

DISCUSSION OF POSITION / RESPONSIBILITIES

The Discussion Leader has critical responsibility in maintaining a quality peer review process at the IWC conference. The Discussion Leader must have expertise in the session subject matter and be able to recruit and manage Discussers for each paper in their session. The Discussion Leader is selected by the Session Chair and needs to be involved in all aspects of the session management. This document will summarize the involvement and activities from the selection of the Discussion Leader to the end of the conference. It is important to note that in the event a Discusser is not able to handle any of the assigned duties, the Discussion Leader will assume these responsibilities or find suitable replacement.

ABSTRACT SELECTION

The Session Chair and IWC Representative are responsible for the selection of abstracts for the session. Invitations to those selected take place following the Spring Planning meeting.

SESSION MANAGEMENT

The Discussion Leader can provide input to the Session Chair on the session title and description, paper presentation order, and backup papers. **However, the most important task for the Discussion Leader is the selection of Discussers!** Following the selection of papers, the Discussion Leader should consider candidates to perform the role of Discusser. The Discusser must have expertise in the subject matter and the willingness and ability to prepare and present a written discussion and Power Point. Support from the Session Chair and IWC Representative is available if needed in identifying candidates. Please keep the Session Chair, IWC Representative, and Conference Manager informed. The Conference Manager will extend invitations to Discussers.

PAPER REVIEW PROCESS

The Discussion Leader will be involved in the paper review process and forward comments to the Session Chair. The Session Chair will handle all communications with the Authors. The Discussion Leader can use this time to become familiar with the paper in order to support the Discussers. The Discussion Leader has no other responsibilities until the papers are approved and released to the Discussers by the Conference Manager.

DISCUSSERS

The Discussion Leader must keep the Discussers aware and accountable of all deadlines. To that end, it is advisable to routinely communicate with those in your session. The Conference Manager will send out routine reminders to all parties, but it is up to the Discussion Leader to make sure all deadlines are met. Instructions and schedules are on the IWC website, but routinely communicate with the Discussers to gauge progress and to ensure that deadlines are not a surprise. The IWC Representative and Conference Manager should be copied on all communications.

PAPER DISCUSSION DOCUMENTS

The Discussion Leader will review and provide feedback on all discussion documents prepared by the Discussers. This includes the word document that will be part of the proceedings as well as the PowerPoint to be used during the conference. The discussion documents need to follow the IWC guidelines noted in the IWC website. The IWC non-commercial policy applies to all documents.

Suggested areas of discussion:

- Importance of subject matter to water treatment and / or industry
- 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
- 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 – 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 Discussion Leader should be involved in the introductions of the Discussers. Confirm personal introductions information is available for the Discussers. 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

Assist the Session Chair with the following activities.

- Equipment check – computers, pointers, remote and microphones

- Presentation check – ensure all presentation are on the computer and working correctly
- Presenters – discuss operations of equipment
- Session Management Seating – based upon the setup of the room and number of seats on the platform, review the seating assignments for the platform. Advise Speakers and Discussers who will not be on the platform to sit near the front of the room to facilitate smooth transitions between speakers.

DURING THE SESSION

- The session will be opened by the IWC Representative with brief comments and then an introduction of the Session Chair. The Session Chair will introduce the Discussion Leader and provide a five-minute outline of the session. The Session Chair will introduce each Author prior to their paper. The Discussion Leader will then introduce the Discussers after the Author has completed their presentation.
- After the Discusser has completed their ten-minute presentation, the Author will return for a five-minute follow up discussion and question / answer session from the audience.
- Once the Author has finished, the Discussion Leader will start the floor discussion with questions from the audience. It is important that the person asking a question states their name and company affiliation. The questions should be short and to the point. The time limit is short and there is no room for long questions or lectures. The Discussion Leader or Session Chair may need to intercede; otherwise, there may not be enough time for other questions. The Discussion Leader should be prepared with questions, if there is still time left in the session.
- The Session Chair is responsible for strictly adhering to the published time schedule for your session. Support from the Discussion Leader may be needed during the Discusser presentation and floor discussion.
- The Discussion Leader should be familiar with the Session Chair responsibilities as noted in the Session Chair Guidelines document, found on the IWC website.

AFTER THE SESSION

- At the end of the session, thank all the participants in your session.
- Session management survey should be completed and returned to the IWC Representative. Provide comments on exceptional presentations or any problems / issues during the session. This input will assist the IWC in future conferences.