



IWC 2025

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.

May 16, 2025

- Session Chair Confirmation Due

May 22, 2025

- Discussion Leader draft choice/s due

May 30, 2025

- 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 13, 2025

- 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 18, 2025

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

August 8, 2025

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

August 22, 2025

- 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 25-xx Final”

August 29, 2025

- Author’s Draft Power Point due

August 29, 2025

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



IWC 2025

Session Chair Checklist of Important Dates

September 12, 2025

- Session Chair's PowerPoint review comments due to Author

September 19, 2025

- 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 25-xx Final PPT"
- Conference Manager to release Author's Final PowerPoint to Discussor on September 19.

September 19, 2025

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

September 26, 2025

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

September 30, 2025

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

October 10, 2025

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

October 24, 2025

- Author's Closure Paper and PowerPoint due to File Upload Site (Optional) Labeled "IWC 25-xx AC"

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

November 9-13, 2025

- **International Water Conference[®], Hilton in the Walt Disney World Resort[®], Orlando, FL USA**