



The International Water Association

IWA EVENT ENDORSMENT PROPOSAL

Guidelines for IWA Events proposers

This document will talk through the different stages related to the IWA Endorsment of an Event; from the submission of the proposal, its evaluation, until the approval process. We encourage the event proposers to go through all the document before they submit their proposal.

Please contact us in case any doubt by e-mail to IWA: conferences@iwahq.org

7-11-2017

The Hague, The Netherlands

- It is not allowed to use the IWA branding and logo before official approval.
- All information provided to the organiser by and to IWA may not be used for third parties
- The organiser will not make any changes to the event details without contacting us first and getting our approval. Any changes to the proposal will again be shown to IWA for approval.

Once the detailed proposal has been submitted by the online form, we undertake to deal promptly with all enquiries.

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1. Why to organise an IWA Event?

Your event may be endorsed as an IWA Event. With the endorsement you will command a high degree of recognition within the water sector . Your event will be regarded as part of IWA portfolio and will be collectively identified as part of our quality standards and differentiation. Furthermore you will have access to different services only provided to IWA members.

	<p>IWA Branding. We will lend our name and brand in order to gain visibility, influence and awareness. We believe in your loyalty towards IWA brand, therefore you will be an essential part in order to maintain the usage, trust and sense of pride once you get IWA endorsement.</p> <p>As part of IWA events portfolio you will be listed in IWA website where you will have a exclusive page site for your event. Your event will be also listed in IWAConnect.</p>
	<p>Publication. Publication of the high-quality papers from your conference is guaranteed following peer review by the long-standing relationship between IWA’s conferences http://ws.iwaponline.com/ and IWA Publishing’s peer-reviewed (and ISI-listed) journals Water Science and Technology and Water Science and Technology: Water Supply and their adjunct journal Water Practice and Technology. 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</p>
	<p>Publicity. Your event will be listed in the Source online Magazine, Member’s newsletters and distributing conference announcements at related IWA conferences. You are gaining access to thousands of members in over 130 countries.</p>
	<p>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 (Annex2).</p>
	<p>IWA’s Representation at the event. If you would like an IWA representative (President, Executive Director, Officer, etc.) at your conference to open the conference, chair a session or man the IWA stand etc.</p>
	<p>Access to the event organisation guidelines. IWA tools for event organisers is a comprehensive guide which contains step-by-step event management plans, templates, examples and recommendations to assure IWA events will differentiate from others.</p>
	<p>Courses, Trainings or Webinar Should the event provide a course or a training session, we can offer some options to promote your learning session. It is also possible to organise a webinar that will help to introduce your event (Paid Service). For further information contact IWA learn at iwalearn@iwahq.org</p>

2. Which will be the benefits for IWA members?

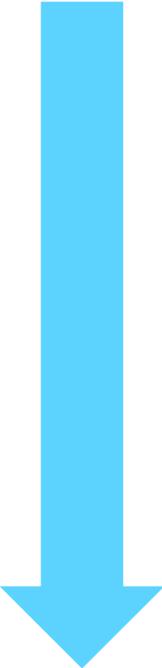
	<p>Iwa Member Benefits On Registration Please remember to have both member and non-member registration fees, with a differential of at least €100. Organisers should be vigilant at checking IWA membership to ensure those getting lower fees are current members. We would also seek your help to recruit members at your conference by our <i>Membership marketing guidelines</i>.</p>
	<p>IWA's Representation at the event. Should you want an IWA representative (President, Executive Director, Officer, etc.) at your then we would seek funding from you to cover the costs (accommodation, travel or/and subsistence). As a not for profit network with over 30 conferences a year, it is very difficult for a representative to attend every event hence the support from event organiser is required.</p>
	<p>Courses And Training. Should the event provide a pre/post event course or training session? We should get discount rates of at least 10% for our members (if courses fees are not included in the conferences fees).</p>
	<p>Event closing documents. We know that a lot of very valuable information is produced at our conferences. Since not everyone can manage to attend these events, we must share the main discussions through our membership. Organisers are asked to submit a Final report and the list of conference attendees within 1 month after the conference.</p>

3. Which event may be endorsed?

Not all the events are entitled to be endorsed. Please ensure that your event proposal full fill the [following requirements](#):

- The scope of the event must be International.
- The event must be proposed by an IWA member and supported by IWA structure (Young Water Professional, Specialist Group).
- The event must be supported by the Governing Member of the host country. The support of the IWA Governing Member in the country (if there is one) of the host city or the Committees of the region.
- The event must provide a clear benefit to IWA and IWA's members.
- We mainly support events organised by non-profit organisations but we may consider exceptions to this.

