SPEAKER PORTAL ORIENTATION

MAY 1, 2024

1:00 – 2:00 PM EASTERN
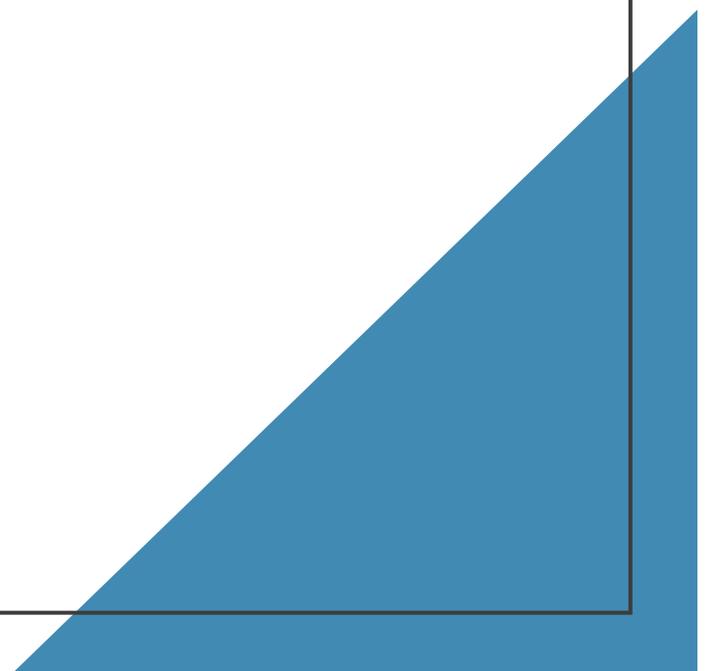
GETTING STARTED: LOGGING IN

Welcome to the 96th Annual Technical Exhibition & Conference

Welcome to the WEFTEC 2023!

Sign In

⇄ **WEF Member Login**
Use this option to sign in with your WEF credentials, or create a new WEF account.

▤ **Non-Member Login**

WEF Members

Log in using your WEF Membership information.

If you do not remember your password, you **must** email csc@wef.org for a password reset.

Non-members

Log in credentials can be found in your acceptance/invitation email.

If you still have trouble logging in, email speakers@wef.org.

Participation

PARTICIPATION CONFIRMATION

Will someone give this presentation at **WEFTEC 2023** held in Chicago, October 2nd – 4th?

Test Traditional Session → **PRESENTATION/SESSION TITLE**

Type: Traditional Technical Session → **INTERACTIVE/TRADITIONAL**

Mon, 10/2: 1:30 PM - 3:00 PM → **PRESENTATION/SESSION TIME**

Venue on Event: McCormick Place

Role: Moderator → **SPEAKER/MODERATOR/FACILITATOR**

○ Yes   ○ No → **CONFIRMATION**

If No, Why:

Only select **NO** if you intend to completely withdraw your paper. If you are unavailable and have a co-author who can take your place, select **YES** and you will be able to change the speaker after entering the portal.

SPEAKER PORTAL DASHBOARD

Click the **DASHBOARD** button found in the upper left-hand corner from any page to easily navigate the speaker portal.

Dashboard

Profile	Forms	Speaker Center
→ Edit Contact Info	→ Agreement to Deadlines	→ Speaker Portal
→ Update Username/Password		→ Participation
→ Upload Introduction & Photo		
→ Upload CV		
→ Data Privacy		

