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 Innovations in Process Engineering 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 WEFCOM, your membership account, etc). Please contact ProcessEng2021@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:

March 18, 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

March 22, 2021 at 1:00 PM Eastern:
- Attend mandatory speaker training call. If you cannot attend, a recording will be made available to you.

April 2021/Early May 2021:
- Attend kickoff call with moderators
- Send your moderators your PowerPoints before you do the final recording for feedback

May 13, 2021: Due in Speaker Portal
- Double-check author names, companies, and order
- Submit video license agreement

May 13, 2021: Uploaded Here
- Final Presentation Recording Due to WEF. Your presentation should be no longer than listed in the program (either 5 or 7-mins).
- Upload reviewed Transcription of your presentation.
- Submit multiple-choice quiz question.
- PowerPoint slides must be final at this time, however WEF is not collecting them.

Process Engineering 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 May 21, 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 May 21st to take advantage of this lowest rate. In the coming weeks you will receive information and further guidance for conference registration.

Items Due March 18, 2021

Confirmation of Participation

You will need to either accept or decline the invitation to present by March 18th. 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 ProcessEng2021@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 May 13th 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 Innovations in Process Engineering 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 to your Moderators before you record

Draft PowerPoint Slides

We are asking speakers to have their draft PowerPoint slide presentation revied by their respective Session Moderator for feedback before you record. **Please give the moderators sufficient time to review it before you plan to record.** *WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.*

The Powerpoint template for this event will be sent to you along with the moderator contact details in a separate e-mail. 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 on May 13, 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 ProcessEng2021@wef.org to make the change.

Any changes after this date cannot be accepted.

Presentation Recording

Each speaker will be responsible to recording their own presentation. Each presentation is a max 7 minutes long (a few are only 5 mins) so please check the agenda. During the live date of your presentation, a recording will be streamed for everyone to watch and then after all the presentations, you will answer question live on camera with your co-presenters as part of a panel.

Moderators will do your intros using the speaker bio you submitted, so there is no need to introduce yourself in the video.

We ask that you also provide a transcript of your presentation to aid us in providing closed captions. Details are below. If you feel like you won't be able to provide it, please let us know ASAP at ProcessEng2021@wef.org so we can schedule a recording with you.

How to Auto Transcribe your Video
Here are three easy ways to auto transcribe your video and create Closed Captions. In addition, there are also services you can link out to.

Please review the automatically generated transcript and ensure everything is correct before you send us the video file and transcript doc. Please send the transcript in either the format auto-generated or in notepad.

1. **Teams:** Learn how with this pdf.
2. **Zoom:** See Article Linked Here
3. **YouTube:** If your video is under 15 minutes, you can upload your video and auto-generate captions. Learn more here.

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 or to the folder where videos will be uploaded.

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
ProcessEng2021@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/