



**INTERNATIONAL WATER CONFERENCE®**  
The Engineers' Society of Western Pennsylvania  
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## INSTRUCTIONS FOR IWC DISCUSSION LEADERS

### PRIOR TO THE CONFERENCE

#### 1. **Review Papers and Progress Reports**

You will receive a copy of all of the papers that will be presented in your Session. You are asked to review them and contact your Session Chair regarding any comments you may have. He or she will contact the authors if any changes are required.

#### 2. **Review Discussions**

You are also responsible for reviewing all of the discussions in your Session. Your Session Chair and the IWC Representative will also receive the discussions and are asked to call you with their comments. Please contact the Discussers, whether or not any changes need to be made, to confirm receipt of the discussions and to indicate that they have been reviewed. NOTE: We discourage authors from making changes to their papers once the papers have been submitted to the Discussers. If any changes are made, authors are required to submit updates. You should be aware of any changes in paper content that may affect the discussions.

### AT THE AUTHORS' BREAKFAST

#### 1. **Introductions**

Please make sure everyone at your table has been introduced. Please take the opportunity to meet the Discussers and to obtain any biographical information you may be missing.

#### 2. **Procedures**

The Session Chair will review general session procedures and time limits. You will be asked to review procedures for questions from the floor. (See instructions below).

### BEFORE THE SESSION

#### 1. **Equipment Check**

Assist the Session Chair with checking the equipment, such as microphones and light pointers.

#### 2. **Question Cards**

The IWC Representative assigned to your Session will distribute questions cards at the door prior to the Session. He or she will also collect the cards from the floor and give them to you during the audience discussion periods. Please discuss how you want this done prior to the Session.

### AT THE SESSION

#### 1. **Review Floor Discussion Procedure**

The Session Chair will introduce you at the start of the Session. You will then review the floor discussion procedure below:

At the conclusion of each paper / discussion presentation, the audience may use either the question cards (which you will read) or the floor microphone to pose questions to the speakers. It is important to stress that those using the floor microphone speak very clearly so both the audience and those at the podium can hear the questions (you must be prepared to provide questions if the presentations do not generate questions from the floor).

2. **Floor Discussion**

If time runs out before all questions are asked, you may suggest to the audience that they talk with the author or discussor after the Session.

3. **Time Limits**

The Session Chair is responsible for enforcing time limits as follows:

<b>Paper</b>	<b>25 Minutes</b> 10 minute Prepared Discussion 15 minutes for the Authors' Closure & Floor Discussion
<b>Progress Report</b>	<b>20 Minutes</b> 10 minute Question and Answer

**QUESTIONS REGARDING THE ABOVE INSTRUCTIONS SHOULD BE DIRECTED TO:**

Stephanie Mueller, Conference Manager  
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337 Fourth Avenue  
Pittsburgh, PA 15222

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