SPEAKER AND ALTERNATE CHECKLIST

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

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 Abstract 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 WEFCOM/WEF Unity, AccessWater, 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.

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. All speakers and alternates must complete all of the requirements listed below:

January 4, 2024: 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
- Sign License Agreement (**all authors/co-authors must log-in and sign this**)
- Edit Title and Author list in the Speaker Portal

March 18, 2024: Due Directly to Session Moderator via email (Session Moderators will be confirmed shortly, and contact information will be shared at that time)

- Email Draft PowerPoint presentation to Session Moderator

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. In the coming months you will receive information on registering for the conference. Registration is expected to open in February and will be posted on www.wef.org/collectionsstormwater. *WEF encourages you to register for the conference and reserve a hotel room as soon as registration opens in mid-January.*

Items Due January 4, 2024

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 will 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. Most importantly, if you are not going to be the one presenting, please contact CollectionsConf@wef.org and ask to change the presenting author.

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 speaker'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 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. WEF does this as a service to our attendees. 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

Edit Title and Author Block

It is critical that the title and author block be current for printing in the onsite program. Click on "Edit Title and Author Block" in your Speaker Portal and make certain that all authors are included in this space in the correct order and that the manuscript title is correct. Most importantly, if you are not going to be the one presenting, please contact CSSWConf@wef.org to make the change.

Any changes after this date may not be accepted.

Final Manuscript

All speakers, including alternates, are required 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 your presentation. 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 and for you to present your work, **you MUST complete and return the License Agreement- one for each author listed on the paper.**

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 and the presentation removed from the program. *

Items Due March 18, 2024

Draft PowerPoint Slides

We are asking speakers to send a draft of their PowerPoint slide presentation to their respective Session Moderator for review. Please submit your slides to your Session Moderator by **March 18th**. Your Moderator will then provide you with any edits by **March 28th.** *WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.*

Presentation Information and Guidelines

WEF will provide a slide template for this conference that will be uploaded into the 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. *

All conference presentations will adhere to a uniform 30-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers and alternates should prepare to speak for 20-22 minutes and be ready to answer questions for 5 minutes. Limiting the background information to just a few minutes will ensure that you have time to convey the important information in your presentation without rushing at the end. Session Moderator will strictly enforce this schedule.

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

<u>Onsite Speaker Briefing</u>

Plan on attending the speaker briefing associated with your session. During the speaker briefing you will meet your Session Moderator and the other presenters in your assigned session. This opportunity is to allow for the Session Moderator to go over the session layout and any final details prior to the beginning of the 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

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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/