IWA

The International Water Association

CONFERENCE BUDGET
CHECKLIST

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 (Budget template).

> **INCOME**
>> **Delegate Fees and projected delegate numbers**
>> - IWA Members Early/late
>> - 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:
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>> - 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

TIPS

√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. Consider also 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.

Guidelines for the preparation of a poster presentation

Poster should be a visual representation of reviewed material, which can initiate an informal discussion.

We request that after accepting the invitation to present your work, that you upload a 300 (max.) word abstract through the website.

<u>Size</u>: Posters should be 120cm tall and 80cm wide.
<u>**Layout and Style**</u>
Title - The title should include author's names, affiliations and email address'.
Flow - The flow of the chart should be clear and logical. Individual pages should be numbered
Handouts - Ideally one-page handouts with overview of poster and contact details
Presenter – Have a photograph with a contact detail whilst you are at Congress i.e. email address or mobile number.
Register of Interest - a sheet of paper for people whom would like further details to leave contact details
Submission - At least one author of the poster should be present at conference. Presenters should bring their posters with them to the conference where you will set up your posters according to the number previously given; materials will be available for you to do this. The posters will be dismantled by authors at an allotted time.

Guidelines for the preparation of a PowerPoint presentation

Presentations should be a clear representation of the material accepted by the programme committee. Presenters should endeavour to communicate their work with coherence and clarity and be aware of the broad spectrum of delegate languages. Do not stifle your presentation with special effects and full paragraphs of text. Rehearse your presentation and take note of its duration. Please ensure that you save your PowerPoint presentation as a PowerPoint Show (.pps file), it is the only file that can be uploaded.

Length: 20 - 25 minutes plus an additional 5 minutes for Q & A. Language English
File Size: 25mb Max. save as a .pps file.
Layout and Style: Microsoft PowerPoint slides (in landscape format only) should be prepared as follows (according to template available on the website)
Fonts: Standard fonts only, e.g. Times New Roman & Arial
Graphics: Size should be minimal (80 KB – 200 KB). JPEG format only
Movie Clips: *Only* if essential and small
Audio: Only if essential and small
Copies: Please note that you need to bring your files on USB memory stick (presentations are to be delivered using Microsoft PowerPoint) to the Speakers Preparation Room THE DAY BEFORE your presentation. The slides will then be preloaded on to the audiovisual company's PC. Presentations should be uploaded via our on-line system.

At the Conference

If you have not uploaded your presentation via the website, please bring your PowerPoint presentation to the Presenters Room the day before your presentation. You should bring your PowerPoint file (as a .pps file) on a USB memory stick. The only equipment permitted to be used will be that provided by the event's official audiovisual company. Presenters may not use their own equipment, this includes computers. Speakers are to meet with the session chair and audiovisual technician at the entrance to the session room 20 MINUTES BEFORE the session commences. At this time speakers can familiarise themselves with the room's equipment.