PRE-WEFTEC TECH SESSION BRIEFING

September 18 & 19, 2024

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QUESTIONS TO ASK NOW

- Which day and what time will my session be taking place?
- Is my session traditional or interactive?
- Do I have my moderator or facilitator's contact information?
- Is my Info Updated? (See next slide)

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UPDATE YOUR INFO

- Via the speaker portal, make sure your company information is correct.

- Add your cell phone number to the portal so session participants can contact you in case of any changes to your session/changes.

- If your bio/introduction was not uploaded by August 1st, bring a hard copy **on-site** to give to your moderator or facilitator.

- All changes need made by **25th**!

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BEFORE WEFTEC: MODERATORS & FACILITATORS

Make sure you have a call with the entire session.
Speaker contact information is available in the speaker portal.

Familiarize yourself and your speakers with the session agenda.
Make sure speakers know how much presentation time they have and prep for any interactive activities included in the agenda.

Ensure there is minimal replication of information between speakers.
Moderators and Facilitators should review speaker presentations before WEFTEC via the speaker portal.

Can't reach your speakers?
Contact Mary Ann for assistance.

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BEFORE WEFTEC: SPEAKERS

If you have not been contacted yet, reach out to your moderator or facilitator.
Contact information is available in the speaker portal.

Familiarize yourself with the session agenda.
Confirm your presentation time and prep for any interactive activities following your presentation.

Think about yourself as a facilitator of learning, not just a speaker. Your job is to help ensure people can take away the knowledge you share- and apply it to their job!

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BEFORE WEFTEC: PRESENTATION

Download the WEFTEC presentation template.
The template is available in the speaker portal. Use of the template is suggested but not required.

Review the Learning Objectives for your session and prepare the ppt to hit home your key takeaway as well

Remember- Less is More in PPT. It is only an enhancement of your talk (not your talk!)

Upload your presentation.
Presentation upload is now available via the speaker portal.

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PRESENTATION TIPS

Less text is more- make sure your slides can be seen from the back of the room.

Font should be 42 points or larger in common sans serif font like Helvetica or Verdana

Find the Perfect Mix of data and narrative.

Tell a story, don't give facts to engage the audience.

Remember- Logo on first and last slide only!

Images tell 1000 stories. Use images wherever possible and fewer slides.

Your Story is WHY people are interested!!

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interactive
sessions

- **Confirm** which engagement activity will take place during your session.
- **Do NOT** adjust how the session is laid out. Keep to the agenda.
- **Prepare** your presentation to include session's interactivity.
- **Prep** for engagement activities with fellow speakers and session facilitators.

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ON-SITE:
ARRIVING AT
WEFTEC

Speaker Prep Room

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CHECK-IN WITH WEF STAFF

When you arrive at WEFTEC, visit the **Speaker Prep Room** to check-in. Located at **La Nouvelle Ballroom, C**.

MODERATORS/FACILITATORS

- One moderator/facilitator from each session will need to sign out your **session folder** to check-in.

SPEAKERS

- Say hi and then head to the computers to upload final PPT or just run through it.
- This is a place for you to rest, relax during WEFTEC!

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presentation upload

Visit the computer stations available in the Speaker Prep Room.

Upload the final version of your presentation or review the presentation before your session.

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presentation review

After picking up your session folder, visit the computer stations available in the Speaker Prep Room.

Confirm your speakers have all uploaded their presentations before your session begins.

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ATTENDING YOUR SESSION

Meet with fellow speakers and session moderators or facilitators.

Make any final adjustments before the session begins.

Arrive to your session room 15-20 minutes early.

- Get familiar with the room's layout.
- Greet attendees as they enter the room.

INTERACTIVE SESSIONS

Engagement Activities

Confirm how the interactive portions of the session will be handled.

Session Materials

Provide attendees with handouts or other session materials before the session begins.

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session etiquette
WHAT TO DO:

- **Respect the time of other speakers.** Pay attention to the agenda and create your presentation based on your allotted time.

- Stay in the session to support other speakers and keep discussion moving

- **Provide succinct answers to questions.** For long responses, ask the attendee to meet or contact you after the session.

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presenting reminders

- Re-introduce yourself at the beginning of your presentation.
- Remind attendees of your paper available within the conference proceedings.
- Be open to questions and conversation from the audience.
- Provide contact information for attendees who may have questions.
- Thank your moderator or facilitator.

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Session reminders

- *Monday Sessions* - ask people to not set items on chairs, to sit next to each other
- Reiterate and summarize major learning points of the session.
- Thank participants for attending the session.
- Complete the session evaluation form.

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Helpful information

- *Attire:* Business Casual
- *Bring:* Business Cards and a Water Bottle
- *Register:* In advance, Expo Only will not be allowed into Tech Sessions
- *First Stop:* Pick up badge at registration and then come to Speaker Prep Room
- **Bring your Notes** with you- no printer in Speaker Prep Room
- **No Sound patches**

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What's new?

- *CEUs:* Technical Sessions will have self-service iPads to scan
- *Onsite Guide:* Much smaller printed piece
- *Mobile App:* Has detailed agendas for each session- and ALL WEFTEC events!

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RETURN SESSION FOLDER

Please return the folder with timecards and completed session evaluation form.

THANK YOU!

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QUESTIONS?

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