



The International Water Association

SOME USEFUL ADVICE FOR EVENT ORGANISERS

AT CONFERENCE

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.
- Try to get the full programme out (web and printed version) at least 3 months before the event — more if you can.
- 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.
- 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 offering a low student registration fee, offering low cost accommodation and, if possible, some help with travel costs, organising YWP activities (e.g. workshop, reception, forum).