

World Water Week

Event Convenor Conditions

Event proposals – guidelines and information

Events are 90 minute sessions which main focus is to advance knowledge and/or present new findings. They often include a discussion or interaction with an audience. SIWI also encourages collaboration with other organizations to build partnerships and bring diverse perspectives to World Water Week.

By hosting an event, share your knowledge and insights with a diverse group of stakeholders and engage them in discussions around an issue of your choice. SIWI welcomes all proposals and encourages collaboration with other organizations in order to build partnerships and to bring a diversity of perspectives to the World Water Week.

SIWI welcomes proposals, from all sectors, that expand on topics raised in the thematic scope but also proposals that link to previous themes, and/or have a strong focus on current debates, generate new ideas and advance solutions.

The programmes of the events are decided by the group of organisations that submitted the initial proposals.

Inclusiveness discounts

SIWI is putting additional efforts to make the World Water Week programme more inclusive and innovative and is offering Gold standard as a reward for the convenors that work extra hard to ensure inclusive and innovative sessions. To give an extra incentive, SIWI reward convenors who work hard to meet the Gold standard criteria with a 10% discount on the event fee (see full criteria in annex).

An additional 10% discount can be applied for events that meet a financial assistance criteria (see full criteria in annex).

Event proposal format

Proposals should be text only, include no graphics and be submitted through the online system in the following format:

- Category (Select the theme of your proposal)
- Event title* (max. 10 words)
- Summary* (50 words)
- Convenors of the event*
- Event description* (200 words)
- Tags* (max. 5 tags)
- Objectives and outcomes (100 words)
- Willingness to merge**
- Commit to Gold standard (see full criteria in annex)
- Commit to financial assistance (see full criteria in annex)

*Will be published the programme website if event is accepted.

**In order to ensure a diverse and dynamic programme for World Water Week in terms of topics, geographic regions, convenors, and formats, SIWI will in several cases propose a merger between similar or complementary event proposals.

Selection criteria

SIWI welcomes all water related event proposals and will design the programme based on a thorough review. The following criteria will guide the selection:

- Multi-disciplinary discussion: the integration of different areas of expertise aiming at avoiding trade-offs and promoting participation from non-water actors.
- Stakeholder diversity: the promotion of diverse interests and organizational types encouraging constructive debate between stakeholders.
- Development focus: the integration of aspects of poverty reduction, sustainable development, gender equality, integrity and human rights.
- Outputs and impact: the concreteness of key messages for improving the science, policy and practice.
- New thinking, findings or approaches: the focus on current debates and the generation of new ideas and solutions, including learning from failure.
- Programme format: the quality of presentations and inclusion of audience engagement opportunities.

Proposals are encouraged to consider gender balance and youth representation when selecting speakers, panellists and moderators etc. Read more about our Gold standard discount in annex.

Creating the programme for World Water Week is no easy task. When selecting events, other parameters are also considered, for example:

- How many proposal have we have received in total and how much capacity do we have?
- How many similar proposals have we received (can they be merged or do we only have room for a few of them)?
- How do the selected proposals complement each other and contribute to a breadth of topics?
- Event format
- Is the proposal innovative or does it bring in a new perspective?

Event fees

Convening an event	SEK 36 000 excl. VAT (approximately EUR 3 459*)
Convene a WWW Gold standard event (rewarded with 10% discount)	SEK 32 400 excl. VAT (approximately EUR 3 113*)
Convene an event and fulfill the financial assistance criteria	10% discount

*Exchange rate from October 2018

We are striving to better balance room capacity with expected demand. SIWI will assign all rooms based on expected interest. Rooms vary from 90-300 persons and are arranged in theatre, group or flexible mixed style seating.