SPEAKER PORTAL DASHBOARD

Upon entering the Speaker Portal, click **EDIT CONTACT INFO** to confirm your email address and company information.
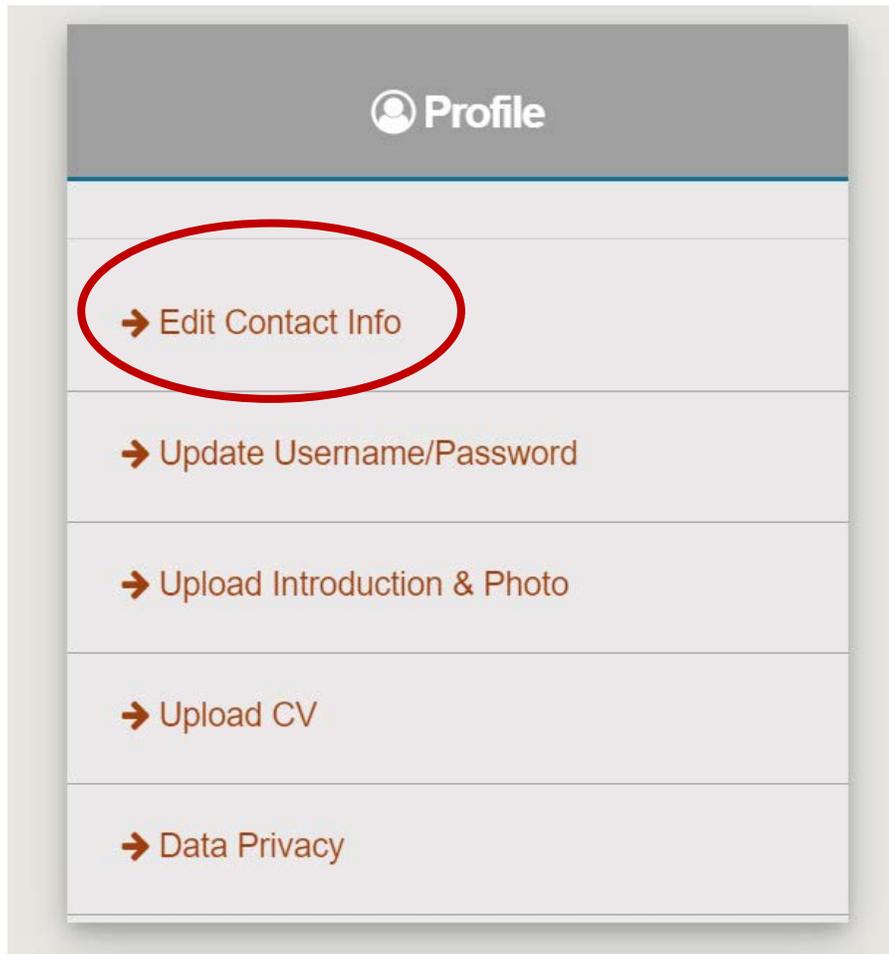

WEF Members: The speaker portal will pull your information from the Membership Database the first time you log in. After that, any changes you make in the Speaker Portal will remain; however, they will not affect your WEF Membership profile. We recommend any changes made in the speaker portal should be made on your membership profile as well.

The contact information provided to the speaker portal will be used for all speakers, moderators, and facilitators to remain in contact with each other leading up to WEFTEC.

