

WEF Conference Moderator & Facilitator Expectations

Thank you for your interest in becoming a WEF Conference speaker. Without our speakers, WEF's highly engaging and successful technical sessions would not exist. All those whose submissions are accepted to one of WEF's conferences are expected to meet the requirements provided in this document.

If you are interested in becoming a speaker at a WEF Conference, please read through this document to become familiar with the responsibilities of all conference speakers.

This document only addresses pre-conference speaker responsibilities and is not conference specific. Upon acceptance, speakers will be emailed with conference specific responsibilities and deadlines.

WEF CONFERENCES

- AWWA/WEF Utility Management Conference
- Residuals & Biosolids and Innovations in Treatment Technology
- WEF/WRA Industrial Water Solutions
- Collection Systems and Stormwater
- WEFTEC

CONFERENCE REGISTRATION

- All moderators and facilitators are responsible for their own registration, travel, and lodging fees. All must register for the conference and pay the appropriate fees.
- *WEF members receive the best registration rates, so make sure you are an active WEF member to take advantage of the benefits.*

THE SPEAKER PORTAL

- All moderators and facilitators have access to conference and session details, and your session speakers' contact information via the speaker portal.
- When accepted, you receive a notification with login instructions when the portal is available for you to log in and upload materials such as your bio and photo.

If you have been chosen or volunteered to moderate or facilitate at a conference but have not received an email with login instructions, contact speakers@wef.org immediately.

MODERATING VS. FACILITATING

Moderators are assigned to **traditional** (lecture style) technical sessions and are responsible for:

- Welcoming the session
- Safety instructions
- Introducing speakers (reading speaker bio) pre-presentation
- Managing speaker Q&A post-presentation

Facilitators are assigned to **interactive** (including engagement activities) technical sessions and are responsible for:

- Welcoming the session
- Safety instructions
- introduce speakers (reading speaker bio) pre-presentation
- Facilitating engagement activities throughout session including but not limited to discussion, round tables, trivia polling, and debates.

Facilitators are encouraged to familiarize themselves with the Interactive Session Types which can be downloaded on the Speaker Resources webpage.

Technical Paper Deadline

- All speakers accepted through the abstract submission process are required to write a full technical paper for the conference proceedings.
- Moderators and facilitators should remind speakers to submit their papers before the deadline provided.
- WEF Staff will follow up individually with speakers after the deadline who have not submitted their papers and may request moderator/facilitator assistance for unresponsive speakers.

Session Prep Call Guidance

- Prepare for your session by scheduling a call with your session speakers.
- Run through the session agenda, confirm speaker order, and predetermine what presentation slides could possibly have overlap.
- **Why?** When engaged earlier in the process, speakers are more likely to commit and follow-through on meeting deadlines.
- Session meetings are mandatory for interactive sessions to familiarize and prepare all session speakers for the selected engagement activity.

Contact WEF Staff if you would like assistance with scheduling and setting up session calls.

Presentation Review

Speaker will be expected to upload a draft of the presentation slides to the speaker portal two weeks prior to the conference. As the moderator or facilitator, it is your responsibility to log into the portal and review their slides. Please ensure to meet the following checkpoints when reviewing speaker presentation slides.

- There is minimal overlap between each of the speakers' slides.
- The number of slides is consistent with presentation time length.
- Company/organization logos should only be on the first and last slides.
So that WEF may continue to offer Continuing Education credits for the technical program, it is our policy that logos should not be used in presentations at WEF Conferences. If the speaker's employer requires the use of logos in presentations, placement may be on the first and last slide only.
- Slides are not too crowded/busy.
- Text should be large enough for people in the back of the room to see.
We recommend minimum of 22pt font.
- Colors on slides should consider those in the audience who may be visually impaired.
Light text should be used for dark backgrounds and dark text for light backgrounds.

SPEAKER RESOURCE PAGE

WEF conference session structure, presentation tips, and facilitation how-to's can be found on our Speaker Resources webpage. If you have questions, please visit:

<https://www.wef.org/events--education/conferences/speaker-information/>

Questions unanswered on this page can be emailed to speakers@wef.org.