



## INTERNATIONAL WATER CONFERENCE®

The Engineers' Society of Western Pennsylvania

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### Guidelines for International Water Conference® Speakers

#### Contact Information

Your presentation has been assigned to a specific session. Each session has a Session Chair (responsible for all aspects of the Session) and an IWC Representative (a member of the Executive Committee). If you have any questions or problems, you should contact either of these individuals or the conference office.

#### Speakers Breakfast

On the morning of your presentation, the day's speakers are invited to attend the Speakers Breakfast at 7:00 am. The purpose of the breakfast is to meet your Session Chair and to review session procedures.

#### Paper Time Limits

Your presentation has been designated as either a **Paper** or a **Report**. A *Paper* should represent new technological information or a different view point of current technology, while a *Report* should be an update of ongoing developments or a subject previously presented at IWC. If you have any questions regarding your presentation's designation, you should contact either your Session Chair directly or the conference office.

Plan your oral presentation to meet the following time limits:

- Paper**            **25 Minutes.** Your presentation will be followed by a 10 minute Prepared Discussion after which you will have an opportunity to respond for 5 minutes (Authors' Closure). There will then be a 10 minute Question and Answer session from the floor.
- Report**           **20 Minutes.** Your presentation will be followed by a 10 minute Question and Answer session from the floor.

#### Slides

Instructions for slide presentations are available at [www.eswp.com/iwcspeakers](http://www.eswp.com/iwcspeakers) under "Conference Presentation Guidelines". At the conference, for your convenience, a Speakers Ready Room will be available where you can review your slides or practice your presentation.

#### At The Session

At your session, please contact the projectionist before the session to review the order of your slides and go over any special instructions. Your Session Chair will introduce you and the other presenters to the audience. It is the responsibility of the Session Chair monitor time and, if necessary, inform you when your allotted time has expired.

#### Special Needs

If you are not a native English-speaking author and there is a possibility that your English will be difficult to understand, arrangements can be made for an interpreter or for a reader to assist in your presentation. Please contact the conference office by phone (412-261-0710 x 11), fax (412-261-1606) or email ([c.mcgarvey@eswp.com](mailto:c.mcgarvey@eswp.com)).

## **INSTRUCTIONS FOR PAPER/ REPORT PREPARATION**

### **Schedule**

A Schedule of Due Dates has been provided in your Speakers Acceptance package. To ensure a successful Conference it is important that you meet these deadlines. If you are unable to submit your paper on time, you must contact your Session Chair or the conference office as soon as possible.

**Deadline:** Papers are due by **June 25, 2010**

### **Proceedings**

Instructions for the inclusion of your presentation in the Proceedings CD can be found in the document titled "Guidelines for Preprint and Publication" The deadline for submitting your final publication version by electronic format is **June 25<sup>th</sup>, 2010**. Author's closures will be due no later than **November 12<sup>th</sup>, 2010**. Submissions received after this date may not be included in the Proceedings CD. As the International Water Conference® Proceedings CD is a widely used reference, we request your assistance in making it as complete as possible. Furthermore, the presenting authors that are published in this proceedings CD will receive a complimentary copy.

### **Special Notes**

The IWC strongly discourages commercialism in the Technical Program. Your abstract was selected because it represents development in new or continuing technology that we feel will be important to our attendees. Your cooperation is necessary in maintaining our high technical standards, particularly in terms of not using trade names, but rather in using generic chemical names. Likewise, we strongly discourage the presentation of marketing information. The use of a corporate affiliation is permitted as an initial reference only; thereafter the company should be referred to as "the Company" or "the Organization".

In the introduction to your presentation, it is desirable to present any relevant background information or historical perspective relative to the material being presented. *You are encouraged to provide references to sources of information. The owners of proprietary information should have consented to its inclusion in your presentation materials.*

You may receive a call from the Session Chair suggesting changes to your presentation or slides. Please cooperate with these suggestions. They will benefit both you and the conference. Please make the desired changes and submit an updated copy to the Conference office, so it can be passed on to your Discussor. It is imperative that the paper you present matches the paper from which the Discussor's presentation is prepared.