Guidance Notes for ORGANISERS OF IWA CONFERENCES

CONTENTS

1   SUMMARY

The notes that follow are designed to help you to get your event included in the IWA conference programme. IWA has a large growing programme of international and regional conferences, seminars and workshops on all aspects of water management – scientific, technical, management, legal, financial policy etc. We are constantly striving to expand our conference programme and so will accept offers from within our membership and from other organisations in the role of co-organised.

This document will talk through the different stages of the approval of your conference and point out each party's responsibilities at that stage.

2   ADVANTAGES OF IWA SUPPORT

1. **A Strong Brand** – IWA is the world's largest international water association with an established reputation for our high quality activities.
2. **Publicity** – Through our website, Water 21 magazine, member newsletters and distributing conference announcements at related IWA conferences, you are gaining access to thousands of members in over 130 countries.
3. **Online submission and peer review facility** - the "IWA Conferences" system is a robust and user-friendly system that enables you to review and select contributions for your conference programme.
4. **Publication** – Publication of the high-quality papers from your conference is guaranteed

following peer review by the long-standing relationship between IWA's conferences and IWA Publishing's peer-reviewed (and ISI-listed) journal *Water Science and Technology* and its adjunct journals *Water Science and Technology: Water Supply* and *Water Practice and Technology*. Should journal publication not be appropriate, IWA Publishing can publish formal proceedings in book form: if you have any queries regarding this please contact IWA Publishing via wst@iwap.co.uk.

3 THE APPROVAL PROCESS FOR IWA CONFERENCES

These are the few steps which need to be taken but we do ask that they be met in **full** in order to obtain our support:

1. Complete the **Detailed Proposal,** entitled **conf.1.doc** at the end of this document, and attached budget template, to get your event into our programme as early as possible and to avoid any duplication or overlap with other conferences.

2. Contact us **at least 24 months before** the proposed conference date. Submit the proposal at least 18 months before the conference date.

3. Submit the proposal to conferences@iwahq.org

4. The proposal is reviewed internally by IWAHQ conference staff, and the IWA programme committee when needed.

5. If all criteria have been met then your proposal will be given final approval.

6. On approval or modification an ongoing communication is established between IWA HQ and organising committee to promote the event.

7. Please note that it is not allowed to use the IWA branding and logo before official approval.

Please ensure that all aspects of the proposal are completed before submission

You need to have:
     (a) The support of the IWA Governing Member in the country (if there is one) of the host city or the Committees of the region. Please provide evidence of their support (email or a letter)
     (b) The approval from the relevant specialist group if it is a specialist conference by IWA Specialist Group. Please provide evidence of their approval (email or letter).
     (c) A strong, competent and committed Organising Committee
     (d) A high calibre **international** Programme Committee consisting of IWA members and local representatives. We can help you find additional members if you need to ensure a good balance of the best expertise and good geographical balance.
     (e) A budget outline – A check list to help you structure your budget is at the end of the document entitled Appendix 1. Please complete the attached budget template (Appendix 2).

Normally, IWA only supports conferences organised by non-profit organisations but we may consider exceptions to this.

4 IWA MEMBER BENEFITS ON REGISTRATION

Our conferences have always been a good source for recruiting new members and we ask all conference organisers to help us to recruit new ones. Please help us in this and help us to do the

following:

1. There should be a significant difference between IWA and non-IWA delegates registering which we suggest is at least €100 to give benefit to our members. IWA also encourages a lower fee for students and low income countries.

2. If the registration fee doesn't exceed the amount of €200, the difference between IWA and non-IWA delegates should be at least 20% of the registration fee for IWA members.

3. IWA will send you a list of members with their names and membership numbers only. The organiser commits to use this provided information for the required reference check only and uphold the privacy regulations. The organiser is responsible for checking against this list that all delegates registering as a member are current. If a member number is not on the list a query can be sent to IWAHQ Membership Services (members@iwahq.org).

4. All information provided to the organiser by IWA may not be used for third parties.

5. The difference between member and non member fees will be split 50:50 between you and IWA (IWA fee = *50% of the difference between registration fees for members and non-members* x *number of non-members*). **This cost needs to be built into your budget and should be submitted with the detailed proposal**. This should be paid no later than one month after the conference to the following account:
   Account Name: International Water Association
   Account Number: 21527312
   Sort Code: 40-07-13
   Bank: HSBC plc
   Bank Address: Westminster Branch, London
   Swift Code: MIDLGB211OD
   IBAN No: GB40MIDL40071321527312

6. For IWA co-organiser (e.g. where the main organiser is another association) we understand that the fee funds are negotiable, though we would still like to see a significant benefit to our members through a difference in fees.

