

COLLECTION SYSTEMS

A Virtual Event

#WEFCollections

SPEAKER 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 Virtual Conference. Please note that everything listed below must be provided electronically to WEF using our online submission system. 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 Abstract 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 your WEF login (the one you use to login to WEF.COM, your membership account, etc). Please contact CollectionsConf@wef.org if you need your password reset, you don't have a WEF login, or for any other issues with the Speaker Portal.

Below is a quick reference checklist of all key deadlines. Read the following pages carefully for more information on each of the deadlines. All speakers and alternates must complete all of the requirements listed below:

January 21, 2021: Due in Speaker Portal

- Confirm participation by either accepting or declining the RSVP
- Upload Presenting Author Bio
- Upload Presenting Author Photo
- Upload Presenting Author Resume/CV

January 27, 2021 at 1:30 PM Eastern:

- Attend mandatory speaker training call. If you cannot attend, a recording will be made available to you.

February 24, 2021: Due in Speaker Portal

- Upload Final Manuscript
- Double-check author names, companies, and order
- Sign License Agreement (**all authors/co-authors must log-in and sign this**)

Late February or Early March, 2021:

- Attend session practice call with draft PowerPoint slides to test audio and finalize logistics
- PowerPoints will be due a week before the call so your moderator can provide feedback

First 2 weeks of March 2021:

- Record the full session with all speakers and moderators (if applicable).
- Submit video license agreement and multiple-choice quiz question.
- PowerPoint slides must be final at this time
- **Deadlines will be set by session. You must have the above materials to turn in when we record the session, or if you are part of a LIVE session, by March 10th.**

CS 2021

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 and withdraw your presentation in the Speaker Portal.

Conference Registration

Encouraged by March 5, 2021

All speakers and moderators are encouraged to register and pay the appropriate registration fees for the virtual event. All must attend the assigned session which includes your paper to participate in presentations and answer questions via chat. The WEF SuperSaver member rate is \$99. We encourage all speakers and moderators to register ahead of the SuperSaver deadline on March 5th to take advantage of this lowest rate. In the coming weeks you will receive information and further guidance for conference registration.

Items Due January 21, 2021

Confirmation of Participation

You will need to either accept or decline the invitation to present by January 21st. If you do not click on either option by this date, we will assume you do not want to participate, and your presentation may 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. Please click on "Edit Title and Author Block" in the Speaker Portal and update this information. Most importantly, if you are not going to be the one presenting, please contact CollectionsConf@wef.org and ask to change the presenting author.

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 February 24th to change it for the onsite program and virtual conference platform.

Speaker Bio and Photo

Please upload the presenting speaker's biography (**600 characters or less**). This information will be used in advance publicity for the conference, as well as by your Session Moderator to introduce you.

Please also upload the presenting speaker's headshot. We are looking for professional-looking photos of your face and shoulders to use in advance publicity for the conference and on the virtual conference platform.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Collection Systems Conference technical sessions. 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 for 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/CV 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 February 24, 2021

Edit Title and Author Block

It is critical that the title and 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 contact CollectionsConf@wef.org to make the change.

Any changes after this date cannot be accepted.

Final Manuscript

All speakers are required to prepare a full manuscript for the Collection Systems 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 the Practice Session Call

Draft PowerPoint Slides

We are asking speakers to have on hand a draft of their PowerPoint slide presentation to their respective Session Moderator for review and to rehearse the session for the recording or the live presentation. **Slides should be sent to the moderators for review at least one week prior to the practice session call.** WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.

The slide template for this event was attached to the speaker instructions 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.

**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. **

Items Due the First Week of March

Presentation Recording

All conference presentations will adhere to a uniform 20-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers should prepare to speak for 15 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. PowerPoint slides must be final at this time for the recording.

Quiz Question

WEF needs **one multiple choice question** based directly off of your presentation so that a session quiz can be created. Quizzes are a requirement for many states' continuing education boards for virtual programming. This can be submitted via email.

Video License Agreement

In order for WEF to include your video presentation in the virtual conference and for you to present your work, **the presenter MUST complete and return the License Agreement through Attendee Interactive.**

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

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