

WEF Conference Speaker 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 speakers 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 speakers have access to conference and session details, and your moderator/facilitator contact information via the speaker portal.
- Accepted speakers receive a notification with login instructions when the portal is available for you to log in and upload materials such as your bio, photo, and presentation slides.

If you have been accepted to speak at a conference but have not received an email with login instructions, contact speakers@wef.org immediately.

TECHNICAL PAPER SUBMISSION

- All accepted individual abstract submissions are required to submit a final technical paper for the conference proceedings.
- Resources to prepare your paper ahead of time, including our paper guidelines and template, are available on our Speaker Resource pages.
- All technical papers are required to meet these guidelines. Submissions not adhering to the guidelines provided cannot be included in the conference proceedings.
- To submit the technical paper, authors will receive an email notification from the speaker portal when the submission opens. Prior to this, the technical paper upload will not be available.

LICENSE AGREEMENT

The purpose of the license agreement is to protect both WEF and the authors. You, as the authors, will maintain the copyright and provide WEF with an exclusive license for one year so that we can use your paper in the proceedings and other publications. After that it will be a non-exclusive license so that we can keep it in the online proceedings and provide access for the future.

- WEF provides a license agreement FAQ sheet and a sample of the license agreement on our Speakers Resources webpage. Do not sign and try to submit the sample of the license agreement.
- All abstract authors, including co-authors, are required to provide their e-signature on the license agreement within the speaker portal. It is critical for the co-author list within the portal to match the final paper, as co-authors will be asked to enter the speaker portal and provide their e-signature on the license agreement as well.
- Notifications will be sent from the speaker portal to all authors when the agreement is accepting signatures to all authors listed in the system.

BIO AND PHOTO UPLOAD

All speakers must upload an introduction and photo via the speaker portal for the conference mobile app and online planner.

- Bio: Each speaker will need to upload a short bio (2,000 characters or less) via the portal. Bios will be visible via the mobile app and used by session moderators/facilitators to introduce speakers to the session participants.
- Photo: All speakers need to provide a professional headshot to accompany their bio for the conference mobile app.

PRESENTATION UPLOAD

- Speakers are expected to upload a draft of their presentations to the speaker portal for moderators/facilitators to review prior to the conference.
- Session moderators/facilitators will help to identify areas of overlap between session speakers and any other required changes.
- Submitting a late presentation or not submitting at all could impact other speakers in your session negatively. All accepted speakers are expected to manage their time wisely and submit on time.

Presentation Template

Each WEF conference provides a presentation slide template to all speakers. Using the template is recommended but not mandatory.

- 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 it is your employer's policy to use the logo in presentations, placement may be on the first and last slide only.

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.