

## **DISCUSSION OF POSITION / RESPONSIBILITIES**

Congratulations on your abstract being selected for the International Water Conference®. At this time, you have accepted the invitation to present and your abstract has been placed in a technical session. Each session has a Session Chair associated who oversees the activities of the session. The Session Chair, along with the IWC Representative and Conference Manager will be your main contacts for the conference. This document will summarize the involvement and activities from the approval of your abstract to the end of the conference.

## **PAPER / PRESENTATION SCHEDULE**

Your next step is to complete your paper for submittal within the requested time limits. The Session Chair will keep the Authors aware of all deadlines. The Conference Manager monitors the master schedule for all conference positions and will send out routine reminders, as authors need to meet deadlines, so the approval / review process can also be kept on schedule. The Session Manager and Conference Manager should be copied on all communications.

Your presentation has been designated as a Paper. A Paper should represent new technological information or a different view point of current technology. Presentation of your paper (with accompanying Power Point) at the conference is allotted 25 minutes, which will be followed by a 10-minute prepared discussion. Authors are then allotted an additional five minutes to present a Closure, followed by a 10-minute floor discussion.

The Session Chair is asked to adhere to all published deadlines for the draft and final versions of your paper and Power point presentations. Your attention to these deadlines is imperative for the conference to maintain our schedule. Thanks in advance for your cooperation!

## **PAPER / PRESENTATION QUALITY**

All Authors are asked to prepare a draft and final version of the paper along with a PowerPoint presentation. The Session Chair will be reviewing these documents and providing comments according to the published schedule. The quality of the papers is important to the IWC and there will be comments from the Session Chair with suggestions on changes in the paper. Feel free to discuss these comments with the Session Chair or the IWC Representative. **The IWC does not allow commercialism in the conference.** There are guidelines and templates available on the IWC website – follow the instructions on formatting and prepared templates.

All comments, concerns, questions or suggestions will be provided to the authors within the two-week deadline. This would specifically include, but not be limited to, violations of the commercialism policy, paper content not consistent with the submitted abstract, lack of depth or supporting data in the paper, and poor overall paper quality. Once the final documents are received, they must be approved by the Session Chair and the information communicated to the IWC Representative Conference Manager. Once approved no further changes will be made to your paper, as this final version will be forwarded to the paper's Discussor.

If an author is unable to provide satisfactory paper content, is uncooperative in making changes, or consistently fails to meet schedule deadlines, the Session Chair and IWC Representation may jointly decide to eliminate the paper and substitute a suitable backup paper.

The same procedures are followed for the PowerPoint presentations. PowerPoint presentations can be an issue if not properly prepared – be aware that the PowerPoint presentation will be displayed in a large room. The “look” of your presentation on your computer desktop is very different compared to viewing in a large room! Limit the number of words and bullet points per slide – use large enough font size so it can be read at distance. Also, watch tables and the colors used in the PowerPoints. **See the IWC templates for PowerPoint presentations.**

After the paper is approved, it is sent to the Discussor for their review. At this point the Author is not allowing to make any further changes or modifications to the paper – this is the final version to be published in the IWC proceedings. The discussion documents will be sent to the Authors prior to the conference so they may prepare a rebuttal of the questions raised by the Discussor. The Author is not required to prepare a document or PowerPoint presentation for the rebuttal. The Author is permitted to make a closure report after the conference for inclusion in the conference proceedings.

#### **AUTHORS' BREAKFAST (MORNING OF THE SESSION)**

On the morning of your presentation, the speakers scheduled for the day are invited to attend the Speakers Breakfast. The purpose of the breakfast is to meet your Session Chair and to review session procedures. The Session Chair will run the session and handle the following activities at the breakfast.

- Introductions between the Authors, Discussion Leader and Discussors
- Biographical / introduction information confirmed
- Procedures and time limits reviewed – the time limits are 25 minutes for the paper, 10 minutes for the prepared discussion, 5 minutes for the authors' closure, then 10 minutes for question and answers from the floor.
- 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

#### **DURING THE SESSION**

The session will be opened by the IWC Representative with a few comments and then an introduction of the Session Chair. The Session Chair will introduce the Discussion Leader and provide a brief outline of the session. The Session Chair will introduce each Author prior to their paper. After the Author has completed their presentation, the Discussion Leader will introduce the Discussors. The Discussors will have a ten-minute presentation after which the Authors will return to the podium for a five minute follow up and then ten minutes of question 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 to assist all parties.

#### **AFTER THE SESSION**

After the conference the Authors can complete an addendum to their papers. No changes are allowed once the final version of the paper has been approved, but the addendum does provide the author with an opportunity to clarify any information that was brought up with the discussers or question and answer session. The Conference Manager will handle the request and deadlines for the addendum while the document will be reviewed by the Session Chair and IWC Representative.

#### **SPECIAL NEEDS**

If you are not a native English-speaking author and there is a possibility that your English will be difficult to understand by the viewing audience, arrangements can be made for an interpreter or for a reader to assist in your presentation. Please contact the conference management for assistance.