



April 9-12, 2024
Hartford, Connecticut



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 Collection Systems and Stormwater 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 your membership account, etc). Please follow the instructions on the login page if you forgot your password and contact CSSWConf@wef.org if you still have problems or do not have a WEF account.

Confirmation of Participation

Due in AI: January 4, 2024

Please confirm your participation by submitting the following items into the Speaker Portal:

- RSVP confirming your place in the program;
- CV or resume, used for continuing education purposes but will not be shared publicly;
- Short bio of 500 or fewer characters about you that may be used in marketing and for moderator introductions;
- Photo which may be used in marketing and the conference mobile app, professional headshots encouraged but not required;
- Demographic information, used for WEF to measure diversity, equity, and inclusion within our conference programs and will not be shared publicly or in a personally identifiable manner.

Upon logging in to the Speaker Portal, you will be automatically prompted to submit each item. Please have all materials prepared before logging in to submit them. Each speaker should log in and submit their own bio, photo, and CV. This will secure your place in the workshop program.

Final Workshop Agenda

Due via e-mail: March 11, 2024

This is the deadline for materials going into our printed program. Please make sure the agenda is fit to print in the program and that it follows the break schedule listed below. Submit it as a word document via email to CSSWConf@wef.org.

Morning Break:	10:00am – 10:30am
Lunch:	12:00pm – 1:30pm
Afternoon Break	3:00pm – 3:30pm

WEF will publish a Workshop Workbook containing PowerPoint presentations 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 to the conference on a USB or through an online file-sharing service.**

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. 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.

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

Maggie Siddle
Coordinator, WEF Education and Training
CSSWConf@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/>