5   IWA REPRESENTATIVE ATTENDANCE AT THE CONFERENCE

If you would like an IWA representative (President, Executive Director, Officer, etc.) at your conference to open the conference, chair a session or man the IWA stand etc then we would seek funding from you to cover the costs. As registration is free for one IWA Representative we would hope that some form of funds can be found for accommodation, travel or subsistence. As a not for profit organisation with over 30 conferences a year, it is very difficult for a representative to attend every conference hence any support from the conference organiser is appreciated.

6   CONFERENCE BUDGET, FINAL REPORT AND DELEGATE LIST

We know that a lot of very valuable information is produced at our conferences. Since not everyone can manage to attend these events, we would like to share the main conclusions throughout our membership.

So, we ask all organisers to submit a Final Report (Appendix 3) on their event, within 1 month after the conference. This also includes the full list of conference attendees so that we can contact them to propose IWA membership. Please use the attached excel file (Appendix 4) to record the delegate information fully as it is important that you indicate who is a member of IWA.

Please send the Final Report and Delegate List to IWA Conferences conferences@iwahq.org. Please note that the transfer to IWA the 50% of the difference between member and non-member fees has to be made within a month after the conference date.

In order to monitor conference budget, we request conference organizers to send updated budget reports 6 and 3 months prior to the conference.

It may also be appropriate to arrange for a summary/state-of-the-art paper to be published in *Water Science and Technology* or *Water Science and Technology: Water Supply* (this would be in addition to the publication of selected papers in the journals)*.* To discuss this option please email wst@iwap.co.uk.

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7   OUR RESPONSIBILITIES TO YOU FOLLOWING APPROVAL

Once the detailed proposal has been approved by IWA, we undertake to do the following:

1. Deal promptly with all enquiries, including your initial request for our involvement.

2. Give the best publicity we can to your event through IWA's media, such as:
   - Promote the event on the IWA website.
   - IWA will inform (targeted) IWA members with two announcements (call for papers, early bird registration) and if needed the extended deadlines.
   - Promote events in the News Update email
   - Promotion of the event through IWA magazine – Water 21
   - Various IWA social media channels (optional only if event is active on social media platform as well)

3. IWA will gladly be of service to you and advice in your proposed communication strategy. Please inform us on time when assistance is needed.

4. Make available our IWA Conferences online submission and review system to facilitate your evaluation of submitted contributions and the construction of your conference programme. This costs GBP 4.80 per paper.

5. Provide a straightforward and efficient route to rapid publication of the scientific and technical papers from your conference in IWA Publishing's peer-reviewed (and ISI-listed) journal *Water Science and Technology* (for high-quality papers dealing with water pollution control and management of the water environment), *Water Science and Technology: Water Supply* (for research papers relating specifically to water supply and distribution and utility management) and our online journal *Water Practice and Technology* (for contributions selected for their practice orientation, e.g. process implementation and case studies, etc). IWA Publishing will contact you to advise you on the detailed procedures you need to follow; for specific queries please e-mail: wst@iwap.co.uk.

6. Possibly offer you a small interest-free loan to help you with the initial organising costs. This is only available for IWA events on request.

7. Allow the use of our logo for your brochures, website and other conference documentation

8. Offer advice and assistance on any aspect of conference organisation where requested

9. Send you the conference organisers support package. This consists of branding guide, IWA logo and marketing and membership agreements.

8   YOUR RESPONSIBILITIES TO IWA FOLLOWING APPROVAL

1. Please do not make any changes to your conference details without contacting us first and getting our approval.

2. Please be vigilant with the use of our name and logo, using it only on documents and the website relating to your conference – our brand and image are important. IWA will provide you with branding guidelines and tools to use for your material. The first announcement should be approved by IWAHQ before it is published.

3. The organiser is responsible for all main promotion and communication of the event. IWA will provide support within available IWA channels and towards its members. The conference organiser is responsible for all promotions outside of the IWA network.

4. Organiser will provide IWA with the opportunity to promote IWA membership and (event related) activities through organisers media channels. By :
    a. Promoting IWA on event website, newsletter, onsite, etc.
    b. Having IWA send out two membership marketing campaigns to the participants: one prior to event and a second e-mailing after the event.

5. To ensure, by careful and thorough peer review, that only the best quality posters and papers are included in your conference.

6. IWA expects the organiser to send in an update to the finance report 6 months as well as 3 months prior to the event to show how the event is progressing; IWA then can adjust and guide/advice if needed.

7. Ensure that the conference website and all announcements use an approved wording to describe arrangements for publication. This will be supplied by IWA Publishing.

8. To send IWA Publishing all the full papers from your conference selected for possible publication, in the appropriate format, to the agreed schedule. It is not sufficient to ask the authors to send their paper to IWA Publishing on their own.

9. To help IWA with recruitment of new members as well as being able to support our members events. For this we request you to charge a higher fee for non-members.

