

# **IWA Leading Edge Conference on Water and Wastewater Technologies**

## **Guidelines for Venue Proposal**

**February 2017**

## A. Introduction

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IWA Leading Edge Conference on Water and Wastewater Technologies (LET) provides a unique platform to access the most relevant emerging science and technology applied in the water and wastewater sector. Through the “best of the best” offering of technical paper sessions, workshops, invited speaker sessions, and networking opportunities, the LET is the must go to event for research and development in the sector.

It fulfils many roles including, but not limited to:

- To provide a forum where academicians, consultants, and water companies can exchange pertinent information on technology that is enhancing the treatment or quality of water and wastewater.
- To consolidate conferences on water and waste technology to avoid duplication of subject matter.
- To integrate the common technological advances between water and wastewater.
- To provide professional updating and learning activities for water professionals from all disciplines and organisations.

The LET is organized by the IWA team in close collaboration with the local partner(s). Therefore, it is critical that IWA – through its Innovation and Learning Director – maintains appropriate control over the conduct of the event. The venue selection is made by the IWA Secretariat in consultation with a group of IWA members, the LET Core Group.

To ensure the necessary degree of alignment between IWA and the local partner, it is essential that the local partner is a financially viable entity, has a strong local presence and network of water professionals, and high reputation among water and development professionals.

## B. LET Selection and Procedure Overview

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### 1. Call for Proposals

IWAHQ issues the proposal instructions and pro-forma framework agreement to would-be proposers. The IWA seeks to achieve proposals that are comparable on key dimensions.

### 2. Development of Recommendations for the LET Core Group

The secretariat undertakes an evaluation and comparison and reports its findings to the LET Core Group for consultation and advice.

### 3. Selection of Preferred Candidate

The preferred candidate is decided by the IWA Secretariat. The decision is based on the Proposals, the evaluation, and consideration of the preferences expressed by the LET Core Groups.

## **Phase Two: Negotiation and endorsement of Framework Agreement**

### **4. Negotiation of a Framework Agreement**

Once the negotiation process is complete and a successful framework agreement is reached, then that location and venue is formally designated.

### **5. Update Framework Agreement and Overall Budget**

The framework agreement, negotiated at the time of final selection, is updated and a project budget agreed. Failure to reach agreement on these points would also be grounds for termination/de-selection.

### **6. If Necessary, Initiate Termination/New Selection Process**

To ensure that institutional and personal circumstances are still acceptable to IWA (and/or to the local partner), an “off-ramp” would be created that would allow termination/de-selection if the changed circumstances were deemed critical and for which no mitigation path could be mutually agreed. Obviously making a change in the venue/partner at this point in the process would not be desirable for either party. However, it would be possible and could be required.

## **Phase Three: Pre-Conference planning and contract development**

### **7. Finalise Responsibility Matrix**

IWA, through its Innovation and Learning Director, has overall responsibility for the conduct of the IWA Leading Edge Conference on Water and Wastewater Technologies in 2018. Within that context, the organisational responsibilities of the parties can broadly be divided as follows:

- IWA is responsible for the overall project management, scientific and technical programme, and international sponsors
- The Local Partner provides logistics, as well as advice for local arrangements, and give suggestions for issues of local interest considered in other aspects of the 2018 LET. Roles for the local partner will typically include:
  - Logistics related to the event (including suggestions of accommodation, onsite venue arrangements, welcome reception, gala dinner, opening and closing ceremony logistics).
  - Promoting and marketing of the LET 2018 locally and regionally and ensuring strong local and regional delegate participation;
  - Securing sponsorship from local and regional sources;
  - Liaising with the local key stakeholders;
  - Make suggestions and recommendation for technical site tours;
  - Evaluating and recommending social events and related venues;

There will be many areas where collaboration and joint efforts will be required between IWAHQ and the local partner, especially in co-operating on programme development and sponsor sales.

### **8. Formally Establish the Conference Joint Organising Committee**

The LET Joint Organising Committee is typically comprised of between 4 and 6 people and includes the Conference Director from IWAHQ, and other individuals key to the oversight and management of the Conference.

### **9. Formally Establish the Core Programme Committee, Programme Committee and Organising Committee**

The **Core Group** for LET2018 will be formed by 5 to 7 key elements for the programme of the event, having at least 4 of them a strong experience on organising previous editions of LET. One or two elements of this group will be the key person from the local organiser(s). This group will be designated by the IWA HQ with advice from local organiser. The **Programme Committee** will be designated by the Core Group under the coordination of the IWA HQ. The programme committee will be formed by two experts for each one of the topics for the conference. The **Organising Committee** will be designated and agreed between the local organiser and IWA HQ.

#### **10. Develop and Formally Agree on the Final Budget**

The LET budget includes all income and expenditure and is normally developed to ensure all costs are covered and ideally to make a small surplus. A first draft of the budget should be done by the local organiser and then discussed with IWA HQ. The several versions and updates of the budget will be done by IWA HQ with consultation and advice of the local organiser.

