WEFTEC Guidance Document
Workshops

Please read through the materials included carefully and completely.

The following document is for <u>workshop chairs, speakers, and facilitators</u> who have been chosen to speak during a WEFTEC 2025 workshop.

MAY	
Speaker Portal Orientation	**June 4**
Confirmation of Participation Due	**June 6**
JUNE	
Workshop Info Session	**June 3**
License Agreement e-Signature Opens	**June 11**
JULY	
Workbook Due to Chair	**July 21**
Workshop Speaker Registration Due	**July 25**
AUGUST	
Workbook Due to WEF	**August 8**
License Agreement e-Signature Due	**August 22**
Introduction and Photo Upload Due	**August 29**
SEPTEMBER	
Presentation Slides Due	**September 15**
WEFTEC	
Workshop Briefing Breakfast	**September 27 & 28**
WEFTEC 2025	**September 27 – October 1**

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 June 6th 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 2024. There are no remote or virtual presentation options.

If you do not confirm by June 6th, we will assume you do not intend to speak during WEFTEC and you will be withdrawn from the program.

THE SPEAKER PORTAL

https://ww5.aievolution.com/wef2401/

All 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. All other WEFTEC events or registrations are not complimentary.

All workshop participants must register for WEFTEC online at www.weftec.org/registration.

After registering for WEFTEC, your complimentary workshop registration will be added to your registration profile by WEF Staff. For the workshop to be added to your registration profile, you must be a **confirmed** workshop speaker.

- To be considered a confirmed workshop speaker, you must be assigned to your workshop within the speaker portal by **July 25th at 5:00PM Eastern**.
- Choosing to register for Full Conference, EXPO Only, or any other registration type is up to the individual workshop speaker's discretion.
- **If you are planning to only attend your assigned workshop** – meaning you will not be able to access any other WEFTEC events including technical sessions, networking events, and the expo hall. Please notify WEF Staff at workshops@wef.org or speakers@wef.org by the July 25th deadline and we will initiate your registration on our end.

We recommend registering before the Early Bird Deadline on June 27th, 2025. Registration rates will increase beginning on June 28th.

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, June 4th** from **2:00 – 2:30 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.

WORKSHOPS
TO-DO LIST 📋

Uploading Your Introduction, Photo, and Resume/CV

All speakers <u>must</u> upload an introduction, photo, and resume/cv by August 29th.

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, the workbook, and by your Chair to introduce you to the attendees.

Photo

You 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 3rd** from **1:00 PM – 2:00 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 11th to August 22nd.**

June 11th, 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.

PowerPoint Presentations

Due September 15th
No later than September 15th, FINAL presentations are to be uploaded into the presentation management system. Access to the presentation management system will begin in early August. By September 15th, the final versions of the presentations must be uploaded so that staff can PDF them to share with attendees electronically. There can be NO CHANGES after this deadline and all speakers must upload here.

Remember your workshop is not the only one!
So please make sure your final PPT is in the file at the deadline.

On-Site Workshop Speaker Briefing and Breakfast

Saturday and Sunday, September 27th & 28th
The workshop briefing scheduled during WEFTEC will take place just before workshops begin. When making your travel arrangements, plan to attend the briefing that is occurring the day of your workshop. Saturday workshops will attend the Saturday workshop speaker briefing and Sunday workshops will attend the Sunday briefing.

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

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

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 following:
- speaker introductions and photos
- speaker contact information (optional)
- the workshop agenda
- workshop learning objectives
- ground rules (a sample copy will be provided by June)
- a page of acronyms/jargon that will be used during the workshop
- several blank or lined pages for notes

Providing other material is highly encouraged. This includes reading materials that are helpful, exercises for the workshop, case study information, etc. The sky is really the limit- it cannot consist only of the speakers' presentation slides.

For prior year samples of workbooks that are interactive, **VIEW INTERACTIVE WORKSHOP WORKBOOK SAMPLES**

Submitting Your Workshop Workbook

WEF Staff will create SharePoint folders for each workshop to upload their workbook before the July 21st draft submission deadline.

JUNE 23
Speakers and Chairs should prepare a draft outline of the workbook and presentations. Workshop chairs and speakers should prepare an outline of what will be in the workbook. In addition, thought should be given to the presentations and creating outlines of what will be covered. This will help ensure no presentation will run overtime and enough time will be given to the interactive exercises.

JULY 21
Speakers should send a draft of the workbook to their workshop chair by July 21st. 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.
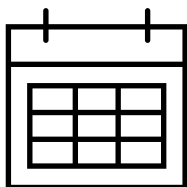
AUGUST 8
Workshop chairs should upload the finalized workbooks by August 8th. After reviewing the workbooks, WEF Staff will print and ship them to WEFTEC for your workshop attendees. Chairs should check the workbook for overlap and duplication within the presentations.

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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 August 8th.**

Plea For Timeliness

WEF staff will print, ship, and distribute the workshop workbook copies onsite to attendees and speakers. **Be sure to meet the August 8th 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 the workshops and for hundreds of attendees, so help us by sending materials on time.
Plan to ensure submission will not be affected by summer travel schedules.

PowerPoint Presentation Guidance

Scholarship

- Include **references** and **citations** for any data you did not create yourself.
- 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.