**IWA Webinar Proposal Form**

Please complete this form as fully as possible and send it to: [IWAlearn@iwahq.org](mailto:IWAlearn@iwahq.org) as soon as possible.

**IWA WEBINAR – INFORMATION & COPYRIGHTS**

To be completed by the webinar organiser and speakers:

Organiser(s) and speaker(s) are required to confirm that:

☐They understand that IWA might need up to 12 weeks to review and evaluate the webinar proposal.

☐They understand that the approval of the webinar proposal is subject to a review process, which implies that the proposal may be rejected. IWA and the organisers will work together to improve the proposal, if needed.

☐They understand that the speakers are responsible for securing copyright permissions for any work, photos, data or items that they present of which they are not the legal copyright holders, doing so prior to the webinar broadcast, and for displaying any necessary credits, ensuring permissions cover the live broadcast and IWA’s recording of the event.

☐The organisers and speakers understand that any opinions, statements, conclusions or recommendations contained in this material are the sole responsibility of the author(s) and do not necessarily reflect IWA’s opinion.

Signature of organiser(s) and speaker(s) confirming the above:

Organiser (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organiser (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANISER DETAILS**

**Please complete this form as fully as possible.**

|  |  |
| --- | --- |
| 1. **Proposer(s) details (\*)** | |
| Name: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |
| IWA Membership Number |  |
| 1. **Organiser details (if different to Proposer)** | |
| Name 1: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |
|  |  |
| Name 2: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |
|  |  |
| Name 3: |  |
| Address: |  |
| Tel: |  |
| E-Mail: |  |

**IWA WEBINAR – connection to iwa community**

To what IWA community this webinar is related to?

*Please check the boxes below*.

☐Specialist Groups. Please indicate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐YWP

☐IWA Projects. Please indicate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐IWA Programmes. Please indicate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐Others. Please indicate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IWA WEBINAR - CONCEPT**

