



## WORKSHOP CHECKLIST

\*\* Please read carefully and promptly supply all information requested. \*\*

We are pleased to provide this document which contains the guidelines for your participation in the WEF/IWA Innovations in Process Engineering Conference. Please note that everything listed below must be provided electronically to WEF using our online submission system unless otherwise noted. If you need help navigating the Speaker Portal, please [watch this video](#). It will walk you through the steps you need to complete.

How to log-in?

The [Speaker Portal](#) is the same Attendee Interactive system that was used for the Workshop Proposal Submission Portal so logging- in should be easy. If you have never logged-in to the system before, please log-in to the Speaker Portal using the WEF Membership login (the one you use to login to WEF.COM, your membership account, etc). Please follow the instructions on the login page if you forgot your password and contact [ProcessEngConf@wef.org](mailto:ProcessEngConf@wef.org) if you still have problems.

### **Confirmation of Participation and Bio**

**Due in AI: April 10, 2023**

Please confirm your participation and provide your biography and CV. Each speaker should log in and submit their own bio 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.

### **Workshop Marketing Materials**

**Due via email: April 10, 2023**

The Workshop Coordinator is required to submit a three to five sentence description of the workshop for use in marketing materials. We may also use the Learning Objectives submitted in your proposal for marketing purposes, so ensure those are up to date. Finally, we ask for an agenda to be included in the program. Please email the agenda to [ProcessEngConf@wef.org](mailto:ProcessEngConf@wef.org).

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:	12:00pm – 1:30pm
Afternoon Break	3:00pm – 3:30pm

### **Final Workshop Agenda and All Speaker PowerPoints**

**Due via e-mail: April 26, 2023**

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 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**

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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. We will provide a promo code allowing confirmed speakers to register in our online system for free once registration opens.

**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.

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

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

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[ProcessEngConf@wef.org](mailto:ProcessEngConf@wef.org)  
703-684-2400 ext 7450

Please also visit our WEF Specialty Conference Speaker Information page for FAQs and more details:  
<https://www.wef.org/events/conferences/SC-speaker-information/>