- Focus Areas
- Moderator/Facilitator/ Speaker Contact Information

SESSION AGENDA

Test Title → **SESSION TITLE**

Tue, 9/30: 8:30 AM - 10:00 AM → **SESSION DATE & TIME**

Traditional Technical Session

Here is your session's description. → **SESSION DESCRIPTION**

Learning Objectives → **ATTENDEE LEARNING OBJECTIVES**

At the end of this activity, participants will be able to:

1. One
2. Two
3. Three

Moderator → **MODERATOR CONTACT INFO**

Mary Ann Linder, Water Environment Federation - Contact Me

Assistant Moderator

Nancy Li, WEF - Contact Me

After clicking on an individual's name their contact info becomes available to you.

SPEAKER CONTACT INFO

Presentations

Buoyancy-Enhanced Membrane Technology for Non-Biological Treatment of Food Wastewater

Objectives

Buoyancy-Enhanced Membrane Technology can significantly reduce operational costs by improving wastewater treatment efficiency, reducing fouling, and ensuring compliance with environmental regulations in food and beverage facilities.

Author

Peter Christou, President, Swirltex Inc. - Contact Me

Speaker(s)

Peter Christou, President, Swirltex Inc. - Contact Me

Mary Ann Linder, Water Environment Federation - Contact Me

TECHNICAL PAPER SUBMISSION

Authors upload the abstract's final paper to the speaker portal.

Presenting Authors (Speaker) upload the presentation slides and present at WEFTEC.

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

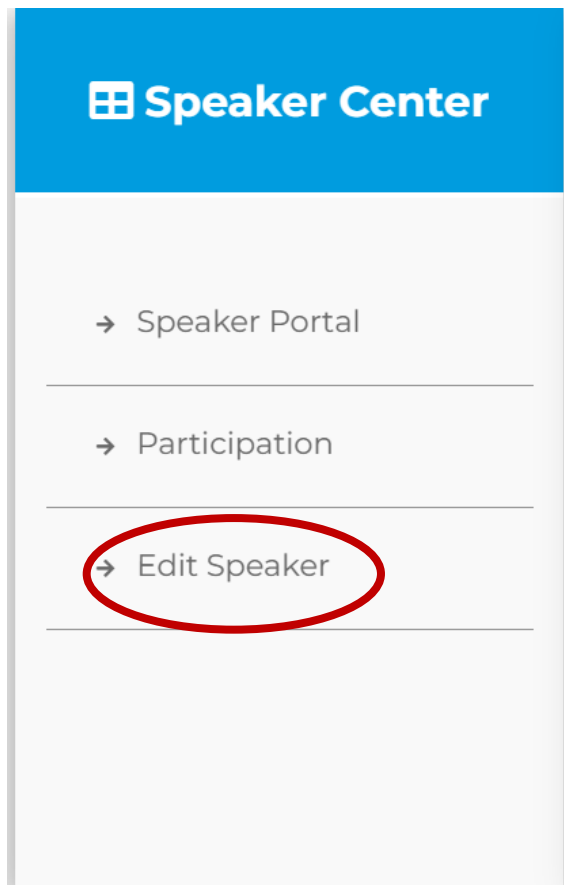
A blue rectangular button with the text "Submit Paper" in white, circled with a red oval.

Submit Paper

Beginning on June 11th, **Authors** and **Invited Speakers** will be able to see the **WEFTEC 2025 LICENSE AGREEMENT-PAPER** and **SUBMIT PAPER** buttons.

UPDATING AUTHORS AND SPEAKERS

Click **EDIT SPEAKER** to find where you can change who is presenting at WEFTEC or add/remove co-authors.



Connecticut/NEIWPCC Case Study

Presented During: Tools for Addressing Emerging Contaminants in Wastewater Infrastructure Projects

Wed, 10/1 11:00 AM - 11:30 AM

Preview

Edit

Manage Speaker/Co-Author

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.

ADDING AUTHORS AND SPEAKERS

Authors for Connecticut/NEIWPCC Case Study

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

Send Email

Speaker (EvPresentingAuthor):

Nisha Patel

Remove Nisha Patel







Remove

To begin the process of adding a speaker or co-author, click the **ASSIGN AUTHOR/CO-AUTHORS** button.
DO NOT REMOVE AUTHOR/SPEAKER BEFORE ADDING NEW.

ADDING AUTHORS AND SPEAKERS

Search Speakers

Use the options below to find speakers.

Search Criteria	Sorting Criteria	Action
Last Name: 	Sort By: Last Name ▼	 Search Cancel
First Name: 	Then By: First Name ▼	
Company:		
Email: 		


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**.

ADDING AUTHORS AND SPEAKERS

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**.

Role	Last Name	Middle Name	First Name	Company	Email	WEF CustomerID	Country
EvCoAuthor: <input type="checkbox"/> EvPresentingAuthor: <input checked="" type="checkbox"/> 	Linder		Mary Ann	Water Environment Federation	ml***@we***.org	17503283	United States



Can't find the person in the system? Select one of the role links below to manually add a person to this event.

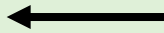
[EvCoAuthor](#) - Co-Authors contribute towards the development the manuscript and are all required to sign the license agreement by deadline.

