DISCUSSION OF POSITION/RESPONSIBILITIES

As a discusser of a technical paper, your role in the success or failure of the technical session is important. The first guideline for Discussers is that the discussion should be formally prepared. All discussers are given 10 minutes. The major purpose of your discussion is to help the audience evaluate the Author’s technical paper/presentation. Under no circumstances should your discussion be a new technical paper. Therefore, orient your comments to those items addressed by the Author in their paper/presentation. All communications should include the Discussion Leader, Session Chair, IWC Representative and the Conference Manager. The Conference Manager completes a master schedule for all conference positions and does send out routine reminders.

DISCUSSION DOCUMENTS

Your discussion should be an evaluation which you prepare. Under no circumstances are you required to be either complimentary or not complimentary. The discussion should not be a flowery tribute to the Author(s). Rather, your discussion should be an overview of the Author’s work and presentation. Where you wish to make criticisms, it is advisable that you make recommendations to overcome the criticized points. In other words, we are looking for constructive criticism and not destructive criticism.

The documents to be prepared are a formal discussion document and a PowerPoint presentation. The documents need to follow the IWC guidelines noted in the IWC website. The IWC non-commercial policy applies to all documents. If you need assistance, please contact the Discussion Leader, Session Chair or IWC Representative.

Suggested areas of discussion:

- Importance of subject matter to water treatment and / or industry?
- State-of-the-art technology? Was the subject covered thoroughly?
- Technical information that may support the author’s paper?
- Missing data important to the scope of the paper?
- Other points of view to stimulate discussion or questions from the audience?
- Any other experiments suggested for future work / paper?
- Do the interpreted results logically reflect the experimental work?
- Limit the discussion to three to five points for the author to address?

Areas that should not be included in the discussion:

- Criticize the author’s grammar or spelling – this should have been handled during the paper review process
- Outline more than five points for discussion
- Use as a forum to present own paper
- Diverge from the subject of the paper
If the Discusser is unable to provide satisfactory progress or consistently fails to meet schedule deadlines, the Discussion Leader, Session Chair and IWC Representation may jointly decide to replace the Discusser or the Discussion Leader can fill the spot.

All deadlines need to be closely monitored and any delinquent documents questioned as to the delay and when completion is expected. Once the discussion documents have been approved, there will be no changes permitted since they have been provided to the Author for their closure.

**AUTHORS' BREAKFAST (MORNING OF THE SESSION)**
The Session Chair will facilitate the activities at the breakfast while the Discussers will have the opportunity to meet the Authors. Confirm personal introduction information with the Discussion Leader. The procedure and time limits will be reviewed by the Session Chair. All presenters should arrive prior to the session to check computer / remote operations. Note all presentations will be preloaded on the computers by the IWC staff and there will be on-site technical support if needed.

**BEFORE THE SESSION BEGINS**
Communicate with the Discussion Leader the following:
- Equipment check – computers, pointers, remote and microphones
- Presentation check – insure all presentation are on the computer and working correctly

**DURING THE SESSION**
The Session Chair will introduce the Discussion Leader and outline the session, procedures and time limits as noted in the session guidelines. After each Author has finished, the Discussion Leader will introduce the Discusser for that paper. After the Discusser has completed their 10 minute presentation, the Author will return for a 5 minute follow up discussion. Once the Author has finished, the Discussion Leader will initial the floor discussion with questions from the audience.

It is the responsibility of the Session Chair monitor time and, if necessary, inform you when your allotted time has expired. There will be a timer available during your presentation and will provide green, yellow or red lights to indicate the remaining time.

**AFTER THE SESSION**
The Discusser has no other responsibilities after the session has finished. If there are any issues or comments, please forward them to the Discussion Leader, Session Chair, IWC Representative or Conference Manager.