![IWA LOGO white background_small [digital]]()The International Water Association

IWA EVENT ENDORSEMENT PROPOSAL

**Guidelines for IWA events proposers**

This document sets out the different stages related to the IWA endorsement of an event, from the submission of the event proposal and its evaluation, through to the approval process. We encourage the event proposers to carefully read this document before submitting their proposal.

For more information, please email conferences@iwahq.org

February 18

The Hague, the Netherlands

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| * Use of IWA branding and logo before official approval is prohibited.
* Any information provided to the organiser by and to IWA may not be used for unauthorised purposes or shared with third parties.
* The organiser will not make any changes to the event details without first obtaining approval from IWA.

Once the detailed proposal has been submitted via the online form, we will assess it as quickly as possible.  |

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1. Why organise an IWA event?

Your event may be endorsed as an official IWA event. With this endorsement your event will command a high degree of recognition within the water sector and will be regarded as part of IWA’s portfolio. Furthermore, you will have access to a variety of services available only to IWA members.

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| C:\Users\evas\Desktop\strong brand icon 3.PNG | **IWA Branding.** We will lend our name and brand to the event in order to strengthen its visibility and profile. We value your loyalty towards the IWA brand, and collaboration on organising events is an essential component of what makes our brand strong.As **part of IWA events portfolio** your event will be listed on the IWA website where you will have an exclusive page for your event. It will be also listed on [IWA Connect.](https://iwa-connect.org/#/agenda/search/upcoming) |
| C:\Users\evas\Desktop\publication icon 1.PNG | **Publication** of high-quality papers from your conference is guaranteed following peer review by the long-standing relationship between IWA conferences http://ws.iwaponline.com/ and IWA Publishing’s peer-reviewed (and ISI-listed) journals [Water Science and Technology](http://wst.iwaponline.com/) and [Water Science and Technology: Water Supply](http://ws.iwaponline.com/) and their adjunct journal [Water Practice and Technology](http://wpt.iwaponline.com/). 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 |
| C:\Users\evas\Desktop\promotion icon.PNG | **Publicity.** Your event will be listed in The Source online magazine, members’ newsletters and in announcements at related IWA conferences. You will gain access to thousands of members in over 130 countries. |
| C:\Users\evas\Desktop\review icon.PNG | Access to the **online submission 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 (see Annex 2). |
| C:\Users\evas\Desktop\people icon.PNG | **IWA presence at the event.** You may request an IWA representative (President, Executive Director, or Officer) to be present at your conference to open the event, chair a session or man the IWA stand etc.  |
| C:\Users\evas\Desktop\tools icon.PNG | **IWA tools for event organisers** is a comprehensive guide which contains step-by-step event management plans, templates, examples and recommendations to ensure IWA events stand out from the crowd.  |
| C:\Users\evas\Desktop\learning icon 2.PNG | Should the event provide a course or a training session, we can offer several options to promote it.  |

1. What are the benefits for IWA members?

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| C:\Users\evas\Desktop\strong brand icon 3.PNG | **IWA member registration benefits.** Please remember to have both member and non-member registration fees, with a difference of at least €100. Organisers should be vigilant in checking IWA membership to ensure those paying lower fees are existing members. We also seek your help in recruiting members at the conference through our *Membership marketing guidelines.* |
| C:\Users\evas\Desktop\people icon.PNG | **IWA representation at the event.** Should you wish to have an IWA representative (President, Executive Director, Officer, etc.) at your conference then we would seek funding from you to cover their costs (accommodation, travel and subsistence). As a not-for-profit network with over 30 conferences a year, it is difficult for a representative to attend every event, and hence support from event organiser is required. |
| C:\Users\evas\Desktop\learning icon 2.PNG | **Courses and training.** Should the event provide a pre- or post-event course or training session, discount rates of at least 10% should be provided to IWA members (if course fees are not included in the conferences fees).  |
| C:\Users\evas\Desktop\closing doc icon.PNG | **Post-event documents.** We know that a lot of very valuable information is produced at our conferences. Since not everyone can to attend these events it is important to share the main discussions and outcomes with our membership. Organisers are asked to submit a [final report](http://www.iwa-network.org/wp-content/uploads/2017/01/Final-Report-Template.doc) together with the [list of conference attendees](http://www.iwa-network.org/wp-content/uploads/2017/01/Delegate-List-Template.xls) within one month of the closing of the conference.  |

1. Which events can be endorsed?

Not all events are eligible for endorsement. Please ensure that your event proposal meets the [following requirements](http://www.iwa-network.org/iwa-endorsment/):

* The scope of the event must be international;
* The event must be proposed by an IWA member and supported by an IWA entity or structure (e.g. Young Water Professional Chapter or Specialist Group, IWA Programme);
* The event must be supported by the [Governing Member](http://www.iwa-network.org/governing-members/) of the host country (if there is one) or the Committee of the region;
* The event must provide a clear benefit to IWA and IWA’s members;
* IWA generally supports events organised by non-profit organisations but we may consider exceptions to this.
1. Endorsement process

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| **WHEN** | **WHO** | **WHAT** |
| **Organisers: 18-24 months before the event** IWA Secretariat response: within 15 days to 2 months | Event Organiser | **EXPRESSION OF INTEREST**Contact the IWA Secretariat to inform us about the proposed event at conferences@iwahq.org(Please include: Name of Event, supported by SG and estimated dates) |
| **Organisers: At least 18 months before the event** IWA Secretariat response: within 15 days to 2 months | Event Organiser | **SUBMISSION OF PROPOSAL**STEP 1 - Conference proposal checklist & budget template |
| STEP 2 - Submit your proposal online  |
| IWA Secretariat response: 15 days to 2 months | IWA Secretariat | **EVALUATION**Proposal evaluation |
| IWA Secretariat response: 15 days to 2 months after the submission of proposal | IWA Secretariat | **APPROVAL**[Tools for IWA Events organisers](http://www.iwa-network.org/tools-for-event-organisers/) |
| IWA Secretariat &Event Organiser | Endorsement agreement |

* 1. Submission of proposal

Step 1. Download the Conference Proposal checklist and budget template

Once you have checked that you fulfil all the requirements to submit a proposal for the organisation of an IWA event, the time has come to start working.