#### **11. Develop Necessary Contracts**

The principal contracts to be negotiated are:

- The Framework Agreement with the local partner;
- The contract with the venue.

### **C. TIMELINE**

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<b>15 February 2017</b>	<b>Call for Proposals</b>
<b>15 March 2017</b>	<b>Receipt of First Proposals</b>
<b>15 April 2017</b>	<b>Decision by IWA</b>
<b>15 May 2017</b>	<b>Framework agreement negotiated and signed</b>

## D. Key Selection Criteria

The following are nine key criteria against which all proposals to host the LET will be evaluated. The criteria are listed together with explanatory notes.

Restating what has been said elsewhere, the LET is not just a conference, it is IWA's main conference focused on emerging technology in the sector. IWA wants the LET experience to encourage members' commitment to the Association and to make them want to attend future events. They must enjoy the overall experience - strong technical quality, good social programme, interesting city/country, friendly welcoming atmosphere, efficient organisation, a feeling of good value for money.

The successful venue will be that which, on balance, best satisfies the majority of the different requirements set out below.

### 1 Capacity to Organise the Conference

- a. Strong local partner and organisation committee with good organisational resources.
- b. Previous experience of large international conferences.
- c. Good financial sponsorship prospects.

Note: The Conference is mid-sized event. There will be 300-400 delegates. The event, over four days, comprises

- o conference with 7 high level plenary speakers, 16 keynote speakers (invited speakers), 8 thematic sessions in total; 3-5 workshops; and poster exhibition and presentation;
- o social/networking programme for pre- and post-conference technical and tourist tours;

Advice: Local partners should state how they meet criteria (a) to (c) above including what sponsorship, in cash or in kind (eg sponsorship of reception or part of conference dinner) they can provide for the IWA LET.

### 2 Strong Support from local Delegates

A minimum of 100 delegates from the host country or from the host country plus immediately adjacent countries is essential.

Notes: IWA rotates LET venues to different continents to allow maximum opportunity for water professionals from around the world to attend. If very few local delegates are able to attend, for whatever reason, this limits the effectiveness of hosting the LET there.

Advice: Local partners must provide convincing evidence that 100 plus local delegates will attend, eg statistics from comparable previous events. If this would involve a lower local registration fee then this must be stated together with the level of local fee in Euros.

### 3 Attractiveness of the Venue to Delegates

The venue should be attractive to both overseas and local delegates and accompanying persons.

#### **4 Overall Affordability for Delegates**

The LET should be affordable to delegates from a wide range of economic backgrounds.

Note: LET attendance costs include: air fare, registration fee, hotel, eating and general subsistence.

Advice: Local partners should provide indicative costs per day for a delegate attending with reference.

#### **5 Venue Easily Accessible by Air from all Parts of World**

Ideally the venue city will have an international airport with good connections to major cities worldwide. Failing this there should be good air connections between the main getaway airport in the host country and the venue city. IWA also requires that all delegates, from any part of the world must be able to obtain a visa or entry/exit permit without undue bureaucracy.

Advice: Local partners should give details of connecting flight frequency and duration between getaway airport and venue city if the latter lacks an international airport. Local partner must provide a general statement of visa requirements plus a list of any countries for which special visa requirements apply and what these are.

#### **6 Technical Facilities to Visit**

LET delegates like to visit interesting technical installations and organisations (which should not involve long journeys) on half- and one-day visits. Ideally a selection of interesting water installations should be available within reasonably short distance of the venue city.

Notes: The technical installations can include water and wastewater treatment plants, urban storm drainage and flood control installations, control centres, research facilities etc.

Advice: Local partner should list briefly 1 or 2 possible technical visits with an indication of distances from the venue city.

#### **7 Good Quality Venue**

The IWA LET needs a suitable good quality venue which is conveniently located to accommodation and transportation hubs. The following are IWA's basic requirements of the convention/exhibition centre:

- a. Auditorium for Opening, Closing Ceremony and Plenary Keynote Sessions – 300 minimum capacity.
- b. Sufficient break-out rooms for 2 parallel oral presentation sessions. Minimum recommended capacity 150 pax theatre style for each room, and at least 1 room with 250 or more Pax theatre style.
- c. Adequate space to display simultaneously 200 scientific posters, with sufficient space to move around and view the posters. It is a good idea to have coffee, lunch facilities, etc in the poster area.

- d. A minimum of 2 smaller meeting rooms minimum 30 Pax theatre style, 25 Pax boardroom style. Rooms and equipment for author slides and power point presentation preparation, adequate for a size of conference.
- e. Easy access to the venue from hotels, by walking, metro or subway, tramcar system etc. If this is not possible then a shuttle bus service may be required and this should be indicated.

Advice: The local partner should provide data to answer the above requirements, including a location map of the venue and a map of it in relation to the city centre, airport and probable main hotels and guest houses, etc.

