



SPEAKER AND ALTERNATE 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 WEF/AWWA Utility Management 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 Workshop Proposal 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). If you are not a WEF member, please follow the instructions [here](#) and contact UMC2022@wef.org if you still have problems or cannot remember your password.

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:

November 19, 2021: Due in Speaker Portal

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

January 19, 2022: Due in Speaker Portal

- Upload Final Manuscript
- Last opportunity to edit Final Manuscript Title and Authors for listing in the onsite program
- Sign License Agreement (**all authors/co-authors must log-in and sign this**)

February 1: Due Directly to Session Moderator (Session Moderators will be confirmed shortly, and contact information will be shared at that time)

- Email Draft PowerPoint presentation to Session Moderator. Moderators will review and return to you within 1 week so you have time to make edits before the date of your presentation.

WEF/AWWA UMC 2022

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

All speakers, alternates, and moderators must register and pay the appropriate registration fees. WEF offers all those on the technical program the advance member rate when they register. In the coming months you will receive information on registering for the conference. Registration is expected to open on November 16th and hotel rooms can already be booked at the conference rate. Registration and hotel information are available on the conference webpage at www.wef.org/utilitymanagement.

Items Due November 19, 2021

Confirmation of Participation

You will need to either accept or decline the invitation to present by November 19th. 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. Most importantly, if you are not going to be the one presenting, please click on "Edit Title and Author Block" and update this information.

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 January 19th to change it for the onsite program and mobile app.

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 keep them brief as the time it takes for the moderator to introduce you will be included in your presentation time limit.

Please also upload a headshot or photo of yourself for use in our conference program and marketing materials.

Uploading of Speaker Resume or CV

WEF values the ability to attain continuing education approvals for Utility Management 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 to 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 January 19, 2022

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 click on "Edit Authors" and update this information.

Any changes after this date cannot be accepted.

Final Manuscript

All speakers, including alternates, are required to prepare a full manuscript for the WEF/AWWA Utility Management Conference proceedings. Please reach out to UMC2022@wef.org as soon as possible if you anticipate this deadline being a challenge for you. Sample manuscripts can be found at <https://www.wef.org/SC-speaker-information/>.

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.** All authors and co-authors should all be able to log into the site using their WEF Member login. If your authors are not WEF members, they should contact UMC2022@wef.org for login help.

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 February 1, 2022

Draft PowerPoint Slides

We are asking speakers to send a draft of their PowerPoint slide presentation to their respective Session Moderator for review. Please submit your slides to your Session Moderator by **February 1, 2022**. Your Moderator will then provide you with any edits by February 8th. *WEF will provide Moderator contact details in a separate e-mail from the acceptance notification.*

Presentation Information and Guidelines

WEF will provide an optional slide template for this conference that will be sent in a separate 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 from the back of the rooms (50 feet).

**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](#). **

All conference presentations will adhere to a uniform 30-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers and alternates should prepare to speak for 20-22 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.

**Please bring your presentation on a USB drive to the conference. In fact, we recommend that you bring at least 2 just in case. You are expected to provide your PowerPoint onsite as WEF does not collect final presentations. **

Onsite Speaker Briefing

Plan on attending the speaker briefing associated with your session. During the speaker briefing you will meet your Session Moderator and the other presenters in your assigned session. This opportunity is to allow for the Session Moderator to go over the session layout and any final details prior to the beginning of the session. Detailed information will be sent in an email closer to the conference.

The speaker briefing will most likely take place in the morning on the date of your presentation. WEF will provide the date, time, and location as we approach the conference.

If you are unable to attend the speaker briefing, you are responsible for notifying your Session Moderator

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

Maggie Siddle
Coordinator, WEF Education and Training
UMC2022@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/SC-speaker-information/>