Collection Systems 2017
Collections in the Heartland – Collection Today for a Cleaner Tomorrow

May 21-24, 2017
CenturyLink Center
Omaha, Nebraska

SPEAKER AND ALTERNATE CHECKLIST

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

WEF is pleased to provide this document which contains the guidelines for your participation in the Collection Systems Conference. Please note that everything listed below must be provided electronically to WEF using our online submission system (you will be provided with log in information via a separate email from CS2017@wef.org).

*For each step of the process, we will send you a reminder email with instructions. *

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

December 7, 2016: Due in Oasis

- Confirm participation of either accept or decline
- Upload Primary Speaker Biography
- Upload Primary Speaker Resume/CV

April 19, 2017: Due in Oasis

- Last opportunity to edit Final Manuscript Title for listing in the onsite program
- Last opportunity to edit Authors for the onsite program
- Upload Final Manuscript
- Upload Copyright Agreement (from all authors)

May 1, 2017: Due directly to Session Moderator

- Email Draft PowerPoint presentation to Session Moderator

Collection Systems 2017
SPEAKER INSTRUCTIONS/ GUIDELINES

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 by sending an email to CS2017@wef.org. In your email message, please be sure to identify your session number and paper title as well as your reason for withdrawal.

Conference Registration   **Opening in early January**

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 and hotel booking information*. WEF encourages you to register for the conference and reserve a hotel room as soon as you receive this correspondence.*

Items Due December 7, 2016

Confirmation of Participation

You will need to either accept or decline the invitation to present by December 7th. If you do not click on either option by this date, we will assume you do not want to participate and your presentation will 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. Most importantly, if you are not going to be the one presenting, please click the change presenter button 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 April 19th to change it for the onsite program. After this date, changes will only appear in the mobile app.

Speaker Biography

Please upload the primary speaker's biography (100 words or less) of yourself or whomever is the primary speaker. This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Collection Systems 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/CVs 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 April 19, 2017

Final Manuscript

All speakers, including alternates, are required to prepare a full manuscript for the Collection Systems Conference proceedings no later than **April 19, 2017**.

For more information on guidelines for preparing your manuscript and to view a sample manuscript visit WEF's conference's webpage.

Copyright Transfer Form

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 Copyright Transfer Form- one for each author listed on the paper.**

Please be aware that all Copyright Transfer Forms must include signature(s) and must have all information included to be valid. An electronic signature is suitable, but simply a typed name is not. Submit this form with your final manuscript through Oasis. We suggest uploading these forms when you are ready to submit your final manuscript.

*If WEF does not receive a signed Copyright Transfer Form (all pages) 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. *

Conference Proceedings

Conference Proceedings will be made available for this event. To ensure that all participants receive the proceedings at the conference, it is **critical** that you follow these instructions and submit your final manuscript to WEF **no later than April 19, 2017.**

Items Due May 1, 2017

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 **May 1, 2017**. Your Moderator will then provide you with any edits by the week **May 8, 2017.** *WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.*

Presentation Information and Guidelines

WEF will provide an optional slide template for this conference that will be sent in a separate email. 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 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. *

Onsite Speaker Briefing

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.

If you are unable to attend the speaker briefing, you are responsible for notifying your Session Moderator

There will be two distinct speaker briefings offered, one on Monday, May 22 for sessions 1-4 and a second on Tuesday, May 23 for sessions 5- 13. Detailed information will be sent in an email closer to the conference.

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

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