



SPEAKER INSTRUCTIONS/ GUIDELINES

Notice of Withdrawal

Due: Immediately Upon Determination

At any time during the planning of this conference, if you are unable to participate, please notify WEF immediately by withdrawing your presentation in the Speaker Portal.

Conference Registration

All speakers, alternates, and moderators must register and pay the appropriate registration fees. WEF offers all those on the technical program the advance member rate when they register. In the coming months you will receive information on registering for the conference and hotel booking information. WEF encourages you to register for the conference and reserve a hotel room as soon as you receive this correspondence.

Items Due at Deadline 1

Confirmation of Participation

You will need to either accept or decline the invitation to present by November 21st. If you do not click on either option by this date, we will assume you do not want to participate and your presentation will be removed from the technical program.

Updating List of Authors/ Confirmation of Speakers

It is critical that the author list be current. Make certain that all authors are included in this space. Most importantly, if you are not going to be the one presenting, please click on "Edit Title and Author Block" and update this information.

Please note that the presentation title and author list will be reflected in pre-event marketing and the onsite program based on the information provided in the online system. You will have until Deadline 2 to change it for the onsite program and mobile app.

Speaker Biography

Please upload the primary speaker's biography (100 words or less). This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for our Specialty Conferences and Symposia. We work very hard to apply for these approvals with a vast number of state agencies representing a growing number of professional license categories. 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 Resumes/CVs for speakers. We ask for your assistance with this task by simply uploading a copy of your speakers existing Resume/CVs file in PDF or MS word format. These files are for official, internal use only and will not be made available to the public or used for any other purpose.

Items Due at Deadline 2 & 3

Edit Title and Author Block

It is critical that the title author block be current. Click on “Edit Title and Author Block” in your Speaker Portal and make certain that all authors are included in this space in the correct order and that the manuscript title is correct. Most importantly, if you are not going to be the one presenting, please click on “Edit Authors” and update this information. *Any changes after this date cannot be accepted.*

Final Manuscript

All speakers, including alternates, are required to prepare a full manuscript for the Conference proceedings.

License Agreement

In order for WEF to include your manuscript in the conference proceedings and for you to present your work, **you MUST complete and return the License Agreement- one for each author listed on the paper.**

Log-In to the Speaker Portal to complete this form online.

**If WEF does not receive a signed License Agreement Form with the title of the manuscript and all authors listed, your manuscript will not be published in the proceedings and the presentation removed from the program. **

Items Due at Deadline 4

Draft PowerPoint Slides

We are asking speakers to send a draft of their PowerPoint slide presentation to their respective Session Moderator for review. Please submit your slides to your Session Moderator around 3 weeks before the event. Your Moderator will then provide you with any edits within a week. *WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.*

Presentation Information and Guidelines

WEF will provide an optional slide template for this conference that will be sent in a separate email. We highly recommend you use this template. Should you choose to create your own template, we encourage you to select a background color that provides good contrast to your font and graphics.

Complicated Graphics, data tables, or all text slides should be avoided. Please use citations for unoriginal graphics, data, or information. Slides should be either pictures or bullets and should be sized so that the text is readable from the back of the rooms (50 feet).

**Note: It is WEF's policy that corporate/organization 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. **

All conference presentations will adhere to a uniform 30-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers and alternates should prepare to speak for 20-22 minutes and be ready to answer questions for 5 minutes. Limiting the background information to just a few minutes will ensure that you have time to convey the important information in your presentation without rushing at the end. Session Moderator will strictly enforce this schedule.

**Please bring your presentation on a USB drive to the conference. In fact, we recommend that you bring at least 2 just in case. You are expected to provide your PowerPoint onsite as WEF does not collect final presentations. **

Onsite Speaker Briefing

Plan on attending the speaker briefing associated with your session. During the speaker briefing you will meet your Session Moderator and the other presenters in your assigned session. This opportunity is to allow for the Session Moderator to go over the session layout and any final details prior to the beginning of the session. Detailed information will be sent in an email closer to the conference.

If you are unable to attend the speaker briefing, you are responsible for notifying your Session Moderator