



IWC 2024

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) copied on all electronic communication.

April 26, 2024

- Session Chair Confirmation Due

April 26, 2024

- Provide name and contact information for the Discussion Leader

May 10, 2024

- 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.

May 24, 2024

- 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 15, 2024

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

August 5, 2024

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

August 19, 2024

- 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 24-xx Final”

August 26, 2024

- Author’s Draft Power Point due

August 26, 2024

- Conference Manager to release Author’s Final Paper to Discusser



IWC 2024

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September 9, 2024

- Session Chair's PowerPoint review comments due to Author

September 16, 2024

- Author's Final PowerPoint due to Session Chair for final review
 - Upon final review, Session Chair to upload approved version to File Upload Site, titled "IWC 24-xx Final PPT"
- Conference Manager to release Author's Final PowerPoint to Discusser on September 16

September 16, 2024

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

September 27, 2024

- Provide comments for Discussion Leader on Discusser's paper and Power Point (or, upon receipt)

September 30, 2024

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

October 11, 2024

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

October 25, 2024

- Author's Closure Paper and PowerPoint due to File Upload Site (Optional) Labeled "IWC 24-xx AC"

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

November 3-7, 2024

- **International Water Conference[®], Planet Hollywood Resort, Las Vegas, NV, USA**