

## GENERAL INFORMATION FOR SPEAKERS

### **IMPORTANT DEADLINES**

Early Bird Conference Registration Deadline:	<b>Feb. 15, 2026</b>
Draft Paper Submission to Session Chairs / Uploaded to XCD (Web Portal):	<b>Mar. 02, 2026</b>
Final Paper, Speaker Biographical Information, & Copyright Release Forms - Uploaded to XCD (Web Portal):	<b>Mar. 20, 2026</b>

***Failure to meet this date may result in the withdrawal of your presentation***

Draft Presentation (Power Point) Due:	<b>Mar. 27, 2026</b>
Final Presentation (Power Point) Due:	<b>Apr. 06, 2026</b>

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### **1. TECHNICAL PAPER**

Please see the following documents for guidelines for your technical paper submission:

[2026 WEAO Conference – Technical Paper Guidelines.docx](#)  
[2026-XXX PrimaryAuthorLastName – WEAO Paper Template.docx](#)

Your ***draft*** paper must be submitted electronically by the deadline noted above, in either .doc, .docx, or .pdf format through the WEAO Conference Technical Program Submissions page as noted below under Item 6.

Your ***final*** paper must be submitted electronically by the deadline noted above ***in .pdf format only*** through the WEAO Conference Technical Program Submissions page as noted below under Item 6.

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### **2. BIOGRAPHICAL INFORMATION SHEET**

**The speaker must fill out** the Speaker Biographical Information Sheet and submit electronically in PDF format through the WEAO Conference Technical Program Submissions page as noted below under Item 6 ***by the deadline noted above.***

**Please Note** that there is only one speaker per presentation. The biographical sheet will provide session chairs with information for introductions, to arrange for necessary audio/visual equipment and prepare the conference publicity program. The biographical information should be no longer than 3 or 4 sentences.

### 3. COPYRIGHT RELEASE FORM

The **speaker must** fill out the Copyright Release Form and submit electronically in PDF format through the WEAO Conference Technical Program Submissions page as noted below under Item 6 by the deadline noted above.

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### 4. PRESENTATION AT CONFERENCE

Please see the following document for guidelines for your presentation at the conference:

[2026 WEAO Conference – Technical Presentation Guidelines.docx](#)

This document contains important information, including particulars related to formatting and corporate branding allowances for your PowerPoint presentation slides that **must** be adhered to.

Your **draft** presentation should be submitted electronically by the deadline noted above, in either .ppt or .pptx format through the WEAO Conference Technical Program Submissions page as noted below under Item 6.

Your **final** presentation should be submitted electronically by the deadline noted above, in either .ppt or .pptx format through the WEAO Conference Technical Program Submissions page as noted below under Item 6.

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### 5. CONFERENCE REGISTRATION

All conference participants, including speakers/presenters, are **required** to register for the Conference and pay the appropriate member or non-member fees, or must be registered as an Exhibitor. Trade Show Only (non-exhibitor) passes will not be acceptable for those attending or presenting in any of the Technical Sessions.

Registration, when open, will be available through the WEAO website ([www.weao.org](http://www.weao.org)).

The Early Bird registration deadline is noted above.

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### 6. WEAO CONFERENCE TECHNICAL PROGRAM SUBMISSIONS PAGE

All required documentation (Draft & Final Paper, Speaker Bio & Copyright Release, and Presentation files) can be uploaded at the following link:

<https://www.xcdsystem.com/weao/abstract/index.cfm?ID=BnqgV8n>