## **8 Financial Considerations**

The LET is a significant undertaking both logistically and financially. The local partner should demonstrate the extent of financial underwriting that will be available to support it until conference revenues become available.

Further, IWA has set a target of:

- Covering its own internal costs as well as outgoings
- Keeping registration costs as low as possible to maximise participation
- Recovering the cost of funds invested in the lead-up to the conference

## **E. Costings Required**

In order to compare the various proposals, local partners are asked to provide the following indicative cost details (please use € EURO).

- a. Cost of hiring conference venue.
- b. Tea/coffee/lunch costs per delegate per conference week.
- c. Hire of audio visual equipment and technicians.
- d. Hire of poster panels for scientific posters (200 units.)
- e. Shuttle bus transportation to/from hotels/conference (if required).
- f. Typical hotel costs per night:
  - 5 star
  - 4 star
  - Guest House/Hostel (eg student, hostel or similar)
- g. If convention centre is far from hotels, typical single journey cost of:
  - public transport (eg metro, bus - state which)
  - Taxi
- h. Value Added Tax/Sales Tax  
Is there a value added tax/sales tax in your country?

If YES would this apply to all goods and services provided in connection with the conference?

If NO please say whether any goods and services would be liable to the tax and which  
Provide information on how VAT can be managed for the event.

- i. Taxation 1 - are registration fees are subject to tax (value added or sales tax) or not?
  - if YES at what percentage rate?
  - if YES is this tax recoverable?
  - if YES, how?
  
- j. Taxation 2 - would any financial surplus be liable to corporation (or similar) tax
  - if YES at what rate?
  - if YES would IWA's non-profit status enable it to avoid or mitigate the tax payable?
  - if YES please state how?
  
- k. Currency Restrictions
  - Are there any restrictions on currency movements into and out of the country?
  - if YES please give details
  
- l. Sponsorship income
  - Estimated total cash
  - Likely sources of sponsorship - please indicate in general



## F. Instructions to Proposers

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1. Read the Guidelines for Venue Proposal. This document incorporates the Key Selection Criteria.
2. Your Proposal Document should follow the numbering and layout outlined section H. (Proposal Template) and Costings Required.
3. Complete and sign the attached Warranty and Undertaking.
4. Proposal Documents should comprise:
  - One electronic copy
5. All correspondence and any questions of clarification should be sent to Mr Keith Robertson.

Mr Keith Robertson  
Director Innovation & Learning  
International Water Association  
Anna van Buerenplein 48, 11th floor  
2595 DA Den Haag  
The Netherlands  
Tel: +31 70 315 0781  
Mob: + 31 6 1590 3154  
Email: keith.robertson@iwahq.org

Proposers are encouraged to provide any additional data or information that will assist IWA in making its decision.



## G. Warranty and Undertaking

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To Mr Keith Robertson  
Director Innovation & Learning  
International Water Association  
Anna van Buerenplein 48, 11th floor  
2595 DA Den Haag  
The Netherlands  
(IWA)

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Proposer)

In consideration of IWA considering our proposal to host the IWA Leading Edge Conference on Water and Wastewater Technologies 2018, the Proposer hereby warrants and agrees that:

1. The contents of the Proposal Document are true and correct in all material respects.
2. There are no other facts or matters that might reasonably be required by IWA that would materially affect a decision by IWA.
3. That IWA has absolute discretion in the decision on where to locate the LET and the LET may be awarded to a proposer other than on financial considerations or it may not be awarded to any proposer.
4. The Proposer will, if successful, sign a Preliminary Conference Framework Agreement in the form provided by IWA.

Signed for and on behalf of Proposer:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## **H. Proposal Template**

### **Proposal to Host the IWA Leading Edge Conference on Water and Wastewater Technologies 2018**

#### **1. Rationale and Introduction**

[Provide introduction and rationale for wanting to host the IWA Leading Edge Conference on Water and Wastewater Technologies (Showcase understanding of IWA's goals); proposed dates for the conference]

#### **2. Local organisation and Support**

[Provide an introduction to the local organisation, suggested organising committee, potential or committed sponsors, supporting local organisations, supporting regional/international partners (or Governing Members), support from local delegates]

#### **3. The host city/ town**

[Why this is the best location for the LET conference, attractiveness to national, regional international delegates]

#### **4. Affordability for delegates worldwide**

[Registration rates, flights, accommodation, transport, subsistence]

#### **5. Accessibility**

[Accessible by air; entry barriers (eg. visa requirements)]

#### **6. The Technical Facilities to visit**

[Technical tour of water/ wastewater facilities or basin authorities in the city]

#### **7. The Venue**

[The location, facilities (AV, equipment, rooms), capacity, catering (in/excluded), accessibility to airport, accommodation and city centre]

#### **8. Financial Considerations**

[Provide the costings required, give indications of sponsorship and/or other income; provide an indicative budget]