WEFTEC Guidance Document
Workshops

Please read through the included materials carefully and completely.

The following document is for <u>workshop chairs, speakers, and facilitators</u> who have been chosen to speak during a WEFTEC 2023 workshop.

MAY	
Speaker Portal Orientation	**May 17**
Confirmation of Participation	**May 22**
JUNE	
License Agreement e-Signature Opens	**June 1**
Finalized Speaker Listing Due	**June 1**
Workshop Info Session	**June 6**
JULY	
Introduction, Photo, Resume/CV Due	**July 6**
Workbook Due to Chair	**July 7**
Workbook Due to WEF	**July 26**
AUGUST	
License Agreement e-Signature Due	**August 1**
SEPTEMBER	
Presentation Upload to Speaker Portal	**September 18**
WEFTEC	
Workshop Briefing Breakfast	**October 1**
WEFTEC 2023	**Sept 30 – Oct 4**

Workshop Chairs will be your primary point of contact for any questions or concerns you may have regarding your workshop. If you do not have your workshop chair or vice chair contact information, reach out to WEF staff at speakers@wef.org with your workshop name and we can assist.

Throughout the rest of this packet, you will find detailed instructions on how to meet each of the deadlines provided in the timeline above.
If at any time you have questions, please reach out to WEF staff by emailing speakers@wef.org.

GETTING
STARTED

Notice Of Withdrawal

If at any time while looking over this document you realize you are unable to fully commit your time, email WEF staff at speakers@wef.org to let us know you will need a replacement.

- If you are a **speaker** or **facilitator**, cc your Workshop's Chair and Vice Chair(s) on the email to WEF Staff.
- If you are a **chair** or **vice chair,** please confirm who your replacement will be with WEF Staff before resigning from the position.

We appreciate a candid assessment of your time and interests because you are the key to the success of your workshop.

Confirmation Of Participation

The first thing you will be asked to do after logging into the speaker portal is to confirm your participation in WEFTEC.

You will be asked to confirm every role that has been assigned to you. For example, if you are speaking in one session and moderating another you will be asked to confirm both. This applies to those speaking in multiple sessions as well.

Confirmation of Participation is due by May 22nd at 9:00AM Eastern in the speaker portal.

You will need to indicate whether or not the presentation will be given in-person at WEFTEC 2023.

There are no remote or virtual presentation options.

If you do not confirm by May 22nd, we will assume you do not intend to speak during WEFTEC and you will be withdrawn from the program.

THE SPEAKER PORTAL
https://ww3.aievolution.com/wef2301/

All of the deadlines must be completed in the Speaker Portal. By now you should have received a notification providing you with your speaker portal log in information.

Logging into the Speaker Portal
WEF Members are required to use the WEF Member Login option.
Non-WEF Members have been provided login credentials.

All of you have already been inputted into the system. Under no circumstances should you create a new profile. Creating a new profile could cause issues such as removing you from your presentation or session.

If you have not received an email with login instructions, contact speakers@wef.org immediately.

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WEFTEC Registration

To thank you for your work and preparation, WEF provides each **confirmed** workshop speaker and chair/vice chair with **one complimentary** workshop registration. ***The promo code can be used for your workshop only.*** All other WEFTEC events or registrations are not complimentary.

- Confirmed participants will receive a promo code from WEFTEC Registration by July 1st.
- To be considered confirmed, you must be assigned to your workshop within the speaker portal by the June 1st deadline.
- Using the promo code, all workshop participants **must** register for the workshop online at www.weftec.org/registration.
- Registering or Full Conference or any other events is **optional**.

Travel and hotel arrangements are the responsibility of the workshop participants.
WEF is unable to provide any travel or housing funding. Information is available online at www.weftec.org. We encourage you to book your accommodation as soon as possible.

