

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.

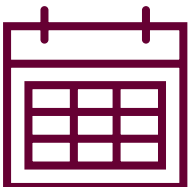
JULY 7 Speakers should send a draft of the workbook to their workshop chair by July 7th. Workshop chairs should review the workbooks and make any necessary changes before sending them to WEF Staff. All draft workbook submittals must be reviewed by your chairperson and should be forwarded to them so that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

JULY 26 Workshop chairs should upload the finalized 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.

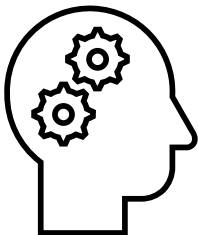
Slides should be without headers and footers.

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 encourage 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](#)

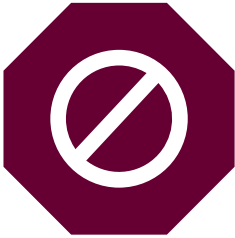
***In order to be printed, interactive workbooks and additional materials are to be submitted to WEF staff by the July 26th deadline.**

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

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.



DO NOT MAKE CHANGES TO YOUR PRESENTATION SLIDES!

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.**