



POSTER PRESENTATION CHECKLIST

Please note that everything listed below must be provided electronically to WEF using our online submission system.

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 WEF.COM, your membership account, etc). Please follow the instructions on the login page if you forgot your password and contact the e-mail address for your conference if you still have problems. If you do not have a WEF login please [click here](#) to create a new account.

Notice of Withdrawal

Immediately Upon Determination

Please notify WEF immediately by sending an email to the address for your conference and by withdrawing your presentation from the speaker portal. In your email message, please be sure to identify your session number and paper title as well as your reason for withdrawal.

Conference Registration

All presenters, alternates, poster presenters, 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 and hotel booking information. **WEF encourages you to register for the conference and reserve a hotel room as soon as you receive this correspondence.**

Items Due at Deadline 1

Confirmation of Participation

You will need to either decline or accept the invitation to present by the deadline. If you do not click on either option by this date, we will assume you do not want to participate, and your presentation will be removed from the technical program.

Updating List of Authors/ Confirmation of Presenter

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 the change presenter button and update this information.

Please note that the presentation titles 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 a later deadline to change it for the onsite program. After this date, changes will only appear in the mobile app.

Presenter Bio

Please upload the presenting author's biography (100 words or less) of yourself or whomever will be serving as poster presenter onsite. This information will be used in advance publicity for the conference.

Uploading of Presenter Resume or CV

WEF values the ability to attain continuing education approvals for our conferences' 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/CV for speakers. We ask for your assistance with this task by simply uploading a copy of your 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 at Deadline 2 and 3

Edit Title and Author Block – Deadline 2

It is critical that the title 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 – Deadline 3

All poster presenters are required to prepare either a **full manuscript** or an **extended abstract** (3-5 pages).

License Agreement – Deadline 3

In order for WEF to include your manuscript or extended abstract 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.**

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. **

Conference Proceedings

Conference proceeding will be made available for the is conference. To ensure that all participants receive the proceedings at the conference, it is **critical** that you follow these instructions and submit your final manuscript to WEF **no later than deadline 3**. Late or incorrectly formatted manuscripts or extended abstract will not be accepted and will be removed from the program.

Technical Details

1. **Poster Size:** The entire poster presentation must fit on a 46 inches high by 94 inches wide (117 cm by 239 cm) mounting board often referred to as an easel. The mounting boards will be provided onsite.
2. **Mounting:** The mounting boards will have a neutral background. You should adhere your poster units to the board with Velcro or push pins. We will have a supply of push pins on hand if you cannot bring your own.
3. **When in Doubt:** Remember that your audience must be able to read your material from a distance of 6 feet (2 meters).
4. **More Assistance:** If you need more help with the layout of your poster, please contact WEF by emailing the address for your conference.

**Important: WEF Will confirm onsite location details and specific board assignments to all presenters just ahead of the conference. **

Frequently Asked Questions

- Q. When can I display my poster at the conference?**
- A. Presenters can set their posters up on designated day of their affiliated session. Refer to the technical program for session details and scheduling. WEF will confirm onsite location details and specific board assignments to all presenters just ahead of the conference.
- Q. When do I have to take down my poster?**
- A. You are responsible to setup your poster in the morning and tear down your poster at the end of the assigned day. All posters left behind will be removed and recycled.
- Q. How do I transport my poster to the conference?**
- A. You can bring your poster with you on the airplane, and we recommend that you do not check this as part of your luggage in case of loss. You can research to see if there is a business center near the hotel or convention-center for more convenient (though expensive) printing onsite. Lastly you can have it mailed to the conference hotel at your own attention. Please contact the hotel for information pertaining to shipping.
- Q. Can I still present my poster if I don't complete the extended abstract?**
- A. Unfortunately, no. All program presenters are required to submit to the conference proceedings and poster presenters are not an exception. However, poster presenters are granted the opportunity to submit an extended abstract (a shorter document still following all manuscript guidelines, but only 3-5 pages in length).