Speaker Portal Orientation

We acknowledge some may experience challenges while trying to access information in the speaker portal. To help guide you, WEF Staff will be holding a speaker portal orientation where we will show you how to find information such as:

1. Chair, Speaker, and Facilitator **Contact Info**
2. Workshop **Agenda**
3. Workshop **Description**
4. Workshop **Date, Time,** and **Room Location**

Orientation will be held via zoom on **Wednesday, May 17th** from **1:00 – 2:00 PM Eastern Time**. Please make sure to register and reserve the time on your calendar.
REGISTER

Staff Contact Information

If you need assistance from the WEF Staff, do not hesitate to contact us. Email general questions to speakers@wef.org.

Susan Merther | WEFTEC Program Director
(703) 684-2417 | smerther@wef.org

Mary Ann Linder | WEFTEC Program Manager
(703) 684-2442 | mlinder@wef.org

Jazmin Goines | WEFTEC Program Coordinator
(703) 684-2453 | jgoines@wef.org

WORKSHOPS
TO-DO LIST 📋

Uploading Your Introduction, Photo, and Resume/CV
All speakers must upload an introduction, photo, and resume/cv by June 1st.

Introduction
Using the Introduction section found on the dashboard in the speaker portal, each speaker will need to upload a short introduction/bio (2,000 characters or less).
All introductions provided will be used in the WEFTEC mobile app and by your session moderator/facilitator to introduce you to the attendees.

Photo
All presenting authors and invited speakers need to provide a professional headshot to accompany their introduction. All speaker photos will be used in the WEFTEC mobile app.

Resume/CV
WEF values the ability to attain continuing education approvals for WEFTEC 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, most notably operators and engineers. 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 resume/cv for speakers. We ask for your assistance with this task by simply uploading a copy of your existing resume/cv in the speaker portal.

Workshop Info Session
Workshops require a large amount of preparation before arriving on-site at WEFTEC. If you are a workshop participant (chairs, vice chairs and speakers), we highly encourage attending this info session where we will provide information on the following:

1. Editing Speaker Listing
2. License Agreement FAQs
3. Creating a Workbook
4. Signing Your License Agreement
5. Workshop Logistics
6. Workshop Best Practices

Training will be held via zoom on **Tuesday, June 6th** from **2:00 – 3:00 PM Eastern Time**. Please make sure to register and reserve the time on your calendar.
REGISTER

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License Agreement

All workshop speakers are **required** to provide the e-signature on the license agreement within the speaker portal. **The license agreement will be available from June 1st to August 1st.**

June 1st, when the license agreement becomes available, you will receive an email notification letting you know the system is ready to collect electronic signatures.

The purpose of the license agreement is to protect both WEF and the authors. WEF staff will provide a license agreement FAQ sheet and a sample of the license agreement. Do not sign and try to submit the sample of the license agreement.

IMPORTANT NOTE
It is imperative for the correct email address for all listed authors and co-authors to be in the speaker portal so they can receive the notification announcing the collection of e-signatures.
We do not accept paper license agreement forms.

On-Site Workshop Speaker Briefing

Sunday, October 1, 2023

The workshop briefing scheduled during WEFTEC will take place just before workshops begin. When making your travel arrangements, plan to attend the briefing and be there at the start of your workshop. **This briefing is required for Sunday workshops only.**

During this briefing, the workshop chairs will have the opportunity to review how your workshop will be managed. WEF staff will also be providing session guidance and last-minute reminders.

Additional information regarding the briefing location will be provided as we get closer to WEFTEC.

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WORKBOOK
GUIDANCE

WEF prepares workbooks for all WEFTEC Workshop attendees. The speakers and chairs assigned to each workshop are tasked with the responsibility of creating their workshop's workbook.

All workbooks **must** include the speaker introductions and photos, the workshop agenda, learning objectives, and the speaker presentation slides (*printed 2 per page in color*). Creating an interactive workbook that includes exercises, questions, or additional materials is highly encouraged.
Guidance on creating an interactive workbook can be found on the next page.

Submitting Your Workshop Workbook
WEF Staff will create SharePoint folders for each workshop to upload their workbook before the July 7th draft submission deadline.

JULY 7 Speakers should send a <u>draft</u> of the workbook to their workshop chair by July 7th. Workshop chairs should review the workbooks and make any necessary changes before sending them to WEF Staff. All draft workbook submittals must be reviewed by your chairperson and should be forwarded to them so that the chair has adequate review time.