10. To consider when selecting the venue that there is a space for the promotion of IWA products and services e.g. providing IWA free floor space at the tradeshow or room for table top at registration. Also the possibility for free speaking slots (for IWA staff members or assigned IWA officers / Directors / board member) to promote IWA services and products.

11. To allow IWA the opportunity to include materials in delegate bags. To allow one member of our staff free registration at the event.

12. Send the Conference Final Report and Delegate List within 1 month after the conference.

13. Unless separate agreement has made, the organisers are fully responsible on, a. liability, b. full financial risk. And the profit will be shared among organisers, groups, and/or IWA offices depending on individual agreements made by organisers and other parties.

14. All financial obligations to IWA should be paid no later than one month after the conference (e.g. IWA fee; ref. 4.5).

9 IWA CONFERENCES ONLINE SUBMISSION AND REVIEW SYSTEM

One option on paper submission and review system for IWA approved conferences is IWA Conferences online submission and review system, which uses the Abstract Logic Software specially configured for the conferences (if you do not intend to use the system please make sure that your own system will achieve the same objectives). It provides a straightforward means of receiving submissions online, setting up a panel of reviewers, sending the submissions out for review, and collating the results for easy construction of your conference programme.

If you are willing to use this IWA Conference online submission and review system, your conference will be set up as a separate category in the system (at least 3 months prior to the deadline of abstract submission) and the members of your conference organising committee will have access to the system.
Please note that:
- The conference organisers are fully responsible for handling the overall paper management.
- IWA provides you with guidelines and instructions on how to manage the papers throughout the various stage of the process.
- For each submission, the system costs GBP 4.80.

10 SOME USEFUL ADVICE

- Allow enough time to organise the conference and have all the resources you need to help: for programme organisation, local organisation, hotel bookings, pre-registration and registration, etc.

- Ensure that you acknowledge receipt of all abstracts and indicate when authors can expect to hear whether they have been accepted or not, and ensure that all authors are aware that their papers could be reviewed for publication in one of the IWA Publishing journals.

- Try to get the full programme out (web and printed version) at least 6 months before the event — more if you can.

- Ask authors to register before the early bird registration closes, otherwise they will be removed from the conference programme.

- Send clear guidance notes to all authors and poster presenters about their slot in the programme – date, time, location. (Available in the support package upon approval)

- Give delegates precise information about how to get to the venue – a map is helpful, plus public transport details. Give the exact address. Remember that most of your delegates will be in a foreign country, maybe visiting your city for the first time. Make it as easy for them as you can. Give them key information about local customs, weather, bank/money change facilities, etc.

- Acknowledge all payments as soon as possible, both registration fees and hotel deposits.

- Keep opening ceremonies short. However, balancing (a) local custom, practice and culture and (b) getting directly into the technical programme, can be quite an art. Expert keynote presentation(s) are generally preferable to political speeches but you may have to compromise on this.

- Start on time and stick to the programme timings. Announce any programme changes well and widely so that delegates do not miss important presentations.

- Insist that presenters have a good command of the conference language - to present well, and to understand and answer questions.

- Insist on high quality visual aids. Tell authors that large amounts of text in small print, unreadable tables of numerical data, etc are not acceptable. Make sure that PowerPoint facilities in the conference rooms are reliable and that delegates have the chance to check these in advance of their presentations.

- Get the best chairmen/women you can find – who make presenters feel at ease, make delegates feel welcome, and can stimulate good discussions and keep to time!

- Allow plenty of time for the poster presenters to be at their posters, without competing with oral presentations.

- Make sure delegates have enough time to visit any exhibits. Arrange coffee breaks and lunches in the exhibit area. Ensure that the route to and from the conference meeting room(s) pass through the exhibits. Make the exhibitors feel a welcome part of the event. Let them attend all social functions and attend oral presentations.

- Involve as many young water professionals as possible by
  1. offering a low student registration fee,
  2. offering low cost accommodation and, if possible, some help with travel costs,
  3. organising YWP activities (e.g. workshop, reception, forum).

All the above is really common sense. Think also about the best conferences you ever went to. Why were they special? What can you use for your conference? One of the best things about organising a good conference is lots of e-mails from satisfied delegates. It is good for you, good for IWA and good for the conference industry generally.

So, good luck with your event and remember we are here to help you where we can.

IWA
the international
water association

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11 Conf1.doc: DETAILED PROPOSAL FOR AN IWA CONFERENCE

Please complete this as fully as possible and e-mail to IWA: conferences@iwahq.org
(IWA, Koningin Julianaplein 2 (7th floor), 2595 AA, The Hague, The Netherlands
Tel: Telephone: +31 (0) 70 3150 785, Fax: +31 (0)70 3477005.

Please complete this form as fully as possible.

