File Attachment Index and Additional Notes

Attachment 1 – WEFTEC Connect 2020 Conference Brochure

Attachment 2 – Continuing Education Session Matrix

A detailed listing of the conference event sessions containing titles, dates, times and credit information.

Attachment 3 – Continuing Education Credit Grid

A detailed overview of the total number and types of credits available to attendees of this event.

Attachment 4 –Instructor-Speaker Bios - SAMPLES

This file contains biographies for a cross-section of WEFTEC Speakers and Instructors and serves to represent the level of knowledge and experience behind the delivery of this event. Additional bios will be provided upon request.

Attachment 5 - Standard Operating Procedures for Session/Instructor Selection

*There are over 1,000 speakers participating in the delivery of **54** Live Virtual and Pre-recorded Technical Sessions. This attachment contains a sample of the Standard Operating Procedures used by WEF's various committees to determine sessions and speakers through an abstract review process.*

Attachment 6 –Session Quizzes - SAMPLES

Attachment 7 –Attendee Certificate & Transcript - SAMPLE

Attachment 8 – Audit Registration Instructions for State Boards

ADDITIONAL NOTES:

WEFTEC is the world's most comprehensive gathering of water quality professionals and thought leaders, featuring the sector's leading conference program, an extensive exhibition showcasing the field's most cutting-edge solutions, and a variety of valuable networking opportunities.

WEFTEC Connect 2020 will be a fully virtual event on the WEFTEC Connect online learning platform that offers attendees interactive education, an exhibitor showcase, and networking experiences. This event is more than another webinar or virtual meeting – it is a dynamic, immersive learning and networking experience, that takes the best of our in-person event and reshapes it for the virtual world. In addition, registrants can connect and learn 365 days of the year to WEFTEC Connect content and contacts.

Continued…

In order to participate in WEFTEC Connect 2020 users must register online prior to the last day of the live virtual portion of this event, October 9th. Attendance in each session will be tracked digitally to the minute and sessions will be interactive. There will be random polling questions along with session evaluations available to attendees during each live session. Additionally, there will be a multi-question quiz associated with each live AND pre-recorded session. These results will be listed, along with tracked participation time, on attendee CE transcripts. Attendees will be able to log into WEF's tracking portal to view and download CE credit documentation. An electronic database of all conference files is 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.

WEF is using the Freeman platform – Freeman is one of the world's largest live and virtual conference management companies.

- **In order to participate in any of the related sessions an attendee must register for the event**
- **This creates a single user account and tracking ID# that cannot be shared**
- **During the Live-virtual sessions random polling questions are asked during each session and interaction is promoted by the speakers and the session moderator**
- **Session log-in/log-out times are tracked to the minute digitally through our platform using "dwell time" and "click metrics"**
- **After a session is verified completed an email is sent to the attendee giving them access to take the quiz associated to that specific session's content**
- **Quizzes must be completed and passed in order for the participation time to appear on an attendee's CE transcript**
- **WEF provides each attendee a detailed transcript showing sessions, number, name, date, time, and length of time participated**
(This information will only appear in transcripts if the associated quiz was taken AND passed)

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