CRITICAL CONTACT INFO

Important Note on Company Info!
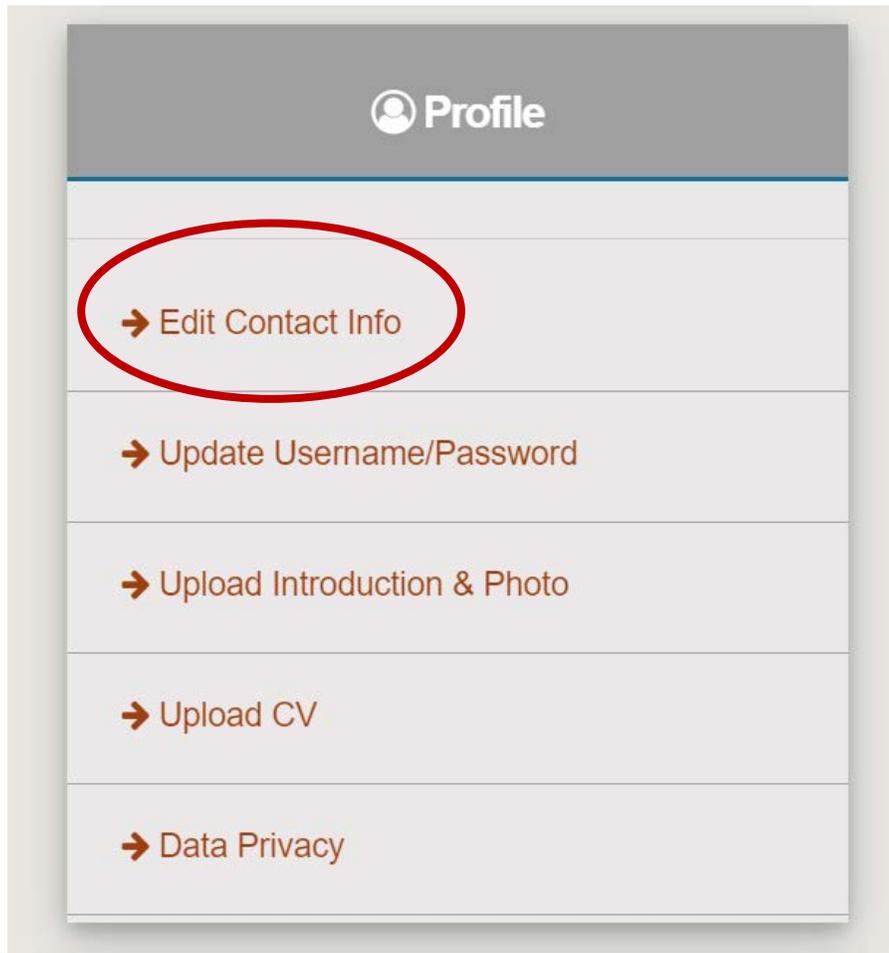
Please edit/update/verify your company information!! We have quite a few people with no affiliation. This is how you will appear in the mobile app. So update!!

SPEAKER PORTAL

ENTERING YOUR READY ROOM

Speaker Center

→ Speaker Portal

→ Participation
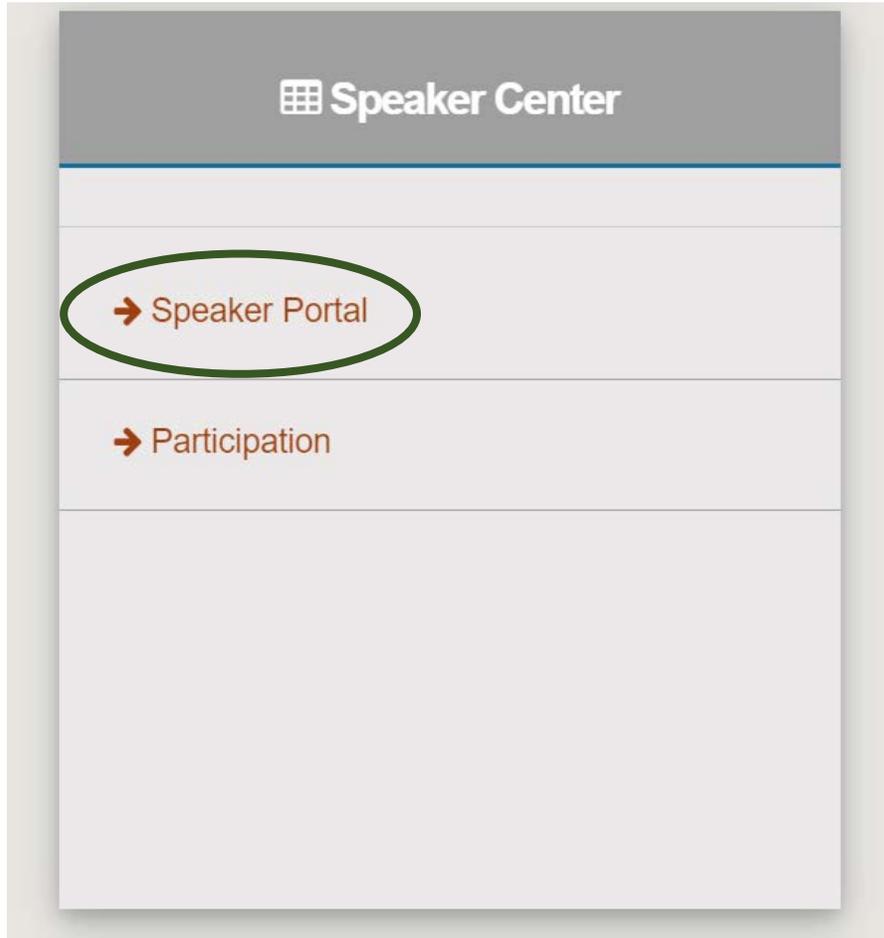
Click SPEAKER PORTAL to enter your **SPEAKER READY ROOM** where you will find information for your assigned sessions.

