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## WEF Disinfection and Reuse Symposium

### Linking Water Quality and Public Health

July 29-31  
Portland Crowne Plaza  
Portland, Oregon

## SPEAKER AND ALTERNATE CHECKLIST

\*\* Please read carefully and promptly supply all information requested. \*\*

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### IMPORTANT DUE DATES

WEF is pleased to provide this document which contains the guidelines for your participation in the Disinfection and Reuse Symposium 2018. Please note that everything listed below must be provided electronically to WEF using our online submission system.

#### [DRS 2018 Speaker Portal](#)

##### 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 [dprado@wef.org](mailto:dprado@wef.org) if you still have problems. If you do not have a WEF login [click here](#) to create a new account.

Below is a quick reference checklist of all key deadlines. Read the following pages carefully for more information on each of the deadlines.

*\*For each step of the process, we will send you a reminder email with instructions, but please input all deadlines into your calendar to better help you prepare. \**

##### **April 25, 2018:** [Due in Speaker Portal](#)

- Confirm participation by either accepting or declining the offer
- Edit Title and Author Block
- Upload Primary Speaker Biography (50 word max) and Resume/CV

##### **June 28, 2018:** [Due in Speaker Portal](#)

- Edit Final Manuscript Title and Author Block for listing in the onsite program
- Each co-author must log-in to confirm/update their contact information

##### **July 5, 2018:** [Due in Speaker Portal](#)

- Upload Final Manuscript
- Upload License Agreement (from all co-authors)

##### **June 10, 2018:** [Due to Session Facilitator](#)

- Email Draft PowerPoint presentation to Session Facilitator

# Disinfection and Reuse Symposium 2018

## SPEAKER INSTRUCTIONS/ GUIDELINES

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### **Notice of Withdrawal**

**Due: Immediately Upon Determination**

If at any time during the planning of this symposium you are unable to participate, please notify WEF immediately by sending an email to [Disinfection2018@wef.org](mailto:Disinfection2018@wef.org). In your email message, please be sure to identify your session number and paper title as well as your reason for withdrawal.

### **Symposium Registration**

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

## Items Due April 25, 2018

### **Confirmation of Participation**

You will need to either accept or decline the invitation to present by April 25th. 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 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 contact [Disinfection2018@wef.org](mailto:Disinfection2018@wef.org) to ensure this information is updated.

*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 July 5<sup>th</sup> to change it for the onsite program. After this date, changes will only appear in the mobile app.*

### **Speaker Biography**

Please upload the primary speaker's biography (50 words or less) of yourself or whoever the primary speaker will be. This information will be used in advance publicity for the symposium, as well as by your Session Facilitator to introduce you.

### **Speaker Resume or CV**

WEF values the ability to attain continuing education approvals for Disinfection and Reuse Symposium 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 for 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 existing Resume/CVs 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 June 28 and July 5, 2018

### Edit Title and Author Block – June 28, 2018

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 contact [disinfection2018@wef.org](mailto:disinfection2018@wef.org) to update this information. If a co-author’s company information has changed, they must log-in to update it.

*Any changes after this date cannot be accepted.*

### Final Manuscript – July 5, 2018

All speakers are required to prepare a manuscript for the Disinfection and Reuse Symposium proceedings. Please refer to the Disinfection and Reuse Symposium 2018 Manuscript Guidelines for more information on how this should be done.

### License Agreement – July 5, 2018

In order for WEF to include your manuscript in the symposium 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 must 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. \**

### Symposium Proceedings

Symposium Proceedings will be made available for this event. To ensure that all participants receive the proceedings at the symposium, it is **critical** that you follow these instructions.

**Don’t forget to visit [www.WEF.org/Magazine](http://www.WEF.org/Magazine) and click on “Author Information” to see how to submit articles and showcase your work in other WEF publications.**

## Items Due July 10, 2018

### Draft PowerPoint Slides

We are asking speakers to send a draft of their PowerPoint slides to their respective Session Moderators for review. Please submit your slides to your Session Moderator by **July 10, 2018**. Your Facilitator will then provide you with edits by **July 17, 2018**. *WEF will provide Moderator contact details in a separate e-mail closer to this due date.*

### Presentation Information and Guidelines

WEF will provide an optional slide template for this symposium that will be sent in a separate email. We highly recommend you use this template. Should you choose to use 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 only-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 Symposiums. If it is your employer's policy to use the logo in presentations, placement may be on the first and last slide only. \**

All presentations will adhere to a uniform 30-minute period for each speaker. This includes time for introductions and answering questions from the audience. Speakers should prepare to speak for 20-25 minutes and be ready to answer questions for 5 minutes.

Session Moderator will strictly enforce this schedule.

*\*Please bring your presentation on a USB drive to the symposium. In fact, we recommend that you bring at least 2 copies 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 Facilitator and the other presenters in your assigned session. This opportunity is to allow for the Session Facilitator to go over the session layout and any final details prior to the beginning of the session.

*\*We will send specific dates and times for your speaker briefing in a separate message. 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:

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