



SPEAKER 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 Innovations in Process Engineering Conference. Please note that everything listed below must be provided electronically to WEF using our online submission system. 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 your WEF login (the one you use to submit abstracts, login to WEF.COM and your membership account, etc). Please contact ProcessEngConf@wef.org if you need your password reset, you don't have a WEF login, or for any other issues with the Speaker Portal.

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:

April 7, 2022: Due in Speaker Portal

- Confirm participation by either accepting or declining the RSVP
- Upload Presenting Author Bio
- Upload Presenting Author Photo
- Upload Presenting Author Resume/CV

May 17, 2022: Due in Speaker Portal

- Double-check the program for errors in author names and companies and speaker order
- Make edits to presentation title and speaker listing for inclusion in the print program

May 26, 2022: 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
- Moderator will review and return to you for final edits

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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 and withdraw your presentation in the Speaker Portal.

Conference Registration

All speakers and moderators are encouraged to 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 soon and will be posted on www.wef.org/processengineering. *WEF encourages you to register for the conference and reserve a hotel room as soon as registration opens.*

Items Due April 7, 2022

Confirmation of Participation

You will need to either accept or decline the invitation to present by April 7th. 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 ProcessEngConf@wef.org and ask to change the presenting author. You are able to add co-authors and rearrange speaker order but you are not able to edit the presenting author yourself.

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 17th to change it for the onsite program and virtual conference platform.

Speaker Bio and Photo

Please upload the presenting speaker's biography (**600 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 the presenting speaker's headshot. We are looking for professional-looking photos of your face and shoulders to use in advance publicity for the conference and the program.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Innovations in Process Engineering 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 for 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 on May 17, 2022

Edit Title and Author Block

It is critical that the title and author block be current. 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 ProcessEngConf@wef.org to make the change.

Any changes after this date cannot be accepted and will not be included in the printed program.

Items Due May 26, 2022

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 26th**. Your Moderator will then provide you with any edits by **June 6th**. *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 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. **

Most conference presentations will adhere to a uniform 15-minute period for each speaker. This includes time for introductions. Speakers should prepare to speak for 12-15 minutes. There will be a question/discussion period at the end of each session, so you do not need to build time for questions into your 15-minute slot. 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.

If you are presenting a Flash Talk, you will only have 5 minutes. Your presentation may be lengthened to 15 minutes in case of a speaker in your session withdrawing. You will also participate in the question and discussion period in your session so please be prepared. If you aren't sure of your presentation time, please check the program on www.wef.org/processengineering.

**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 – June 21st or 22nd in Miami

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.

The speaker briefing will most likely take place in the morning on the date of your presentation. WEF will provide the date, 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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CONTACT INFO AND FURTHER RESOURCES

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

Maggie Siddle
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ProcessEngConf@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/> . Please note that this conference does not have a manuscript requirement.