Your introduction to the speaker portal and download links for all Informational Packets can be found at the top of your ready room.
<u>If you have not done so, please download and review your packet.</u>

SPEAKER READY ROOM

Event Title: Test Traditional Session ⟶ **SESSION TITLE**

Type: Traditional Technical Session

Time: 1:30 PM - 3:00 PM

Venue on Event: McCormick Place

Role: Moderator *(EvModerator)*

Participation Confirmed

The most important task within the speaker portal will be to **click on your session title**. This allows you to view your session breakdown, which includes:

- Agenda
- Description
- Guide *(for interactive sessions)*
- Learning Objectives
- Focus Areas
- Moderator/Facilitator/ Speaker Contact Information

SPEAKER READY ROOM

Presentation Title: 1026 - Abstract One →————————→ **PRESENTATION TITLE**

Type: Interactive Technical Session

Time: 8:30 AM - 8:50 AM

Presented During: Test Interactive Session →————————→ **SESSION TITLE**

Presented During Time: 8:30 AM - 10:00 AM

Venue on Event: McCormick Place

Role: Author *(EvAuthor)*

Participation | Confirmed →————————→ **Confirmed** message lets you know the task has been completed.
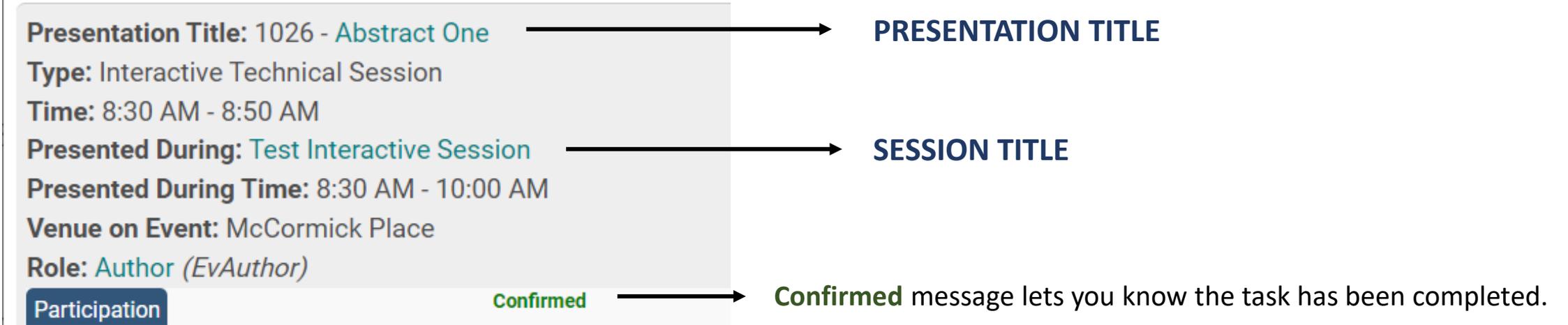
Opened tasks will appear as a blue button for you to click and complete the task.
Ex: Participation is now open and will close on May 8th.

Closed tasks may appear but can only be completed when they become a blue button.

SPEAKER READY ROOM

Test Interactive Session → **SESSION TITLE**

Mon, 10/2: 8:30 AM - 10:00 AM
Interactive Technical Session
90
McCormick Place

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→ **DESCRIPTION**

Interactive Session | Facilitated Discussion

Session Guide → **GUIDE** (interactive session guide)

In facilitated discussion sessions, attendees will be encouraged to have open conversation with the speaker(s) and other attendees after each presentation.
Facilitator Responsibilities:
• Provide stimulating questions relevant to presentation to move conversation forward.
• Encourage attendee participation and speaker involvement in group discussion.
• Recognize when there is need to cut conversation or opportunity to dive deeper.

