



Nutrient Symposium 2017

June 12-14, 2017
Hyatt Regency
Fort Lauderdale, Florida, USA

SPEAKER AND TECHNICAL BRIEF CHECKLIST

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

IMPORTANT DUE DATES

WEF is pleased to provide this document which contains the guidelines for your participation in the Nutrient Symposium 2017.

**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 19, 2016: Due in Oasis

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

May 12, 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 22, 2017: Due to Session Facilitator

- Email Draft PowerPoint presentation to Session Facilitator

Nutrient Symposium 2017

SPEAKER INSTRUCTIONS/ GUIDELINES

Technical Brief (TB) Instructions

Please note if you are listed as a **TB (Technical Brief)** - please read the following information.

What is a Technical Brief? TBs have been accepted to the technical program for a five-minute presentation and also to serve as alternates should a podium presenter withdraw. TBs should plan on 2-4 PowerPoint slides for the brief five-minute presentation. TBs are required to submit a full manuscript or an extended abstract (3-5 pages) by the final manuscript deadline. TBs are also offered the opportunity to present a poster at this year's symposium. We strongly suggest that you take advantage of this opportunity. Please notify WEF by emailing Nutrient2017@wef.org by **April 24, 2017** if you would like to present a poster in addition to your 5-minute technical brief.

Notice of Withdrawal

Due: Immediately Upon Determination

At any time during the planning of this symposium, if you are unable to participate, please notify WEF immediately by sending an email to Nutrient2017@wef.org. In your email message, please be sure to identify your session number and paper title as well as your reason for withdrawal.

Symposium Registration

All speakers, Technical Briefs, posters, and facilitators 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 symposium and hotel booking information. *WEF encourages you to register for the symposium and reserve a hotel room as soon as you receive this correspondence.*

Items Due December 19, 2016

Confirmation of Participation

You will need to either accept or decline the invitation to present by December 19th. 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 May 12th 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 symposium, as well as by your Session Facilitator to introduce you.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Nutrient Symposium 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 May 12, 2017

Final Manuscript

All program presenters, are required to submit final materials prepare for the Nutrient Symposium proceedings no later than **May 12, 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 symposium 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 May 12, 2017**.

Don't forget to visit www.WEF.org/Magazine and click on "Author Information" to see how to submit articles and showcase your work in other WEF publications.

Items Due May 22, 2017

Draft PowerPoint Slides

We are asking speakers to send a draft of their PowerPoint slides to their respective Session Facilitators for review. Please submit your slides to your Session Facilitator by **May 22, 2017**. Your Facilitator will then provide you with edits by **May 30, 2017**. *WEF will provide Facilitator contact details in a separate e-mail from the acceptance notification.*

Presentation Information and Guidelines

WEF will provide an optional slide template for this symposium that will be sent in a separate email. We highly recommend you use this template. Should you choose to use 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 symposium presentations will adhere to a uniform 20-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers should prepare to speak for 10-15 minutes and be ready to answer questions for 5 minutes. Technical Briefs should prepare to speak 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 Facilitator will strictly enforce this schedule.

**Please bring your presentation on a USB drive to the symposium. In fact, we recommend that you bring at least 2 copies 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 Facilitator and the other presenters in your assigned session. This opportunity is to allow for the Session Facilitator 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 Facilitator

There will be two separate speaker briefings offered, one on Tuesday, June 13th for sessions 1-4 and a second on Wednesday, June 14th for sessions 5-12. Detailed information will be sent in an email closer to the symposium.

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

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