Education & Training Program – Session Proposal Submission Module Instructions

Thank you for your interest in submitting a session proposal for a WEF Education and Training event!

Getting Started

First thing to do is navigate to the WEF conference page you are interested in and click “Submit Here”.

Log in to the submission portal using your WEF email and password. If you are not a WEF member, you can still submit, but you will need to “Create a Profile”.

The first time that you login, it will ask you to verify/add your contact information. Please double check your company data, email address and phone number are correct. The company listed in AI will be used in the onsite program, should your session proposal be accepted. If you need to update it later, just click on the Dashboard button and choose “Edit Attendee” under the Profile tab. Once you have saved your information, you will be brought to the “My Submissions” screen. There you have the option to submit an abstract, workshop proposal or session proposal. For some conferences, you will also be able to submit for a mobile session.

In these instructions, we will click on Create Session to show you the session proposal submission module.

Submitting a Session Proposal

Here, you will see a set of instructions that label the different colored tabs and the session proposal submission due date. The first thing you need to do is type in the Title of Session. You will also need to choose if this is a proposal for “Full Day Session” or “Half Day Session”. You must hit save before you can move on to the next tab.

Once you hit save, the tabs will change color to display steps that are not yet completed in red. Steps that have been completed will be shown in blue, and steps that are optional will be shown in white.

Coordinator

The next step is to input the Coordinator. If you are the primary point of contact, click YES. If you are simply assisting the coordinator with their session submission, click NO and input their information in the next page. The module is connected to the WEF database allowing you to quickly search for a name and have your primary contact’s information filled-in for you. Please make sure to search for the person first, otherwise you will create confusing duplicates in the system. If your search yields no results, click on “Add Technical Contact” where you will be able to fill-in their information.

Next, you need to include the event presenters. The site is connected to the WEF database allowing you to quickly search for a name and have your presenter’s information filled-in for you. Please make sure to search for you’re the person fist, otherwise you will create confusing duplicates in the system. If your search yields no results, click on “Add Event Presenter” where you will be able to fill-in their information. Each presenter that you add will receive an automatic email notification.

Session Description

In the “Event Description” tab, you should provide a detailed description of your proposed technical session. Please note that if you copy-and-paste from Word, all formatting will be stripped form the text. You can add bold, italics, superscript, and subscript formatting by using the Special Characters drop-down menu. You simply click on which type of formatting you want, and a line of code will appear at your cursor. Delete the three dots and replace them with the text that you want formatted. You must click save in order to preview your work in the preview tab!

You will need to include three learning objectives for your session in the **“Learning Objectives”** tab.

In the **“Event Agenda”** tab, you should include an outline of the agenda for the session, including duration, and order of presentation.

Under **“Target Audience”** you should choose the most relevant target audience for your session. If you need to add some in, please do so at the bottom then click “Save”.

Before you finalize your session proposal, make sure to click on the Preview tab. A new window will open and give you a full overview of everything you entered. Please ensure the information is correct. You can print a copy for your records. If everything looks good, click on the **“Finalize”** tab.

You must check that you are ready to submit your session proposal and click “Finalize”. If you still need to make final edits after you have already hit “Finalize”, you can always go back and make changes up until the submission deadline. It is better to click finalize ahead of time, then go back and make edits, than to miss the submission deadline.

When you click “Finalize”, you will be taken back to the “My Submissions” page. There you will see the session proposal you just submitted and are able to print your submission for your records by clicking the “View/Print” button under the name. You will also receive an automatic email informing you that your session proposal was received. Should you decide you need to withdraw your session proposal, you can also do this from the “My Submissions” page by clicking on “Withdraw this Submission”.

Thank you for submitting your presentation! Please reach out to the conference e-mail address if you have any questions.