As part of our advice and assistance on all aspects of the conference proposal, we have created a checklist document and [budget template](http://www.iwa-network.org/wp-content/uploads/2017/03/Budget-Template.xls) (Annex 1). It will help simplify your submission. We encourage you to gather all the information required before submitting the proposal.

Step2. Submit the proposal via the online form

The submission must be done via the online form available on [IWA website](http://www.iwa-network.org/iwa-endorsment/) http://www.iwa-network.org/events-form/

* 1. Proposal Evaluation

The proposal will be reviewed internally by IWA. Special attention is given to the following requirements:

* The event budget must be included in the proposal (download the budget template [here](http://www.iwa-network.org/wp-content/uploads/2017/03/Budget-Template.xls)).
* The event must have a strong, competent and committed Organising Committee.
* There must be a high calibre International Programme Committee consisting of IWA members and local representatives, ideally containing 70% IWA members.
* Evidence of governing member support (by email or letter).
* Evidence of specialist group chair support (by email or letter).
* Check the [full list of IWA events](http://www.iwa-network.org/all-events/) to avoid any duplication or overlap with other conferences. Note that conference dates will be allocated strictly on a first come, first served basis. In order to check the timing of proposed events please view our **IWA proposed** [events list](https://www.dropbox.com/s/ja0b220tw2y2uih/List%20of%20proposed%20events.xlsx?dl=0)**.**
	1. Approval of Event

If all criteria have been met then your proposal will be given final approval. Both parties will sign the agreement.

Annex 1- Conference proposal check list

**Checklist for Conference Proposal**

To help you submit your event proposal we have set out below a list of various items which are included in the online form. We encourage you to gather all the information required before starting the proposal submission.

Fields marked by an asterisk\* are mandatory. We nonetheless recommend that you think through all these items, including those that are non-mandatory, before you submit your proposal.

ORGANISER DETAILS

* Organiser’s full name\*
* Email and phone number, country\*
* Affiliation: organization, company etc.\*
* IWA member ID\*
* Do you have any experience in event organisation?\*

EVENT DETAILS

* Full Title,\* short title
* Type of event (conference, symposium, seminar, forum, other)\*
* Scope (international or regional)\*
* Location ( city, country),\* venue (address)
* Dates of the event\*
* Conference series? If yes, please identify previous conferences with dates and venues
* Expected number of delegates (IWA members and non-members)
* Which IWA group is supporting the event? (SG, task group, YWP, governing member…). Please attach email.\*
* Which other organisations are supporting the event?

EVENT WEBSITE AND CONTACT DETAILS

* Event email address
* Event website link
* Submission link (email or website)
* Registration link (email or website)
* Event picture (consider copyright restrictions)
* Important dates (call for papers, abstract submission deadline, early bird registration deadline)

EVENT CONTENT

* Description of the event and why IWA should support it.\*
* Classify your event in the appropriate thematic area/s : ☐ Basins and Water Resources; ☐ Urban Water Management; ☐ Drinking Water Systems; ☐ Wastewater Systems (small scale); ☐ Industrial Water and Wastewater; ☐ Wastewater Systems (large scale; ☐ Information and Communications Technology; ☐ Water and Health; ☐ Resource Recovery and Reuse; ☐ Water Governance, Regulation and Utility Management; ☐ Treatment Technologies.
* List of topics
* Please select 5 Specialist groups that would be interested in the event\*
* Indicate if you would you like to contract an online abstract submission and review system.\*

EVENT COMMITTEES

Please provide a detailed list of the Committee members that have confirmed and agree to serve. Please describe your event indicating why IWA should support the event.

* Organising Committee List of Committee members including name, affiliation, country and IWA membership status \*
* **Programme Committee** List of Committee members including name, affiliation, country and IWA membership status \*

CONFERENCE BUDGET (use the [budget template](http://www.iwa-network.org/wp-content/uploads/2017/03/Budget-Template.xls)) \*

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, company promotional brochures, restaurant flyers 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

TIPS

√Before 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 the local/regional circumstances of your event.

√ Keep fixed costs to a minimum to reduce financial risk, shifting as many of your costs as possible onto the variable cost per delegate

Annex 2 – Online submission peer review facility

The management of conference papers, especially for larger events, can be a challenging task. The abstract submission and peer review may become a complicated process, particularly for large events. We believe that an online submission system simplifies the abstract management tremendously, and substantially reduces the time spent on it. There are also plenty of event management software solutions on the [market](https://www.capterra.com/sem-compare/event-management-software?headline=Top%2010%20Event%20Management%20Software&gclid=EAIaIQobChMI95SMrtfg1QIV0wrTCh0yCQ_bEAAYAiAAEgItDfD_BwE). As conference organisers you can choose the system that best suits your needs.

The IWA Secretariat uses a conference online submission and review system, [AbstractLogic](https://www.shocklogic.com/products/abstractlogic/), which uses Shocklogic Software.

We have negotiated with Shocklogic providers a special price for event projects. We are therefore able to set up a project in AbstractLogic for your event.

The cost of the submission system project is based on the number of submissions. For each submission, the system costs **GBP 2.80.** (Note that this is the discounted price negotiated by us).

The creation of the project (by IWA Staff) is not included in this cost and will not be charged.

If you would like to make use of the Shocklogic Software please indicate in your event proposal.