 *If the person did not appear in the search, scroll down and select the roll to manually add them.

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.

The record was saved successfully.



Assign Author/Co-Authors

Reorder Author/Co-Authors

Send Email

Speaker (*EvPresentingAuthor*):

Nisha Patel

Remove Nisha Patel



Mary Ann Linder

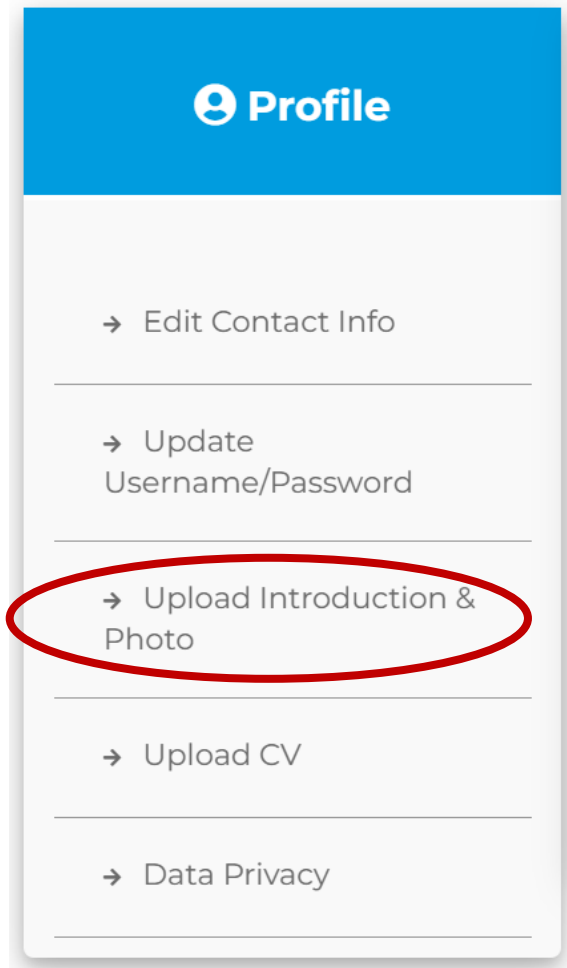
Remove Mary Ann Linder



Remove

Once new speaker is added - To remove a speaker, click the check box near the speaker's name followed by the **REMOVE** button.

UPLOADING SPEAKER INTRODUCTION AND PHOTO

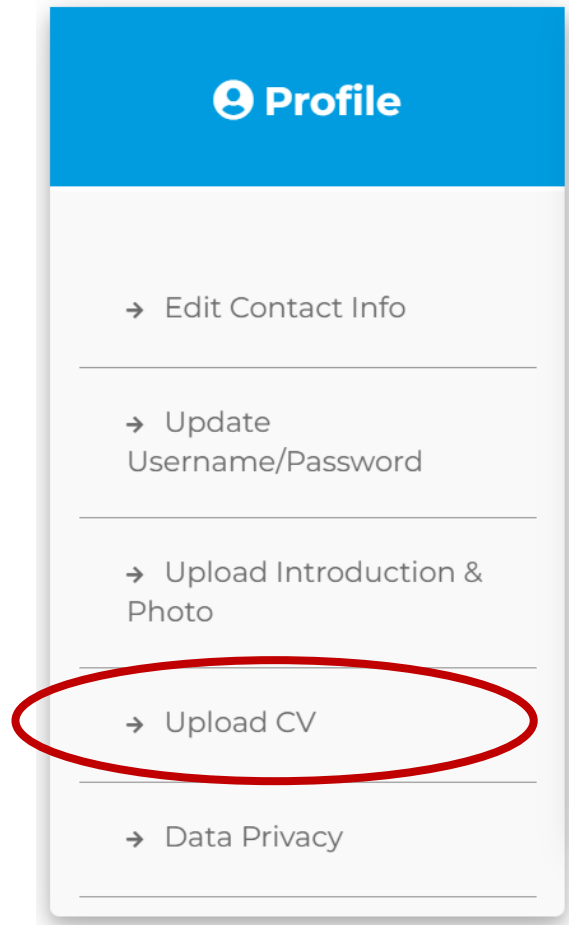


Click **UPLOAD INTRODUCTION & PHOTO** to be directed to the area where you can upload both your introduction and photo.

Type your short introduction into the box provided and use the **CHOOSE FILE** button to upload a headshot.

UPLOADING SPEAKER RESUME/CV

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.

Resume/Curriculum Vitae (CV)

Over the years, WEF has increased our efforts to attain continuing education approvals for WEFTEC workshops and technical sessions. 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 and to help promote workshops and technical sessions to a larger audience. Additionally, these approvals help to strengthen our program and to secure all of our roles as leaders in education for the water industry.

Recently we have been notified by a growing number of approval boards that they will be tightening up their approval requirements. Several have indicated that all future approvals will require the delivering agency (WEF) to provide Resumes/CV's for speakers. We are asking for your assistance with this task by simply uploading a copy of your existing Resume/CV. These files are for official, internal use only and will not be made available to the public or used for any other purpose.

Click or drag a file(s) here to upload

Cancel

QUESTIONS?

