

WEFTEC 2026 Workshop Proposal Timeline

Summary of Key Submission Dates

August 18, 2025: Submit Pre-Proposal Form to workshops@wef.org and relevant Workshop Liaison Member

September 17, 2025: Receive feedback on your pre-proposal

October 20, 2025: Share draft proposal with Workshop Liaison for feedback

November 5, 2025: Receive feedback on your draft proposal from the Liaison/Committee

November 14, 2025: Share final proposal with Workshop Liaison for feedback

December 8, 2025: Submit Full Proposal and Speaker Confirmations to ktyler@wef.org

Deadline	Workshop Chair/Submitter Responsibility	Workshop Liaison Responsibility
August 18, 2025	<p>1) Send Pre-Proposal to Workshop Liaison Member for input and ktyler@wef.org</p> <p>Note: Check with the Liaison to see what kind of review process they will be doing - Municipal, Collections, Plant Ops & Maintenance, and Biosolids and Residuals all follow the process as laid out below. Though Municipal may have some other key dates and will limit the number of sponsorships provided.</p> <p>The other Committees may use a simpler process and it is <u>upon you</u> to be in touch with them to understand the process.</p>	<p>1a) Review the Pre-Proposal and communicate with the workshop submitter about the review process for your Committee</p>
	<p>2) Begin working on the Full Proposal Form (even while pre-proposal review is taking place). Read the Interactive Session Guidance Document, Scoring Matrix, and Workshop Guidance Document to understand all you need to incorporate into the Full Proposal.</p>	
September 17, 2025	<p>3) Receive feedback on your pre-proposal.</p>	<p>3a) Provide feedback on the pre-proposal to the workshop developer and follow procedures of your Technical Committee.</p>
	<p>4) Incorporate comments from the Liaison/Committee.</p>	
October 20, 2025	<p>5) Once you have a solid draft of your full proposal, send it to the Workshop Liaison for input.</p>	<p>5a) Review the draft proposal.</p>
November 5, 2025	<p>6) Receive feedback on your draft proposal from the Liaison/Committee.</p>	<p>6a) Provide feedback on the draft proposal to the workshop developer and follow procedures of your Technical Committee.</p>
	<p>7) Incorporate comments from the Liaison/Committee.</p>	
November 14, 2025	<p>8) Submit your Final Full Proposal Form to the Workshop Liaison for final sponsorship.</p> <p>Make sure you have collected your completed Facilitator Confirmation Forms to send.</p> <p>Note: The Committee may have another due date - please refer to the note in Step 1 and any special processes</p>	<p>8a) Share the Final Full Proposal Form with the appropriate members of the technical committee – review, and comment back if necessary. Otherwise, it is ready for final sponsorship. Final sponsorship forms need to come from the Committee Chair to ktyler@wef.org</p>
	<p>9) Incorporate comments from the Liaison/Committee and re-send to them for one</p>	<p>9a) If you requested changes, review again and then submit the sponsorship form to</p>

	<p>last review. They will send the sponsorship letter along with the most current version. Sponsorship is based upon the final version.</p> <p>If the Liaison/Committee had no comments/changes- you are ready to submit!</p>	<p>ktyler@wef.org. Only send the final sponsorship letter after reviewing the final proposal!</p>
December 8, 2025	<p>10) Submit your final Full Proposal and Facilitator Confirmations to ktyler@wef.org.</p>	<p>10a). Send sponsorship letters to ktyler@wef.org.</p>
Winter Meeting		<p>Participate in review of workshop proposals and attend Winter Meeting Workshop Selection. Liaisons may be assigned to follow up on proposal revisions.</p>
		<p>Report back to the technical committees on status of selection- AFTER the workshops are notified by staff.</p> <p>Note: WEF Staff will contact the workshop developers and notify them of the status of their proposal (accepted or rejected)</p>