4. Endorsment process



<p>EXPRESS OF INTEREST</p> <p>24 – 18 months before the event date</p>	<p>Contact IWA Secretariat to inform about the event. Conferences@iwahq.org</p>	<p>Event Organiser</p>
<p>SUBMISSION OF PROPOSAL</p> <p>At least 18 months before the event date</p>	<p>STEP 1- Conference proposal check list & budget template</p>	<p>Event Organiser</p>
	<p>STEP 2 -Submitt your proposal online.</p>	<p>Event Organiser</p>
<p>EVALUATION</p> <p>15 days up to 2 months</p>	<p>Proposal evaluation</p>	<p>IWA secretariat</p>
<p>APPROVAL</p> <p>From 15 days until 2 months since the submission of proposal</p>	<p>Guidelines for organisers</p>	<p>IWA secretariat</p>
	<p>Endorsment Agreement</p>	<p>IWA secretariat &Event Organiser</p>

4.1 Submission of proposal

Step 1. Download the Conference Proposal Check list and budget template

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

As part of the advice and assistance on any aspect of conference proposal we have created a check list document and [budget template](#) (Annex1). It will help you to make you submission a simple step. We encourage gathering all the information required before starting the proposal submission. The checklist document will help you to do so.

Step2. Submit the proposal by the online form

The submission must be done by the online form available on IWA website <http://www.iwa-network.org/iwa-endorsement/>

4.2 Proposal Evaluation

The proposal is reviewed internally by IWAHQ conference. The quality standards of the proposal will be reviewed in order to approve them. Special attention is given to the following requirements:

- The event budget must be included in the proposal (Download the budget template [here](#)).
- The event must have a strong, competent and committed Organising Committee.
- A high calibre International Programme Committee consisting of IWA members and local representatives. Formed by at least 80% IWA's members.
- The evidence of governing member support (email or a letter) is provided.
- The evidence of specialist group chair support (email or letter) is provided.
- Check the [full list of IWA events](#) to avoid any duplication or overlap with other conferences. Some members might have proposed their interest to organise an event. Please note that the dates bookings will be done by rigorous order of arrival. In order to check the proposed events please access our **IWA proposed events group** in [IWA Connect](#)

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

This is a checklist, you do not have to include all of these items in your conference proposal, only the fields marked by * are mandatory fields. Nevertheless, we recommend you to think through all these items before you submit your proposal.

ORGANISER DETAILS

- Organisers First Name, last name*
- Email and phone number, Country*
- Affiliation: Organization, Company...*
- IWA member ID*
- Has the organiser 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 versus non IWA members)
- Event supported by IWA's group (SG, Task group, YWP, Governing member...). Which group? Attached email. *
- Event supported by another organisation. Which organisation? *

EVENT WEBSITE AND CONTACT DETAILS

- Event email contact address
- Event website link
- Submission link (email or website...)
- Registration Link (email or website...)
- Event picture (arrange copy rights)
- Important dates (Call for papers, Abstract submission deadline, Early bird registration deadline)

EVENT CONTENT

- Description of the event and the reason behind 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
Selection of 5 Specialist Groups that would be interested in the event.
- List of topics
- Please select 5 Specialist groups that would be interested in the event*
- Indicate if you would you like to contract online abstract submission system and review. *

EVENT COMMITTEES

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

- **Organising Committee** List of Committee members including (Name, Affiliation, Country, Indicate whether is IWA Member) *
- **Programme Committee** List of Committee members including (Name, Affiliation, Country, Indicate whether is IWA Member) *

CONFERENCE BUDGET (use the [budget template](#)) *

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:

- 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

Annex 2- Online Submission peer review facility

The management of papers of the Conference, specially in big conferences, it is far from being simple. The abstract submission and peer review could become a complicated process, specially for large events. We believe that an online submission system simplify the abstract management tremendously and substantially reduce time spent on it. There are plenty of event management software in the [market](#). Conference organisers can choose the system that better fits your needs.

IWA Secretariat use a Conference online submission and review system, [AbstractLogic](#), which uses the Shocklogic Software.

We have negociated with Shocklogic providers a better price for event projects. We may 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 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 charge.

Should you intend to use the Shocklogic Software? Please indicate in the proposal..