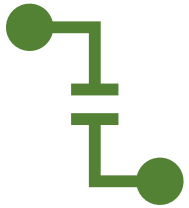
AUTHOR & SPEAKER INFO SESSION

JUNE 10TH, 2026 | 3:00 – 4:00 PM

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 SESSION FOR?

Primary Authors

- Submitted abstract to Call for Content.
- Responsible for submitting full technical paper.

Invited Speakers

- Received invitation from WEFTEC Program Community to speak.
- Responsible for submitting presentation slides.
- Responsible for giving presentation at WEFTEC.
- *Technical Paper submission is optional.*

Presenting Authors

- Responsible for submitting presentation slides.
- Responsible for giving presentation at WEFTEC.

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

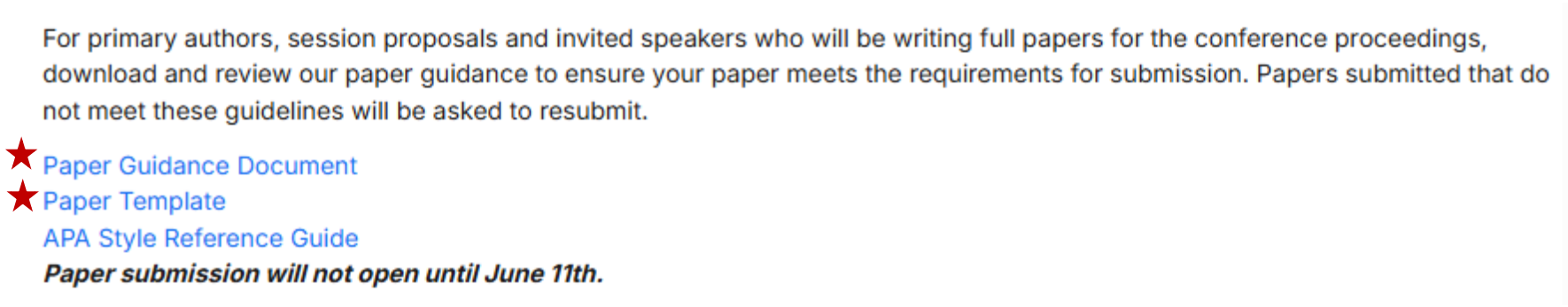
Technical Paper, Co-author Listing, and Short Summaries are all due on **July 21st at 9:00 AM Eastern**.

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 was accepted through the WEFTEC 2025 Call for Content, you must submit a technical paper (4-page minimum) for the conference proceedings.



UPLOADING YOUR TECHNICAL PAPER

Starting on June 11th, the **Submit Paper** button will appear on your presentation block.

**Remember to accept all track changes and convert your paper to PDF format before uploading.*

Final papers must be uploaded to the portal by **July 21st at 9:00AM Eastern**.

SIGNING YOUR LICENSE AGREEMENT

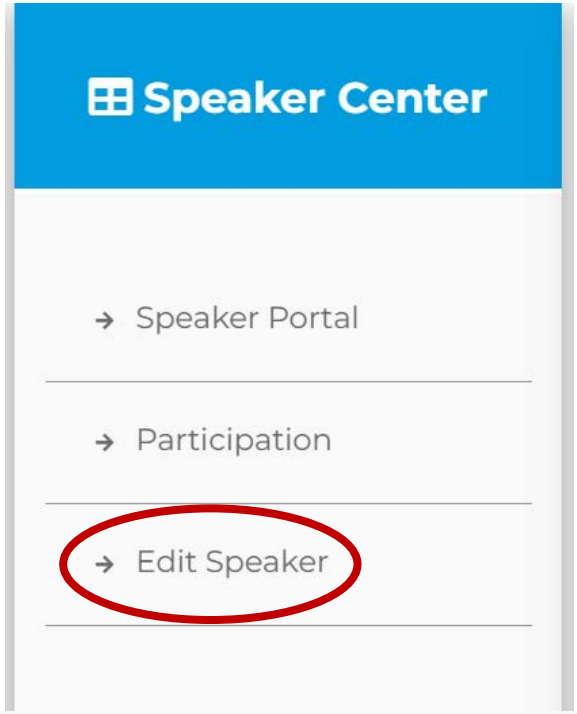
Starting on June 11th, the **WEFTEC 2025 LICENSE AGREEMENT – PAPER** button will appear on your presentation block. Only e-signatures will be accepted.