Learning Objectives

At the end of this session, participants will be able to (1) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua, (2) Non pulvinar neque laoreet suspendisse interdum. Velit scelerisque in dictum non consectetur, and (3) Vitae purus faucibus ornare suspendisse sed nisi lacus sed viverra. Aliquet bibendum enim facilisis gravida neque convallis.

Assistant Facilitator

Susan Merther, WEF - Contact Me

→ **CONTACT INFORMATION**

Lead Facilitator

Mary Ann Linder, WEF Staff - Contact Me

SPEAKER READY ROOM

Test Interactive Session

Mon, 10/2: 8:30 AM - 10:00 AM
Interactive Technical Session
90
McCormick Place

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Interactive Session | Facilitated Discussion

Session Guide

In facilitated discussion sessions, attendees will be encouraged to have open conversation with the speaker(s) and other attendees after each presentation.
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Assistant Facilitator

Susan Merther, WEF - Contact Me

Lead Facilitator

Mary Ann Linder, WEF Staff - Contact Me

After clicking on an individual's name their contact info becomes available to you.

Susan Merther

WEF
Email: smerther@wef.org

SPEAKER READY ROOM

Authors upload the abstract's final paper to the speaker portal.
Presenting Authors (Speaker) upload the presentation slides and present at WEFTEC.

Presentation Title: 1026 - Abstract One
Type: Interactive Technical Session
Time: 8:30 AM - 8:50 AM
Presented During: Test Interactive Session
Presented During Time: 8:30 AM - 10:00 AM
Venue on Event: McCormick Place
Role: Author *(EvAuthor)*

Participation   Confirmed

WEFTEC 2023 License Agreement - Paper   🚩 Incomplete

Upload and Manage Presentations

SUBMIT PAPER 🚩

Beginning on June 1st, **Authors** and **Invited Speakers** will be able to see the **WEFTEC 2024 LICENSE AGREEMENT-PAPER** and **SUBMIT PAPER** buttons.

Incomplete message lets you know the task needs to be done.

UPDATING AUTHORS AND SPEAKERS

Click **EDIT SPEAKER** to find where you can change who is presenting at WEFTEC or add/remove co-authors.

Find the presentation title of the presentation you would like to edit, select **MANAGE SPEAKER/CO-AUTHOR** to make changes to presenters and/or co-authors.

ADDING AUTHORS AND SPEAKERS

Authors for Case Study One

The Presenter is the only role that can be changed at this point. It should be someone who helped with the paper. You can have up to 2 official presenters with bios and photos showing.

Assign Author/Co-Authors

Speaker *(EvPresentingAuthor)*:

Remove Jazmin Goines
☐

Jazmin Goines

To begin the process of adding a speaker or co-author, click the **ASSIGN AUTHOR/CO-AUTHORS** button.

ADDING AUTHORS AND SPEAKERS

Search Speakers

Use the options below to find speakers.

Search Criteria

Last Name: ←

> linder

First Name: ←

> mary ann

Company:

Email: ←

Manage Speaker/Co-Author

Sorting Criteria   **Action**

Sort By:

> Last Name ⌄

Then By:

> First Name ⌄

Search

Cancel

Enter the one or all the following to search for the person you would like to add:

- **Last Name**
- **First Name**
- **Email**

Once you have entered this information, click **SEARCH**.

ADDING AUTHORS AND SPEAKERS

Once the search result have pulled, select rather you will be adding the person as a Co-author or a Presenting Author *(Speaker)*, then select **ASSIGN**.

