



## IWC 2026

### Session Chair Checklist of Important Dates

Please keep track of these dates, they are presented to help the International Water Conference® run smoothly and efficiently. Please make sure you have ([d.teorsky@eswp.com](mailto:d.teorsky@eswp.com)) copied on all electronic communication.

#### May 6, 2026

- Session Chair Confirmation Due

#### May 8, 2026

- Discussion Leader draft choice/s due

#### May 15, 2026

- Session Managers completes review of all abstracts and selection for “presentation” or “reserve.” (Monday AM session has three papers, all other sessions have four)
  - Send conference management the order of presentation for invitations to authors.
  - Conference Management to send invitations to accepted authors.

#### June 1, 2026

- Session title and description due
  - *Please have the title and description approved by the IWC Representative before sending the final title and description to conference management*
- PAPER numbers assigned for your session from IWC staff
  - *Abstract numbers are disregarded at this point!*

#### July 1, 2026

- Author’s draft paper released to Session Managers for review (or, upon receipt)

#### August 1, 2026

- Session Chair comments regarding technical content, formatting, and commercialism of paper due to Author via email exchange

#### August 14, 2026

- Author’s Final Paper due to Session Managers for final review (this final version will be available at the conference and published in the proceedings)
- Upon final review, Session Chair to upload approved version to File Upload Site, naming the paper “IWC 26-xx Final”
- Conference Manager to release Author’s Final Paper to Discusser

#### August 28, 2026

- Author’s Draft Power Point due



## **IWC 2026**

### Session Chair Checklist of Important Dates

#### **September 11, 2026**

- Session Chair's PowerPoint review comments due to Author

#### **September 18, 2026**

- Author's Final PowerPoint due to Session Chair for final review
  - Upon final review, Session Chair to upload/email approved version to File Upload Site, titled "IWC 26-xx Final PPT"
- Conference Manager to release Author's Final PowerPoint to Discusser on September 19.

#### **September 18, 2026**

- Reserve Papers: Conference management sends draft poster (from Reserve Authors) to Session Managers when received via File Upload Site (if applicable)

#### **September 26, 2026**

- Provide comments for Discussion Leader on Discussion Paper and Power Point (or, upon receipt)

#### **September 30, 2026**

- Session Chair comments due to Reserve Author with any requested changes (Optional)

#### **October 9, 2026**

- Discussion and PowerPoint released to Author by conference management (or, upon receipt).
- Reserve Author will send Session Chair their final poster for approval

#### **October 23, 2026**

- Author's Closure Paper and PowerPoint due to File Upload Site (Optional) Labeled "IWC 26-xx AC"

**PLEASE NOTE: No changes can be made to Papers, Discussions, Closures, or Power Points after final submittals are provided.**

#### **November 8-12, 2026**

- **International Water Conference<sup>®</sup>, Hilton in the Walt Disney World Resort<sup>®</sup>, Orlando, FL USA**