

DISCUSSION OF POSITION/RESPONSIBILITIES

As Discusser of an IWC Technical Paper, your role in the success of the technical session is important. The first guideline for Discussers is that the Prepared Discussion should be formally prepared, not “off the cuff” comments made without preparation. The main purpose of your discussion is to evaluate the Author’s technical paper & presentation. However, your discussion paper should not be a new technical paper. Therefore, prepare your discussion to items addressed or missed by the Author in their paper/presentation. All communications should include the Discussion Leader, Session Chair, IWC Representative and the Conference Manager.

DISCUSSION DOCUMENTS

Your discussion should be an honest evaluation; you are not 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 address missing or inaccurate information, we suggest that you make recommendations to overcome the criticized points. In other words, we are looking for constructive criticism and not destructive criticism.

Discussers are required to prepare a formal “Prepared Discussion” white paper and a PowerPoint slide show for presentation at the conference, where you are allotted ten minutes for your presentation. The documents need to follow the IWC guidelines and formatting noted in the IWC website. The IWC non-commercial policy applies to all documents. If you need assistance, please contact your Discussion Leader. Also, the Session Chair, IWC Representative, or Conference Manager are available for help.

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
- More than five points for discussion
- Use as a forum to present own paper
- Diverge from the subject of the paper

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.

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.

SPEAKERS BREAKFAST (DURING THE CONFERENCE / MORNING OF THE SESSION)

Session Chairs facilitate the Speakers Breakfast, where the Discussers and Authors have the opportunity to meet. Logistics for the session are reviewed, including personal bio introductions, order/procedure of presentations, timing, etc. 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 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 (not to exceed) 10-minute presentation, the Author will return for a five-minute "Authors Closure." Once the Author has finished, the Discussion Leader will initial the floor discussion with questions from the audience.

There will be a timer available during your presentation 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.