10 THINGS TO KNOW BEFORE SUBMISSION

WEF Membership is <u>not</u> required for submission.
Non-WEF Members are welcome and encouraged to submit to WEFTEC 2024. If you need assistance submitting as a non-member, please contact speakers@wef.org.

Submissions should <u>not</u> be a sales pitch.

Submissions mentioning equipment should include the manufacturers of the equipment as authors/co-authors.

There is no limit on the number of abstracts or proposals that can be submitted by an individual, company, organization, or institution. <u>However</u>, each submission should only be submitted once.
Do not submit the same abstract/proposal or similar abstracts/proposals to different topics. Duplicate abstracts/proposals will be discounted.

Do not wait until the last minute to upload your submission.
Password resets and other login issues can take up to 24 hours to resolve. If you are not able to log in and cannot submit by the deadline, your submission will not be accepted.

Accepted submissions will be <u>required</u> to submit a full technical paper in July for the WEFTEC 2024 conference proceedings.

Accepted submissions should expect their presentations to be included in interactive technical sessions.
Speakers should be aware that it is likely for their session to include engagement with the audience including but not limited to discussion breaks, breakout groups, and polling questions.

All technical session speakers, moderators, and facilitators must register as attendees for WEFTEC 2024.
Speakers, moderators, and facilitators are responsible for all travel and lodging expenses, including conference registration fees.

All submissions must meet the 400-word minimum and must not exceed 5,500 (abstract) or 7,000 (session proposal) characters to be considered for the technical program.

The official language of WEFTEC is English.