**Each author and co-author 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**.

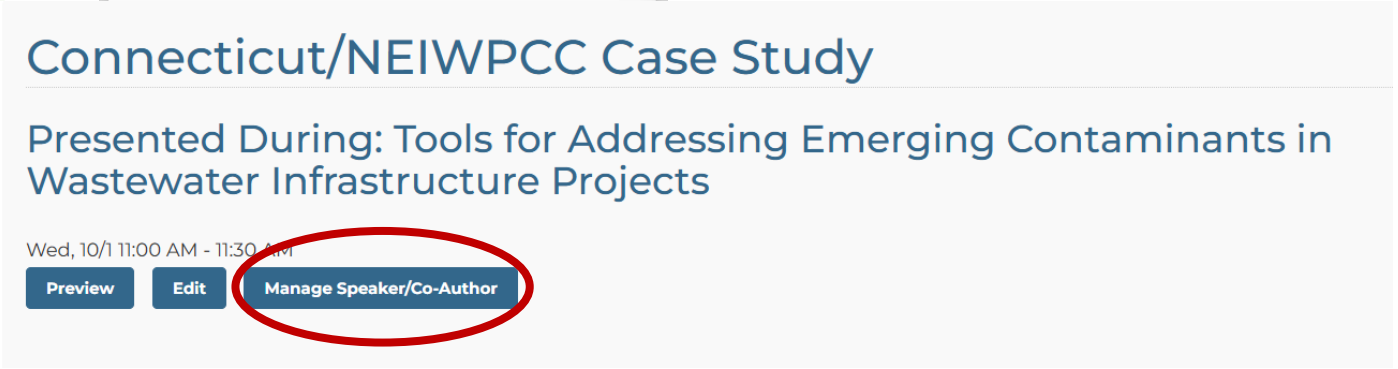
EDITING YOUR CO-AUTHORS

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 edit and finalize your co-author list for your technical paper.



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.

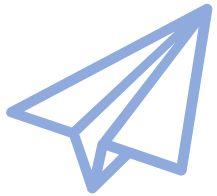
Choosing to Submit

- 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 21st at 9:00am Eastern**.

CO-AUTHORS



Sole responsibility is providing **e-signature** on the license agreement. They will receive instructions when the license agreement opens.

Each co-author will have their own speaker portal with their license agreement.

Authors must **add their co-authors** to the portal before the August 22nd deadline for them to sign.

PRESENTING AUTHORS

Presenting Authors are responsible for creating, uploading, and giving the presentation onsite at WEFTEC.

Additional Responsibilities

- Confirming speaker list in speaker portal. Removing incorrect speakers and adding missing speakers.
- Uploading introduction(bio) and photo to the speaker portal.
- Attending one of the two Pre-WEFTEC briefings.

**Only presenting authors will be able to upload the presentation slides.*

Deadlines

A draft of your presentation slides must be uploaded to the portal by **September 22nd**.

INTRODUCTION & PHOTO UPLOAD

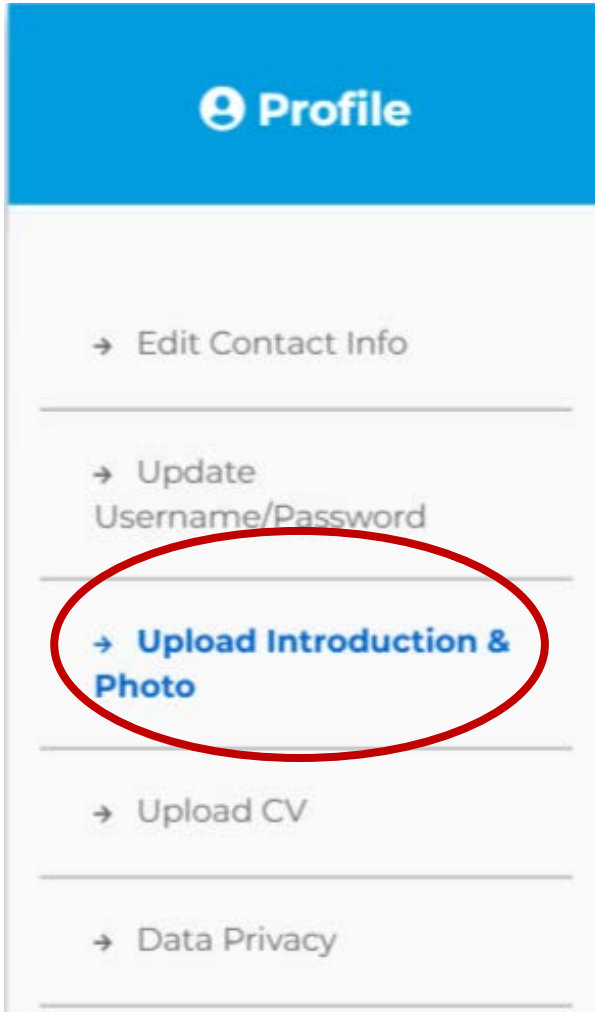
All **invited speakers** and **presenting authors** will need to input a short introduction to introduce themselves and a photo.

