

PREPARING A SESSION PROPOSAL

Session Information

- Type of Session – presentation or discussion format
- Working Session Title – doesn't need to be catchy
- Topic Category
- Session Description (max 60 words)
- Three (3) specific, actionable Participant Take-aways (max 25 words each)

Presenters or Facilitators

- Presenters and facilitators are required to register for the full conference, and receive a discount of 25-50%
- Presenters and facilitators must know they are being submitted and have agreed to participate and abide by WERC's terms and conditions
- Full Name, Title, Company, Mailing Address, Phone Number, Valid Email Address, Category, and Business Type is required for all proposed presenters and facilitators

SUBMITTING A SESSION PROPOSAL

To submit a session proposal, visit WERC.org/2023:

1. Download and review the complete [WERC Presenter Terms & Conditions](#)
2. Click "**Login**" in the menu bar
3. Select "**New User**" to create a 2023 profile (*this is different from your WERC membership profile and your 2022 submission profile*)
4. Click "**Submissions**" (it will appear after you've created your profile)
5. Complete the submission form and click "**Save & Submit**"
6. You can edit your profile and submissions or create new submissions at any time prior to September 30, 2022

REVIEW CRITERIA

Your proposed session will be reviewed by the Conference Committee and evaluated based on the following criteria.

Content

- Session is led by a Practitioner
- Session contains no commercialism (commercialism is strictly prohibited)
- Topic is timely and relevant
- Take-aways are clear and valuable
- Audience appeal
- Level is appropriate for the audience (intermediate to advanced)

Presenter or Facilitator

- Includes recognized leaders in the industry
- Presenter is appropriate to the topic
- Prior WERC engagement
- WERC membership status

COMPLETE DETAILS

When and where will the 2023 WERC Conference be held?

- June 4-7, 2023, in Orlando, Florida at the Hilton Orlando on International Drive.

Who can submit a session?

- Sessions should be submitted by a Practitioner (shipper or first party, or operations role)
- Suppliers and Consultants are also permitted to submit proposals but are required to include a customer/practitioner/shipper in their proposal as the lead presenter (with a valid email address)
- Proposals from PR or marketing firms are not permitted
- Special consideration is given to current WERC members, corporate members, certified facilities, solutions partners, and volunteers
- You can learn more about membership at www.werc.org

Can I talk about how great our product is during the session?

- Sessions should provide solid educational value to the audience
- Commercialism in educational sessions is strictly prohibited
- Sessions that hint at a sales focus will not be selected by the Committee
- Commercial session time slots are available for a fee by contacting sales@werc.org

Do presenters have to register?

- Yes, full-conference registration is required of all presenters and facilitators on or before January 31 to remain on the program
- Presenters receive 50% off and facilitators receive 25% off registration
- View published registration rates
- Complimentary speaker registration is not available

What happens if we change who presents?

- After a proposal is accepted, should any of the presenters change or cancel, the affected session will be subject to reconsideration by the Conference Committee

When can I submit a session proposal?

- Proposals will be accepted exclusively online through September 30, 2022.

When will I hear if my session has been selected?

- Sessions submitted on or before September 30 will be notified on or before October 31
- Possible statuses are:
 - Accepted
 - On Hold (pending further review and consideration)
 - Declined
- Sessions submitted between October 1 and November 14 (and sessions having received an On Hold status from the September 30 deadline) will be notified on or before December 15

When will I know what day and time my session will occur?

- Session time slots will be assigned in December 2022

What topics are the Conference Committee seeking for sessions?

- Attendees prefer sessions presenting practical techniques and case studies and showcasing successes and cautionary tales that can be utilized or referenced in their own businesses
- Sessions will be accepted in the following categories and topics

People

- High Performing Teams
- Staffing Solutions
- Personal Development
- Safety
- Diversity, Equity & Inclusion
- Culture & Retention

Process

- Direct to Consumer Distribution
- Creating Operational Efficiencies
- Outsourcing & Vendor Relationships
- Sustainability
- Inventory Control
- Reverse Logistics
- Transport
- External Disruptions

Systems & Data

- Digital Transformation
- Equipment & Automation
- Partner Data Integration
- Benchmarking, Metrics, & KPIs

What types of sessions are open for proposals?

- In the Call for Sessions, you'll indicate whether your session is a *presentation* or *discussion*
- Thought Leader Session – 60-minute interactive *presentation-style* session with 1-4 presenters for 50-100 attendees
- Peer-2-Peer (P2P) Discussion Session – 60-minute facilitated *discussion-style* session with 1-2 facilitators for a maximum of 40 attendees (no presentations in these sessions)

What level of content is WERC seeking?

- WERC Conference attendees are generally mid- to upper-management with 7+ years of industry experience, so selected sessions will deliver intermediate- to advanced-level education

If my proposal is accepted, will I be permitted to speak in my session but not attend the full conference?

