

WEFTEC 2024 Workshop Proposal Timeline

Summary of Key Submission Dates

Aug 14, 2023: Submit Pre-Proposal Form to mlinder@wef.org and relevant Workshop Liaison Member

Oct 25, 2023: Share draft proposal with Workshop Liaison for feedback

Nov 14, 2023: Share final proposal with Workshop Liaison for feedback

Dec 5, 2023: Submit Full Proposal and Speaker Confirmations to mlinder@wef.org

Deadline	Workshop Chair/Submitter Responsibility	Workshop Liaison Responsibility
August 14, 2023	<p>1) Send Pre-Proposal to Workshop Liaison Member for input and mlinder@wef.org</p> <p>Note: Check with the Liaison to see what kind of review process they will be doing - Municipal, Collections, Plant Ops & Maintenance, and Biosolids and Residuals all follow the process as laid out below. Though Municipal may have some other key dates and will limit the number of sponsorships provided. The other Committees may use a simpler process and it is <u>upon you</u> to be in touch with them to understand the process.</p>	1a) Review the Pre-Proposal and communicate with the workshop submitter about the review process for your Committee
	2) Begin working on the Full Proposal Form (even while pre-proposal review is taking place). Read the Interactive Session Guidance Document , Scoring Matrix , and Workshop Guidance Document to understand all you need to incorporate into the Full Proposal .	
September 7, 2023	3) Receive feedback on your pre-proposal.	3a) Provide feedback on the pre-proposal to the workshop developer and follow procedures of your Technical Committee.
	4) Incorporate comments from the Liaison/Committee.	
October 25, 2023	5) Once you have a solid draft of your full proposal, send it to the Workshop Liaison for input.	5a) Review the draft proposal.
November 7, 2023	6) Receive feedback on your draft proposal from the Liaison/Committee.	6a) Provide feedback on the draft proposal to the workshop developer and follow procedures of your Technical Committee.
	7) Incorporate comments from the Liaison/Committee.	
November 14, 2023	<p>8) Submit your Final Full Proposal Form to the Workshop Liaison for final sponsorship.</p> <p>Make sure you have collected your completed Facilitator Confirmation Forms to send.</p> <p>Note: The Committee may have another due date - please refer to the note in Step 1 and any special processes</p>	8a) Share the Final Full Proposal Form with the appropriate members of the technical committee – review, and comment back if necessary. Otherwise, it is ready for final sponsorship. Final sponsorship forms need to come from the Committee Chair to mlinder@wef.org
	9) Incorporate comments from the Liaison/Committee and re-send to them for one last review. They will send the sponsorship letter	9a) If you requested changes, review again and then then submit the sponsorship form to mlinder@wef.org . Only send the final

	<p>along with the most current version. Sponsorship is based upon the final version.</p> <p>If the Liaison/Committee had no comments/changes- you are ready to submit!</p>	<p>sponsorship letter after reviewing the final proposal!</p>
December 5, 2023	<p>10) Submit your final Full Proposal and Facilitator Confirmations to mlinder@wef.org.</p>	<p>10a). Send sponsorship letters to mlinder@wef.org.</p>
Winter Meeting		<p>Participate in review of workshop proposals and attend Winter Meeting Workshop Selection. Liaisons may be assigned to follow up on proposal revisions.</p>
		<p>Report back to the technical committees on status of selection- AFTER the workshops are notified by staff.</p> <p>Note: WEF Staff will contact the workshop developers and notify them of the status of their proposal (accepted or rejected)</p>