

WEFTEC 2027 Workshop Proposal Timeline

Summary of Key Submission Dates

- August 14, 2026: WEFTEC 2027 Proposal Application becomes available
- October 23, 2026: Share draft proposal with Workshop Liaison for feedback
- November 6, 2026: Receive feedback on your draft proposal from the Liaison/Committee
- November 16, 2026: Share final proposal with Workshop Liaison for feedback
- December 7, 2026: Submit Full Proposal and Speaker Confirmations to ktyler@wef.org.

Deadline	Workshop Chair/Submitter Responsibility	Workshop Liaison Responsibility
August 14, 2026	Step 1: WEFTEC Workshop Full Proposal Submission forms available on www.weftec.org – begin drafting your full workshop proposal. Read the Interactive Session Guidance Document, Scoring Matrix, and Workshop Guidance Document to understand all you need to incorporate into the Full Proposal.	
October 23, 2026	Step 2: Once you have a solid draft of your full proposal, send it to the Workshop Liaison for input. <i>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. Other Committees may use a simpler process and it is <u>upon you</u> to be in touch with them to understand the process.</i>	2A: Review the draft proposal.
November 6, 2026	Step 3: Receive feedback on your draft proposal from the Liaison/Committee.	3A: Provide feedback on the draft proposal to the workshop developer and follow procedures of your Technical Committee.
	Step 4: Incorporate comments from the Liaison/Committee.	
November 16, 2026	Step 5: Submit your Final Full Proposal Form to the Workshop Liaison for final sponsorship. Make sure you have collected your completed Facilitator Confirmation Forms to send. <i>Note: The Committee may have another due date – please refer to the note in Step 2 and any special processes.</i>	5A: 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 .

	Step 6: Incorporate comments from the Liaison/Committee and re-send to them for one last review. They will send the sponsorship letter along with the most current version. Sponsorship is based upon the final version.	6A: If you requested changes, review again and then submit the sponsorship form to ktyler@wef.org. Only send the final sponsorship letter after reviewing the final proposal!
December 7, 2026	Step 7: Submit your final Full Proposal and Facilitator Confirmations to ktyler@wef.org.	7A: Send sponsorship letters to ktyler@wef.org.
Winter Meeting		Step 8: Participate in review of workshop proposals and attend Winter Meeting Workshop Selection. Liaisons may be assigned to follow up on proposal revisions.
		Step 9: Report back to the technical committees on status of selection- AFTER the workshops are notified by staff. Note: WEF Staff will contact the workshop developers and notify them of the status of their proposal (accepted or rejected)