# SESSION CHECKLIST

**\*\* Please read carefully and promptly supply all information requested. \*\***

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We are pleased to provide this document which contains the guidelines for your participation in the Collection Systems and Stormwater Conference. Please note that everything listed below must be provided electronically to WEF using our online submission system unless otherwise noted. If you need help navigating the Speaker Portal, please watch this video.  It will walk you through the steps you need to complete.

How to log-in?
The Speaker Portal is the same Attendee Interactive system that was used for the Session Proposal Submission Portal so logging- in should be easy. If you have never logged-in to the system before, please log-in to the Speaker Portal using the WEF Membership login (the one you use to login to your membership account, etc).  Please follow the instructions on the login page if you forgot your password and contact CSSWCOnf@wef.org if you still have problems or do not have a WEF account.

We are also pleased to provide you with the **Speaker Resources Folder** which will contain this packet, manuscript guidelines, the powerpoint template, and more useful information to help make this process easier. **Please bookmark this folder for easy reference.** If you aren't able to access the folder, please contact CSSWConf@wef.org and we will provide the content in a different way.

Below is a quick reference checklist of all key deadlines. Read the following pages carefully for more information on each of the deadlines.

**January 4, 2023:** Due in Speaker Portal
- Confirm participation by either accepting or declining the RSVP
- Upload Presenting Author Short Bio (max. 500 characters) and photo to use in the program and marketing
- Upload Presenting Author Resume/CV (will not be made public)
- Complete demographics survey

**March 7, 2024:** Due in Speaker Portal
- Upload Final Manuscript **(optional for Session Proposals)**
- Sign License Agreement (**all authors/co-authors must log-in and sign this if you submit a manuscript**)
- Edit Title and Author list in the Speaker Portal

**March 11, 2024:** Due to CSSWConf@wef.org via email
- Final Session agenda for inclusion in print program including all speakers confirmed, presentation titles, and timing for each part of your session

# CSSW 2024
## SESSION INSTRUCTIONS/ GUIDELINES

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**Notice of Withdrawal**            **Due: Immediately Upon Determination**

At any time during the planning of this conference, if you are unable to participate, please notify WEF immediately and withdraw your presentation in the Speaker Portal. You must contact CSSWConf@wef.org in order to withdraw.

**Conference Registration**

**All speakers, alternates, and moderators must register and pay the appropriate registration fees.** WEF offers all those on the technical program the advance member rate when they register.  You will receive information on registering for the conference as soon as registration opens. Registration is expected to open in a week and will be posted on http://www.wef.org/collectionsstormwater.  *WEF encourages you to register for the conference and reserve a hotel room as soon as they open in mid-January.*

# Items Due January 4, 2023

## Confirmation of Participation

You will need to either accept or decline the invitation to present by January 4. If you do not click on either option by this date, we may assume you do not want to participate, and your presentation may be removed from the technical program.

## Updating List of Authors/ Confirmation of Speakers

It is critical that the author list be current.  Make certain that all authors are included in this space.  Please click on "Edit Title and Author Block" in the Speaker Portal and update this information.

*Please note that the presentation title and author list will be reflected in pre-event marketing and the onsite program based on the information provided in the online system.  You will have until March 7th to change it for the onsite program and mobile app.*

## Demographics Survey

Please fill out the demographics information survey in the speaker portal. Your responses to these demographic questions will provide greater insight into the diversity of experience of our program presenters. This data will be collected for all WEF Conferences and will be used to measure how inclusive and diverse our program presenters are, with the goal to increase WEF's presenter diversity to better represent the diversity of our membership.

## Speaker Bio and Photo

Please upload the presenting author's short biography (**500 characters or less**). This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you. Please keep them brief as the time it takes for the moderator to introduce you will be included in your presentation time limit.

Please also upload a headshot or photo of yourself for use in our conference program and marketing materials.

## Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Collection Systems and Stormwater Conference 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. A growing number of approval boards have tightened their approval requirements by requiring WEF to provide Resumes/CVs for speakers.  We ask for your assistance with this task by simply uploading a copy of your speakers existing Resume/CV file in PDF or MS word format. These files are for official, internal use only and will not be made available to the public or used for any other purpose.

# Items Due March 7, 2024

## Final Manuscript

Session proposal submitters have the option to prepare a full manuscript for the Collection Systems and Stormwater Conference proceedings. Proceedings will be made available to all conference attendees, so they have a takeaway from each session. Manuscript guidelines were sent out along with this packet when you received your acceptance and can also be found here: https://www.wef.org/events--education/conferences/speaker-information/

## License Agreement

In order for WEF to include your manuscript in the conference proceedings, **you MUST complete and return the License Agreement- one for each author listed on the paper.** If you opted not to submit a manuscript, you do not need to sign the license agreement.

Log-In to the Speaker Portal to complete this form online.

*If WEF does not receive a signed License Agreement Form with the title of the manuscript and all authors listed, your manuscript will not be published in the proceedings. *

# Items Due March 11, 2024

## Submit Final Agenda

It is critical that the session agenda be current for printing in the onsite program. Please contact CSSWConf@wef.org to make any changes at this time, including to the list of speakers, their presentation titles, or timing of activities. All sessions will be 1.5 hours long with no breaks and each room will be supplied with a head table, a podium, microphones, and a projector and screen for sharing of powerpoints. If you require anything else, please let us know by this time.

*Any changes after this date may not be accepted.*

## Presentation Information and Guidelines

A slide template will be included in your Speaker Resources folder. We highly recommend you use this template. Should you choose to create your own template, we encourage you to select a background color that provides good contrast to your font and graphics.

Complicated Graphics, data tables, or all-text slides should be avoided. Please use citations for unoriginal graphics, data, or information. Slides should be either pictures or bullets and should be sized so that the text is readable from the back of the rooms (50 feet).

*Note: It is WEF's policy that corporate/organization logos should not be used in presentations at WEF Conferences. If it is your employer's policy to use the logo in presentations, placement may be on the first and last slide only. *

*\*\*Please bring your presentation on a USB drive to the conference. In fact, we recommend that you bring at least 2 just in case. You may also use an online file-sharing service such as OneDrive or GoogleDrive. You are expected to provide your PowerPoint onsite as WEF does not collect final presentations. \**

## Onsite Speaker Briefing

Plan on attending the speaker briefing associated with your session. Detailed information will be sent in an email closer to the conference.

**Speaker briefings will take place on Wednesday, April 10th and Thursday, April 11th.** If you are speaking on Wednesday please come to the Wednesday briefing. Thursday and Friday speakers should attend the Thursday briefing. WEF will provide the time and location as we approach the conference.
*If you are unable to attend the speaker briefing, you are responsible for notifying your Session Moderator*

If you have any questions on the preceding information, please contact:

Maggie Siddle
Coordinator, WEF Education and Training
CSSWConf@wef.org
703-684-2400 ext 7450

Please also visit our WEF Specialty Conference Speaker Information page for FAQs and more details: https://www.wef.org/events/conferences/SC-speaker-information/