Role	Last Name	Middle Name	First Name	Company	Email	WEF CustomerID	Country
EvCoAuthor: ☐ EvPresentingAuthor: ☑	Linder		Mary Ann	Water Environment Federation	ma***@gm***.com	17503283	United States
EvCoAuthor: ☐ EvPresentingAuthor: ☐	Linder		Mary Ann	Water Environment Federation	ma***@gm***.com	2000276974	United States

Assign

ADDING AUTHORS AND SPEAKERS

If your search does not get any results and you received the **NO RECORDS FOUND** message, use **ADD CO-AUTHOR** or **ADD SPEAKER** to add them into the system manually. After entering the name, company, work phone, and email of the new speaker, they will be added to the presentation.

No records found.

Manage Speaker/Co-Author

Can't find the person in the system? Select one of the role links below to manually add a person to this event.

Add Co-Author - Co-Authors contribute towards the development the manuscript and are all required to sign the license agreement by deadline.

Add Speaker - Presenting Authors are responsible for attending the Pre-WEFTEC speaker briefing webinar, uploading the presentation PowerPoint before the deadline, and giving the final presentation at WEFTEC. This person must be listed as an author or co-author of the manuscript.

REMOVING AUTHORS AND SPEAKERS

Make sure to add desired speakers before removing any speakers. If you remove yourself from a session or presentation, you will no longer have access to the speaker portal.

Authors for Case Study One

The Presenter is the only role that can be changed at this point. It should be someone who helped with the paper. You can have up to 2 official presenters with bios and photos showing.

Assign Author/Co-Authors

Speaker *(EvPresentingAuthor)*:

Remove Jazmin Goines

☐

Jazmin Goines

Remove

To remove a speaker, click the check box near the speaker's name followed by the **REMOVE** button.

BIO
RESUME/CV

UPLOADING SPEAKER INTRODUCTION AND PHOTO

Click **UPLOAD INTRODUCTION & PHOTO** to be directed to the area where you can upload both your introduction and photo.

Type your short introduction into the box provided and use the **CHOOSE FILE** button to upload a headshot.