JULY 26 Workshop chairs should upload the <u>finalized</u> workbooks by July 26th. After reviewing the workbooks, WEF Staff will print and ship them to WEFTEC for your workshop attendees. Chairs should check the workbook for overlap and duplication within the presentations.

Based on summer schedules, workshop chair(s) may change the draft workbook due date. **However, finalized workbooks must be submitted to WEF for all workshops by July 26th.**

Plea For Timeliness
WEF staff will print, ship, and distribute the workshop workbook copies onsite to attendees and speakers. **Be sure to meet the July 26th deadline as printing and shipping the workbooks to the convention center takes time.** Workbook submissions that are late run the risk of not being printed for the attendees.

Remember your workshop is not the only one!
We must produce workbooks for all of the workshops and for hundreds of attendees, so help us by sending materials on time.
Plan ahead to ensure submission will not be affected by summer travel schedules.

Presentation Formatting
Scholarship

- Include **references** and **citations** for any data you did not create yourself.
- If your presentation includes a considerable number of **acronyms** or **jargon**, we suggest providing a word document to supplement your power point.
- Provide your **name** and **contact information** on the last slide for attendees who may have questions.

Logos
So that WEF may continue to offer Continuing Education credits for the Technical Program, it is our policy that 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.

This means no logos of any type may be used on any slides other than the first and last slide!

Font
18-point minimum, 36-point maximum
Make sure all attendees can see your slides. Including those who may be visually impaired or those seated in the back of the room.

Sans-serif font selection highly recommended.

Text And Images
Slides should be image oriented.
Text blocks should be limited to two lines. During your presentation people should be listening to you – not reading your slides.
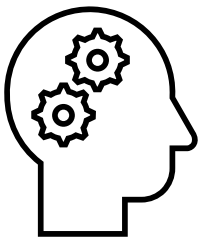
Slides should be without headers and footers.

Include a mix of large and small caps.

WEFTEC PowerPoint Template *(not mandatory, but highly recommended)*
Should you choose to create your own template, select a background color that provides good contrast to your font and graphics.

Interactive Workbooks

We encourages all workshops to create interactive workbooks for their workshop attendees.
WEF Staff will assist your workshop with printing additional materials to enhance the attendees' learning experience, either as part of the workbook or as separate handouts. With an interactive workbook format, presentation slides **will not** be printed.
Use the link below to view samples of interactive workbooks that have been used in the past.

**VIEW INTERACTIVE WORKSHOP WORKBOOK SAMPLES**
*In order to be printed, interactive workbooks and additional materials are to be submitted to WEF staff by the July 26th deadline.

If you wish to develop an interactive workbook for your session, contact Mary Ann Linder (mlinder@wef.org) for assistance.

WEFTEC 2023 CHICAGO

Presentation Submission

In addition to providing their presentation slides for the workshop's workbook, speakers must upload their presentation slides via the speaker portal by September 18th.

Uploading slides to the speaker portal will ensure that each speakers' slides are available on the laptop in the workshop room when it is time for them to present. All workshop speakers will receive an email prior to the deadline from WEF staff with instructions on how to upload their presentations.
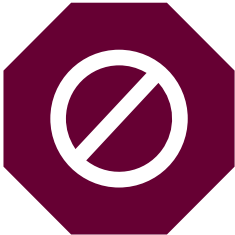
<mark>DO NOT MAKE CHANGES TO YOUR PRESENTATION SLIDES!</mark>
For workshops submitting traditional workbooks, all of the speaker presentations must be included. Therefore, once you have submitted the workbook you **cannot** make any changes to the presentation slides provided.

Each attendee will receive a copy of the workbook and it can be a major source of frustration if the slides in the workbook they have received do not match what is being presented.

If you need to provide an update on data within the presentation slides, we ask that you **only** update the specific data point. **Do not make changes to the order of slides or anything else.** During your presentation, you should also point out to attendees where the change has been made.

*Before uploading the final version to your workshop SharePoint folder, print a sample of your slides (2 per page) to confirm the text and images look good and will print correctly.