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.

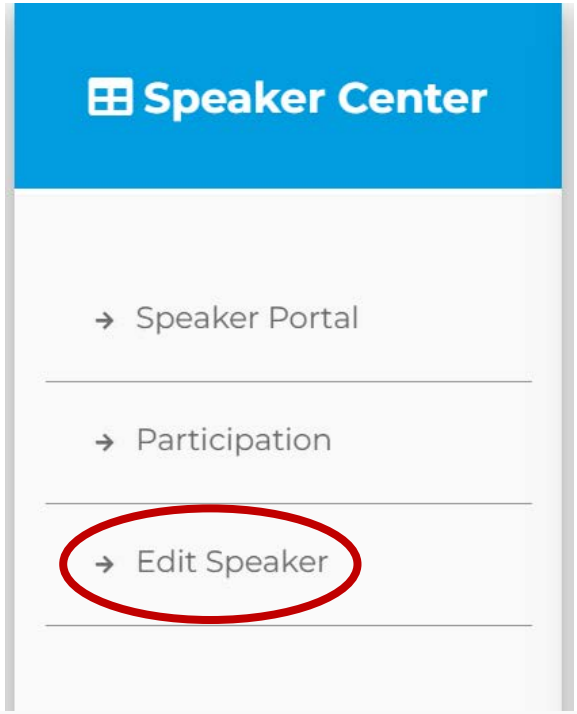
Photo must be upload in .jpg or .png format.

**Please use headshots only, no photos of pets or other scenery.*



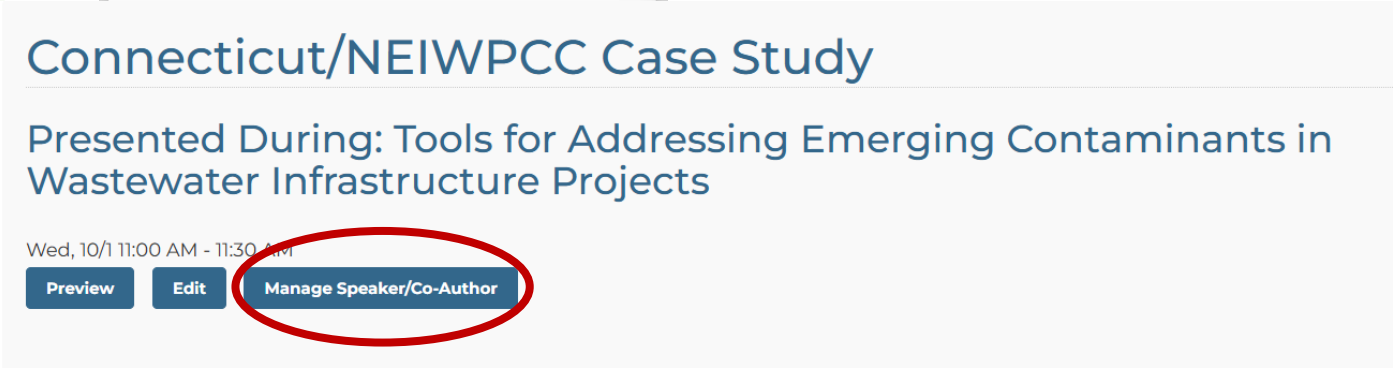
EDITING YOUR SPEAKERS

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 add and remove presentation speakers.



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 Chicago.

There will be two briefings held prior to WEFTEC. You are required to attend one.

Pre-WEFTEC Briefing I

September 8TH @ 3:00PM Eastern

Pre-WEFTEC Briefing II

September 9TH @ 11:00AM Eastern

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

WEFTEC REGISTRATION

All presenters are **required** to register and pay appropriate fees.

WEF Members receive the best rates, so make sure you are a WEF Members to take advantage of the benefits.

Register now to receive the **Super Saver Rate**. This rate will end on **June 27th**!

THANK YOU!