- Presenters and facilitators must be registered for the full conference
- Full-conference registration is required of all presenters and facilitators on or before January 31 to remain on the program
- Presenters receive 50% off registration and facilitators receive 25% off registration
- Complimentary speaker registration is not available

If my proposal is selected, will I be compensated or receive an honorarium for speaking at the conference?

- WERC does not directly compensate speakers with honoraria, instead, you will be offered a discount off your conference registration fee.
 - Presenters receive 50% off their registration fee
 - Facilitators receive 25% off their registration fee

What will happen if my proposal is not selected for the conference?

- You will receive a notification of the Conference Committee's decision in October or December, depending upon when your submission was received
- When submitting your proposal, you may choose to have it considered for any or all of the following:
 - 2022 WERC Annual Conference Session
 - WERCouncil (Regional Chapter) Education Event
 - WERC Webinar
 - Article to be published in WERC publications
- Your proposal will be considered all selected opportunities independently

What is required of WERC Conference Presenters?

By submitting a session proposal, you and all presenters/facilitators listed agree to the following terms and conditions:

- All presenters and facilitators in accepted sessions agree to meet all deadlines throughout the planning process or their session will be subject to cancellation.
- All WERC Conference selected presenters and facilitators agree to register for the full conference at the prevailing rate for their category less the speaker or facilitator discount, prior to the speaker registration deadline of January 31, 2023. (Speaking at the conference but not registering for the full conference is not permitted.)
- All presenters and facilitators are responsible for their own travel expenses and presenters are responsible for producing their own session visual aids.
- All presenters' and facilitators' names, titles, and company names will appear as provided in the proposal in promotional materials and the presenters and facilitators agree to advise WERC promptly should any changes occur.
- The specific date and time for conference sessions will be assigned by WERC in December 2022 and specific days or time slots cannot be guaranteed prior to that time.
- WERC maintains a zero-tolerance policy regarding disrespectful behavior of any kind and presenters and facilitators are reminded to refrain from overt statements, harsh language or humor that disparages the dignity of any individual, group, or company.
- All presenters agree that electronic recordings of all presentations and any supporting materials delivered to WERC may be made available as post conference materials available for sale to the general public.
 - I hereby consent, on behalf of all presenters proposed here, to the recording, duplicating and distribution of our presentation(s) and the material(s) that I deliver to WERC via an Electronic Recording and release, discharge and acquit WERC from any and all claims, demands or causes of action that I may hereafter have against WERC whether for libel or violation of privacy or anything else by reason of recording, duplicating and distribution of our presentation(s) or the material(s) that I deliver to the conference via Electronic Recordings. This release in no way inhibits me from using my own materials in any manner I so desire. This release will inure to the benefit of WERC as well as its affiliates, successors and assigns. (Electronic Recording means a recording of the presentation via video, audio, digital or any other form or method of copying, recording or transmission, now known or hereafter devised including, without limitation, copying or recording by phonographic, magnetic, laser, electronic, filmstrips, transparencies, online, Internet, CD-ROM, magnetic tape, cassette, video disks, floppy disks, or any other human or machine readable medium, and broadcast or transmission thereof.)
- Commercialism or direct promotion of a product, service, or company is strictly prohibited in all WERC educational sessions.
- Additional terms and conditions apply to session proposal submitters from Supplier or Consultant companies.
 - Sessions submitted by suppliers or Consultants must include a practitioner/shipper as the primary speaker in their session. The practitioner should be confirmed at the time of proposal submission in order for the proposal to receive consideration. If the proposal is accepted and the practitioner later cancels, a 2-week period may be permitted (at the discretion of the Conference Chair) to replace the canceled speaker with another practitioner to be approved by the Conference Chair. Should a suitable replacement not be confirmed within the allotted timeframe, the session will be subject to cancellation.

What is the timeline for WERC Conference Presenter/Facilitator responsibilities?

September 30, 2022	Deadline for session proposal submission for first Call for Sessions
October 31, 2022	Notification of status for proposals received by September 30
November 14, 2022	Deadline for session proposal submission for second Call for Sessions
December 15, 2022	Notification of final status for all remaining proposals

December, 2022	Conference session schedule completed
January 31, 2023	Presenter/facilitator registration deadline <i>Important: presenters/facilitators not registered by this date will be considered as cancelled and related sessions will be re-evaluated as a result</i>
April 15, 2023	Deadline for submission of all session PPT files for anti-trust and commercialism evaluation
June 4-7, 2023	WERC 46 th Annual Conference – Orlando, FL

Are there other presentation opportunities besides the Annual Conference?

- Yes, when submitting your proposal, you may choose to have it considered for any or all of the following:
 - 2023 WERC Annual Conference Session
 - WERCouncil (Regional Chapter) Education Event
 - WERC Webinar
 - Article to be published in WERC publications