UPLOADING SPEAKER RESUME/CV

Click **UPLOAD CV** to be directed to the area where you can upload both your resume/cv.
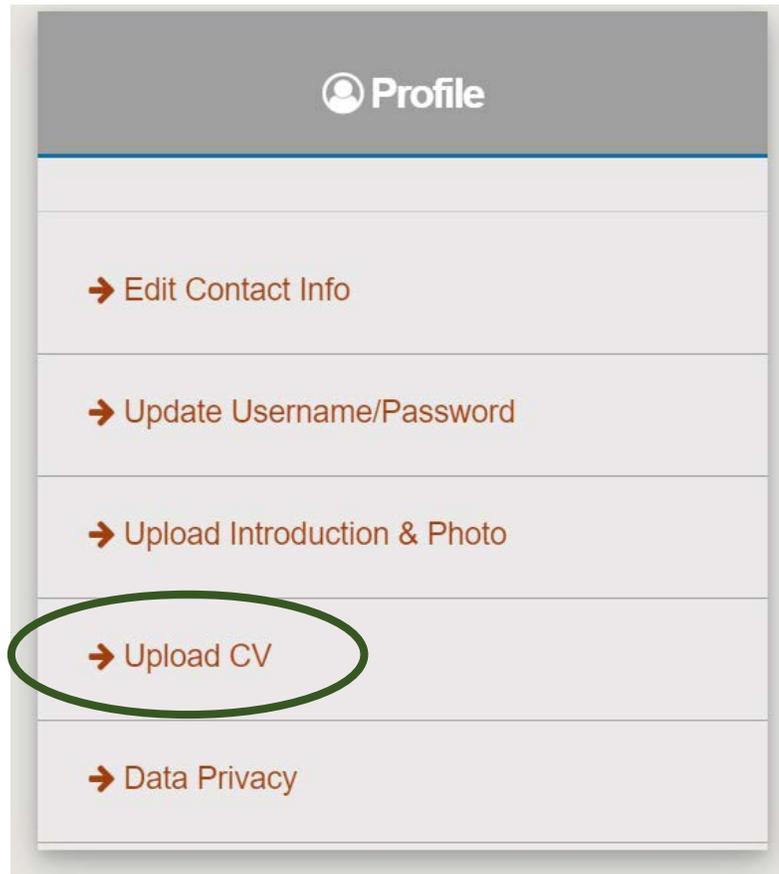
Upload a PDF version of your resume/cv by clicking and dragging the file into the upload box.
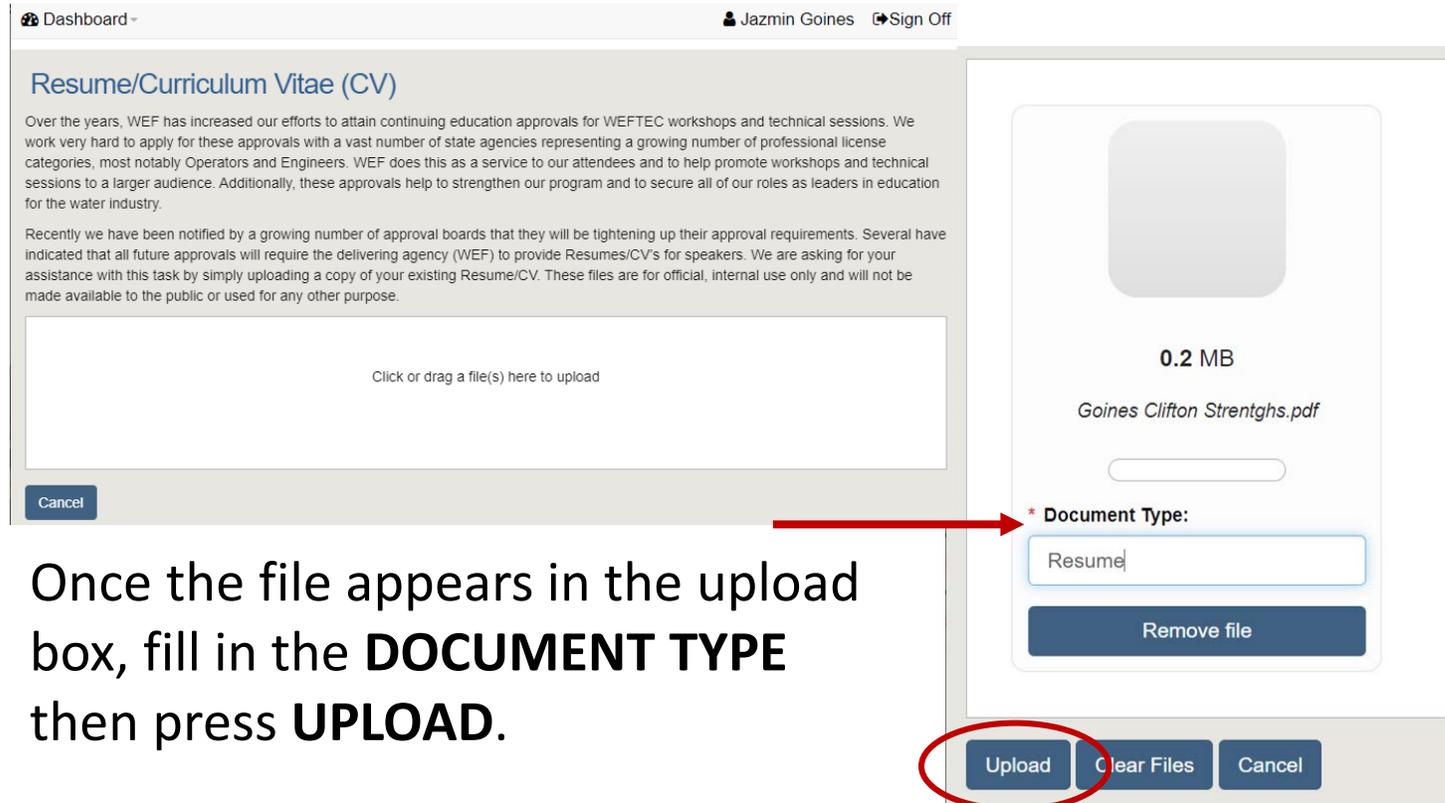
Once the file appears in the upload box, fill in the **DOCUMENT TYPE** then press **UPLOAD**.

QUESTIONS?