|  |  |
| --- | --- |
| **Basic Description** | |
| Title | *A short and snappy title (5 words or less is ideal, 8-10 words is a maximum). Please see the* [*IWA Webinars webpage*](https://iwa-network.org/iwa-learn-webinars/) *for examples.***Use simple English and avoid acronyms and jargon in the title. Note that the webinar title should be widely understandable to the public.**    ??? |
| Summary | *Around 100-150 words. This will be the main text on the registration/marketing page on IWA Learn*.    ??? |
| Date and Time (London time) | *We suggest around 14.00/15:00 London time to help attract an international audience.*    ??? |
| Duration | *We suggest 1 hour maximum, but this can be up to 1.5 hours if required (e.g. if there are more than 3 speakers).*    ??? |
| Location Host | IWA (London, UK) |
| Keywords | *These will be listed on the registration/marketing page on IWA Learn*.    ??? |
| Language | English |
| **Audience** | |
| Target Audience | *These will be listed on the registration/marketing page on IWA Learn*.    ???  *i.e. practitioners, academics and researchers, utilities, students, engineers, etc…* |
| Expected level of expertise from participants | *Brief description – indicating what competencies are developed (focus on knowledge, skills). We will build this into the description on the registration page if necessary.*    ??? |
| Scope | *Please describe if you expect a global, regional, national or local reach for your webinar.*    ??? |
| Expected number of participants | ??? |
| **Learning Objectives & Content** | |
| Learning Objectives | *Please describe what participants should be able to do after the session. Ideally this should be written in the form, “Following this session, participants will be able to:” and a bullet-point list. These will be listed on the registration/marketing page on IWA Learn.*    ??? |
| Key messages (up to three) | *Key messages are the main points of information you want your audience to hear, understand, and remember. They are bite-sized ideas that provide the takeaway headline of the issue you want to communicate. To see how to* [*develop key messages*](http://prsay.prsa.org/2011/12/02/key-message-development-building-a-foundation-for-effective-communications/) *and* [*few tips*](https://www.huffingtonpost.com/catriona-pollard/5-tips-for-creating-power_b_9775472.html)*.**Key messages are often attributed to individual speakers in marketing materials* [*such as this*](https://twitter.com/IWAHQ/status/1259807520505331713)*, used in the build-up to the event.*  ??? |
| Content & Schedule | *Please provide the outline of the webinar with a tentative schedule. Ideally each speaker’s presentation should be around 10 minutes long, leaving time at the end for a 15-30 minute panel discussion. Please try to mix technical information with case studies. Please also try to build in time for one or two interactive activities, e.g. Zoom polls. Please try to keep titles short and snappy.*    *The following is an example plan for a one-hour webinar. Please replace as appropriate.*     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **From (min)** | **To**  **(min)** | **Duration**  **(min)** | **Title** | **Speaker** | | *e.g.*  *00:00* | *00:05* | *05* | *Introduction & Poll* | *(Moderator)* | | *00:05* | *00:15* | *10* | *Presentation 1* | *(Speaker 1)* | | *00:15* | *00:25* | *10* | *Presentation 2 & Poll* | *(Speaker 2)* | | *00:25* | *00:35* | *10* | *Presentation 3* | *(Speaker 3)* | | *00:35* | *00:58* | *23* | *Q&A Panel Discussion* | *(Speakers & Moderator)* | | *00:58* | *01:00* | *2* | *Close* | *(Moderator)* | |  |  |  |  |  | | ??? | ??? | ??? | ??? | ??? | |  |  |  |  |  |     Any further notes: ??? |
| Summary of each presentations and key results | *Please provide a summary of each presentation (up to 150 words per presentation) and key results of the webinar.*  ??? |
| **Methodology, Trainers & Evaluation** | |
| Pre-webinar activities held | *Examples:*  *Pre-webinar resources (e.g. papers, presentations, videos, webpages) which can be shared before the session with registrants*  *Online introductions*  *Self-assessment / pre-webinar survey*  ??? |
| Webinar interactive activities held | *Please include ideas for 1-3 interactive activities to be held during the webinar. We also hope to hold a 15-30 minute panel discussion following the presentations.*  *Examples include:*  *-Quick polls, e.g. via the Zoom polling feature* *and on Twitter*  *-Asking the audience e.g. via the Zoom chat*  *-Problem solving exercises with online brainstorming, categorizing, prioritizing, e.g. using external websites such as GroupMap*  *-Ideation activities prompted by images, graphics, video clips*  *-Live tweeting through the IWAHQ account on Twitter (subject to availability of the communications team)*    ??? |
| Post-webinar activities | *IWA will send out a post-webinar email with the webinar recording and a link to download the slides PDF. This email can also contain:*  *-a Q&A report with answers to any questions not answered during the session*  *-a list of further readings*  *-further surveys (a webinar feedback survey is sent immediately following the event)*  *Please mention any other ideas you have.*    ??? |
| Moderator / Panelists / Speakers details | *Name, affiliation, email, LinkedIn. Please try to ensure a mix of organisations, regions and genders are represented.*     |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Organisation / Role**  **& Country** | **LinkedIn URL**  **And Twitter URL** | **Email Address** | | ??? | ??? | ??? | ??? | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Webinar team** | |
| Host | (For IWA Internal Use) |
| Content design | IWA slides template. |
| Instructional design | (For IWA Internal Use) |
| Session Support | IWA will provide a trial webinar and full Zoom support before, during and after the session. We suggest including a moderator from the SG during the session, perhaps also with a helper behind the scenes to assist with answering and sorting questions. |
| ITC Support | (For IWA Internal Use) |
| Marketing support | The IWA marketing team will support with the marketing of the event. |
| **Marketing** | |
| Proponent marketing channels | *Please give details of how you will promote the webinar, in addition to the channels the IWA team will use for marketing.*    ??? |
| Webinar webpage | (For IWA Internal Use) |

**IWA WEBINAR – REVIEW RESULTS**

☐ Accept in its present form.

☐ Accept with minor revisions.

☐ Accept with major revisions.

☐ Revise and resubmit.

☐ Reject.