

WORKSHOP PRESENTER FORMS and INSTRUCTIONS

Confirmation of Participation and Bio

Please confirm your participation and provide each speaker's biography and CV. This will secure your place in the workshop program. This information is essential for Continuing Education procedures and will be used in advance to publicize the conference, as well as by your workshop coordinator to introduce the speaker during the conference.

If you need help navigating the Speaker Portal, please [watch this video](#). It will walk you through the steps you need to complete.

Confirmation of Workshop Marketing Description

The Workshop Coordinator is required to submit a three to five sentence description of the workshop for use in marketing materials.

NOTE: As you prepare for the conference please remember that we follow the break/lunch schedule listed below.

Morning Break:	10:00am – 10:30am
Lunch:	11:45pm – 1:30pm
Afternoon Break	3:00pm – 3:30pm

Presentation Title and Author Block Changes

You must update AI with the final presentation title and author listing. This should match the final presentation you will present onsite.

PowerPoint Presentation from Each Presenter

WEF will publish a Workshop Workbook containing PowerPoint presentation and any other supplemental handouts and distribute copies onsite to attendees and presenters. This deadline includes PowerPoint slides, final agenda, and any supplemental material. **Workshop presentations must be submitted as a PowerPoint file not as a PDF file.** You will receive an email with a link on how to submit your final materials through the AI system in the coming months. Please note that WEF collects these presentations for handouts only and will not bring electronic files onsite. **Each speaker is responsible for bringing his/her own copy of their presentation.**

Workshop and Conference Registration

Due to the level of work and preparation workshop speakers and coordinators put forth as they prepare for their event, WEF will provide each confirmed speaker with a complimentary workshop registration. The individuals identified on the final speaker list will not need to register for the workshop, we will take care of that.

PLEASE NOTE: The complimentary registration is for the workshop **ONLY**. Individuals who would like to participate in other areas of the conference must register and pay the appropriate registration fee. WEF offers all presenters the advanced registration rate offered to all WEF members.

CONFERENCE and REGISTRATION INFORMATION

Workshop Registration

WEF will provide the workshop **coordinator** and **confirmed speakers** a complimentary workshop registration.

You will receive more information on how to register from us before the conference.

Conference Registration

WEF offers all speakers in workshops and the technical program the Super Saver Rate (advanced member registration price) for the Conference. ****Speakers who wish to take part in the symposium must register on their own and pay the registration fee.****

Please note that lunch is provided for Full Day workshop registrants only. Lunch is not provided for Half Day workshop registrants.

If you have any questions on the proceeding information, please contact:

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