



## **WEF Collection Systems 2021 Virtual Event**

**Pre-Conference Workshops March 16 | Virtual Event March 23-25, 2021**

### **WORKSHOP PRESENTER FORMS and INSTRUCTIONS**

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

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#### **IMPORTANT DUE DATES**

##### **Agenda to share in promotions**

**Due via email: January 29, 2021**

The Workshop Coordinator is required to submit an agenda we can use to help promote the pre-conference workshop. This does not need to be 100% final but should list general topics/timing things will be covered and what makes it interactive. Speakers should be included as well. Email to [CollectionsConf@wef.org](mailto:CollectionsConf@wef.org)

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

**Due in AI: February 4, 2021**

The system requires you RSVP but we really need each speaker's biography, CV, and photo uploaded. 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.***

##### **Presentation Title and Author Block Changes**

**Due in AI: February 4, 2021**

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**

**Due via email March 10, 2021**

WEF will publish a Workshop Workbook containing PowerPoint presentation and any other supplemental handouts which attendees and presenters can access the day of the training. PowerPoints should be developed on the conference template provided by WEF. 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.** All the final ppts should be emailed to [CollectionsConf@wef.org](mailto:CollectionsConf@wef.org). If they are too big to attach, please upload them into a file share software where we can download them.

##### **Signed License Agreement**

**Due in AI: March 10, 2021**

WEF will share the Workshop Workbook and any other handouts with attendees the day of. We need you to sign the license agreement in Attendee Interactive to allow us to do this.

**Quiz Questions****Due via email: March 10, 2021**

WEF needs four (4) multiple choice questions based directly off of your workshop so that a workshop quiz can be created. Quizzes are a requirement for many states' continuing education boards for virtual programming. This can be submitted via email to [CollectionsConf@wef.org](mailto:CollectionsConf@wef.org)

**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. 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. Be sure to register before March 5 in order to get the best rate. Registration is now open.

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

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