PRE-WEFTEC SESSION BRIEFING

September 8 & 9, 2025

QUESTIONS TO ASK NOW

Which **day** and what **time** will my session be taking place?

Is my session traditional or interactive?

Do I have my session partners' **contact information**?

Have I begun preparing my **presentation**?

BEFORE WEFTEC: MODERATORS & FACILITATORS

Make sure you have a call with the entire session.

Speaker contact information is available in the speaker portal.

Familiarize yourself and your speakers with the session agenda. Make sure speakers know how much presentation time they have and prep for any interactive activities included in the agenda.

Ensure there is minimal replication of information between speakers.

Moderators and Facilitators should review speaker presentations before WEFTEC via the speaker portal.

Can't reach your speakers? Email <u>speakers@wef.org</u> for assistance.

BEFORE WEFTEC: SPEAKERS

If you have not been contacted yet, reach out to your moderator or facilitator.

Contact information is available in the speaker portal.

Familiarize yourself with the session agenda.

Confirm your presentation time and prep for any interactive activities following your presentation.

Think about yourself as a facilitator of learning, not just a speaker. Your job is to help ensure people can take away the knowledge you share- and apply it to their job!

BEFORE WEFTEC: PRESENTATION

Download the WEFTEC presentation template.

The template is available in the speaker portal. Use of the template is suggested but not required.

Review the Learning Objectives for your session and prepare the ppt to hit home your key takeaway as well.

Remember- Less is More in PPT. It is only an enhancement of your talk (not your talk!)

UPDATE YOUR INFO

COMPANY & TITLE

Non-members: Update via the speaker portal.

<u>WEF Members</u>: Update via WEF membership profile.

CONTACT NUMBER

Add your cell phone number to the portal so session partners can contact you with session needs/changes.

SPEAKER BIO

NEW! WEF will <u>not</u> be printing speaker bios. Please update your bio within the speaker portal so moderators & facilitators can receive via mobile app.

interactive sessions

CONFIRM which engagement activity will take place during your session.

DO NOT adjust how the session is laid out. Keep to the agenda.

PREPARE your presentation to include session's interactivity.

PREP for engagement activities with fellow speakers and session facilitators.

pavilion sessions

LOGIN to the speaker portal to view your session date and time.

DOWNLOAD the Circular Water Economy and Innovation Pavilion Speaker Guidance document.

PREPARE your presentation slides using the provided PPT template.

WEFTEC SPEAKER TRAINING

For those who were unable to attend the various trainings to prepare for WEFTEC, please visit https://www.weftec.org/Education/for-speakers/i-am-a-presenter/ to watch the training videos relevant to you and download the accompanying presentation slides.

Including the <u>Speaker Portal Orientation</u> which provides guidance on how to navigate the speaker portal.

ON-SITE: ARRIVING AT WEFTEC

CHECK-IN WITH WEF STAFF

When you arrive at WEFTEC, visit the **Speaker Prep Room** to check-in. Located at **S406b** – **Level 4**.

MODERATORS/FACILITATORS

- One moderator/facilitator from each session will need to sign out your session folder to check-in.
- Review the speaker presentations via the computer stations.

SPEAKERS

- Visit computer stations to confirm your presentation has been uploaded or upload your final slides.
- USB uploads will <u>not</u> be available in session rooms.

presentation upload

Visit the computer stations available in the Speaker Prep Room.

Upload the final version of your presentation or review the presentation before your session.

presentation review

After picking up your session folder, visit the computer stations available in the Speaker Prep Room.

Confirm your speakers have all uploaded their presentations before your session begins.

ATTENDING YOUR SESSION

Meet with fellow speakers and session moderators or facilitators.

Make any final adjustments before the session begins.

Arrive to your session room 15-20 minutes early.

- Get familiar with the room's layout.
- Greet attendees as they enter the room.

INTERACTIVE SESSIONS

Engagement Activities

Confirm how the interactive portions of the session will be handled.

Session Materials

Provide attendees with handouts or other session materials before the session begins.

SESSION ETIQUETTE

Best Practices

DO'S

Respect the time of other speakers. Pay attention to the agenda and create your presentation based on your allotted time.

Be open to interacting with the audience rather than reading from presentation slides.

Provide succinct answers to questions. For long responses, ask the attendee to meet or contact you after the session.

Stay in the session to support other speakers and keep discussion moving.

DON'TS

Interrupt or speak over the attendees, moderators, and other speakers.

Show favoritism towards certain session participants.

Express judgement or dislike verbally or nonverbally.

presentation reminders

RE-INTRODUCE yourself at the beginning of your presentation.

REMIND attendees of your paper available within the conference proceedings.

BE OPEN to questions and conversation from the audience.

PROVIDE contact information for attendees who may have questions.

THANK your moderator or facilitator.

session reminders

ASK people to not set items on chairs, to sit next to each other

REITERATE AND SUMMARIZE major learning points of the session.

THANK participants for attending the session.

REMIND attendees to complete the session survey within the mobile app.

COMPLETE the session evaluation form.

Helpful information

Attire: Business Casual

Bring: Business Cards and a Water Bottle

Register: In advance, Expo Only will not be allowed into Tech Sessions. Only Pavilion & Theater speakers can purchase an Expo Only badge.

First Stop: Pick up badge at registration and then come to Speaker Prep Room

RETURN SESSION FOLDER

Please return the folder with timecards and completed session evaluation form.

THANK YOU!

QUESTIONS?