Proposer(s) details

Name:	
Address:	
Tel:	
Fax:	
E-Mail:	

Organiser details (if different to Proposer)

Name:	
Address:	
Tel:	
Fax:	
E-Mail:	

Conference Details

(If the conference has a long title, please give both the full title and a shorter version)

Full title:	
Short title:	
Venue: (City+ Country):	
Date:	
Proposed Themes:	• Theme 1 • Theme 2 • …
Keywords (Please insert a	

maximum of 6 keywords which most accurately describe your conference):	
Conference Website Address:	

Classification of event (please tick appropriate box)

Water supply & treatment	
Wastewater, reuse & sludge	
Industry & water	
Water resources / environment	
Urban water	
Utility / network management	
Developing Countries	
Health issues	
Policy & Governance	

Type of event (please tick appropriate box)

Type of event	International	Regional
Specialized		
Utilities		
Programmatic		
Which program?		
YWP		
Seminar/Workshop		
Others (Please specify)		

Is this an IWA event?

If **NO,** which is the main sponsoring organisation	
Which other organisations have formally agreed to co-sponsor the event? Please list them all and say which have agreed.	

If an IWA conference, is the proposal from a Specialist Group, Task Group, Working Group, etc.?

YES / NO	
If yes, which one and have they agreed?	

Has the host country IWA Governing Member agreed?

YES	Please attach their approval (letter or email) to the proposal
NO	Please contact the relevant IWA Governing Member for their approval

Organising Committee

Please attach a list of the names/affiliations and confirm that all have agreed to serve

Programme Committee

Please attach list of names and affiliations and confirm that all have agreed to serve

Conference Series?

YES / NO	
(If **YES,** please identify previous conferences with dates and venues)	
Budget	Please attach a detailed budget.

Are you interested in using IWA's online submission and review system (IWA Conferences – refer to Guidance notes Page 4, Item 7.3 and Item 9**) to evaluate submissions to your conference and construct the programme?**

YES / NO	

Delegate Numbers

Please indicate your expected number of delegates including how many will be IWA and NON-IWA members

Member Recruitment

We would seek your help to recruit members at your conference. Please remember to have both member and non-member registration fees, with a differential of at least €100. Organisers should be vigilant at checking IWA membership to ensure those getting lower fees are current members. 50% of the difference in fees is to be sent to IWA one month after the conference.

Marketing and communications

IWA will provide branding guidelines for event organiser. Any changes to the proposal will again be shown to IWA for approval.

Publishing

By signing this form you commit to providing your preselected papers from your conference to IWA Publishing for peer review and possible publication. (refer to Guidance Notes Item 2.4)

If available, would you like an IWA Officer or Staff Member to be present at your event? If so, what role do you envisage he/she play? (refer to Guidance Notes Page 3, Item 5**)**

IWA would seek your assistance to send the representative to the event in the form of travel, accommodation or subsistence which can be negotiated on approval.

Submitted by:	
Date:	

12   APPENDIX 1: CHECKLIST FOR CONFERENCE BUDGET

To help you to structure your budget we have set out below a list of the various items which **might** be included in a conference budget (Appendix 2 – Budget template).
We request you to send us updated budget reports 6 and 3 months prior to the event in order to track preparations as well as provide you support.

INCOME

Delegate Fees and projected delegate numbers

- IWA Members
- Non IWA-Members   Early/late
- Students
- Accompanying Persons

Other Income

- Sale of Exhibition space
- Advertising (advertisements in the final programme, inserts of company promotional brochures, restaurants, etc in delegate bags)
- Sponsorship
- Technical tours

EXPENDITURE
You do not have to include all of these items in your conference. This is a checklist for guidance purposes:

- Tenancy (rent of halls, session rooms, registration desk)
- Equipment rental (audio visual)
- Catering/Social Functions
- Interpreters/simultaneous translation costs
- Announcement/Call for Papers/Invitation to Register- printing and postage
- Production of abstracts/pre-prints/postage/CD Rom
- Technical editing
- Professional Conference Organiser charges which could cover work on:
    - Hotel bookings
    - Tours
    - Registration Management, pre- and on-site
    - Venue organisation
- Other venue costs – signage, decoration, temporary staff
- Invited speakers' expenses – travel accommodation, fees
- Poster panels
- Delegate badges, bags
- Promotion and advertising
- Organising and Programme Committee expenses
- Travel
- Accommodation
- Insurance/security
- Technical visits
- Transportation/Catering
- Fee to IWA

NOTES

Before finally fixing your registration fees and assuming you can recover all of your costs, consider:

- the conference market generally and what other conferences are charging
- local/regional circumstances
- keeping fixed costs to a minimum to reduce the risk, and shift as much as possible of your costs on to the variable costs per delegate.

Please complete the budget template (Appendix 2).