



File Attachment Index and Additional Notes

A copy of the DRAFT Conference Program is available online at www.WEFTEC.org

Attachment 1 – Continuing Education Session Matrix

A detailed listing of the conference Technical Sessions, Learning Exchanges, Workshops, Operations Challenge and Student Design Competitions containing titles, dates, times and credit information. Additional details and agendas can be found in Attachments 3, 4, 5, 6 and 7.

Attachment 2 – Continuing Education Credit Grid

This attachment is a summary of the total number and types of credits available to conference participants.

Attachment 3 – Technical Session Descriptions/Agendas

Attachment 4 – Workshop Descriptions/Agendas

Attachment 5 – Operations Challenge Description/Agenda

Attachment 6 – Student Design Competition Description/Agenda

Attachment 7 – Facility Tour Descriptions/Agendas

Attachment 8 - Standard Operating Procedures for Session/Instructor Selection

*There will be over 1,000 speakers participating in the delivery of **130** Technical Sessions and **20** full and half-day Workshops as part of this conference. This is a copy of the Standard Operating Procedures used by WEF's various committees to determine sessions and instructors/speakers through an abstract review process - Outlined in **section 7b** of this attachment. An updated criteria list can be found on the last page.*

Attachment 9 – Sample Speaker Bios

This file contains biographies (resumes and/or CVs) for a cross-section of WEFTEC Speakers and serves to represent the level of knowledge and experience associated with the delivery of this event. Additional bios will be provided upon request.

Attachment 10 – Sample CE Credit Certificate & Transcript

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ADDITIONAL NOTES:

Technical Sessions are generally made up of several half-hour “Papers”, each worth 0.5 Professional Development Hour (PDH) credits. There will be one half-hour break in the morning and another in the afternoon between these sessions and a one-hour lunch break is allotted around noon each day between the morning and afternoon sessions. Many participants will move between the various session rooms in order to cover desired topic areas as part of the Technical Session Program. However, the maximum number of PDH credits anyone can receive for attending a full day of technical sessions is 6.0. This translates to 6 hours of educational participation.

Workshops are 8.5 hour (full-day) sessions with two breaks, one in the morning and one in the afternoon, and a 1 hour lunch break. The maximum number of educational credits available for full participation of each workshop is 6 hours or 0.60 Continuing Education Units (CEUs) per day. Some half-day sessions are offered following a similar set of session structure rules.

At WEFTEC 2025 participants can earn up to a total of 1.2 Continuing Education Units (CEUs), 18.0 Professional Development Hours (PDHs), as well as 22 General Contact Hours for time spent in the Exhibit Hall visiting booths or participating in exhibit hall sessions.

Credit tracking and distribution - To participate in any of the educational sessions at WEFTEC, attendees must scan their badges when entering and exiting each session room. Badge scanners are operated by Room Monitors under the direction of WEF staff. Certificates, along with detailed transcripts of each attendee’s participation, are generated and made available to attendees through an online credit portal after the conference. Electronic copies of these files are kept by WEF for a minimum of 7 years and can be supplied to state approval boards by request. This complies with the International Association of Continuing Education and Training (IACET) guidelines.

Most of the information contained within this web folder can also be viewed on one of the following websites – www.WEFTEC.org or www.wef.org