Included in fee

Logistics

- Event room, including PPT-presentation system and sound system
- Technical and logistical support, including World Water Week assistants during the event
- Presenter name signs (based on information in the online programme by the deadline 30 June)

Marketing

- Inclusion in the official World Water Week “Call for registrations” publication (digital format)
- Inclusion and detailed programme in the World Water Week programme (digital format)
- Dedicated event page on the World Water Week programme website
- Access to the World Water Week app
- World Water Week logo, texts and advisory support for your marketing
- Conclusions and presentations on your event page

NOT included in the fee

- Registration fees. Everyone attending World Water Week sessions needs to be registered to enter the venue
- Filming of event
- Sound technician
- Translation services

Allocation of time slots and rooms

SIWI retains the right to determine the most appropriate time slot and room for each event. Certain time limitations may also be introduced due to other activities in the programme.

Terms of payment and invoicing information

All event fees will be invoiced by end of July 2019. Remaining costs such as minor technical equipment orders will be invoiced by end of October 2019, after World Water Week.

Invoicing information that are not stated correctly in the online system and needs to be changed after the invoice has been produced will be charged a SEK 700 administrative fee. Invoices that are not paid on time will be charged 1% delay interest per month.

VAT Information

For Swedish organizations/companies 25% VAT will be added to all prices.

For organizations/companies within the EU, please specify your VAT number if applicable. Organisations/companies outside the EU region are exempt from VAT.

Cancellation policy

Should you cancel your event between 1 April and 30 June 2019, you will be refunded 50% of the event fee.

Cancellations after 1 July 2019, no refunds will be made.

Tasks and deadlines for convenors

Task	Deadline
Submit event proposal	20 January 2019
Update detailed description and relevant background documentation programme website	On-going from March 2019
Title of event and convenor/s up to date in the programme website for “Call for registrations”	8 March 2019
Submit signed convenor contract via email	8 March 2019
“Call for Registrations” is published and programme website goes live	15 April 2019
Deadline for submitting Organizational discount information	30 April 2019
Update invoicing information and media contact in the programme website	31 May 2019
Deadline for applying for the Gold standard discount	31 May 2019
Update event information in the programme website for the mini programme. Finalize speakers and content of your event	30 June 2019
Early-bird registration discount ends	30 June 2019
Speaker names taken from online programme for speaker signs	1 July 2019
Invoices for event fees are sent out	End of July 2019
Additional technical orders (if any) are made	15 August 2019
World Water Week	25-30 August 2019
Submit conclusions from your event	31 October 2019
Invoices for late technical orders are sent out	End of October 2019

Other information

Convenor contract

The signed convenor contract is binding agreement between SIWI and the convenor and has to be submitted by 8 March 2019.

Registration for World Water Week

It is the responsibility of the event convenor to ensure that officials, including themselves and speakers, register for World Water Week. Anyone attending World Water Week or its events needs to be registered to enter the venue. Details for registration will become available in the “Call for registrations”.

Promotion of the events

Events are competing with other parallel sessions for participants. We stress the importance for convenors to inform their networks and actively promote the event.

Using your personal information

Personal information which you supply to us may be used for the following purposes:

- To contact you regarding your proposal if your proposal is accepted

We will not disclose personal information to anyone outside SIWI except if required to do so by law.

You have the right to request information concerning personal data about you that is processed by SIWI. To receive this information, you must submit a signed request to SIWI by mail to the address indicated below. You are also entitled to request correction, blocking or erasure of data if you believe that SIWI has processed your personal data incorrectly.

For further information on your rights, how your information is used and how we maintain the security of your information, please contact siwi@siwi.org or write to the address below.

Stockholm International Water Institute
Box 101 87
100 55 Stockholm
Sweden

Annex - Inclusiveness discounts

Gold Standard discount

To be eligible for this 10% discount organizations must fulfill four of the following five criteria (where gender representation, young professionals representative and meeting deadlines is obligatory). After the 10% discount is applied, the event fee is SEK 32 400.

- **Gender representation** – At least 40% of your event presenters (panelists and speakers) are female. The aim is a balanced gender representation.
- **Young professional representative** – At least one of the presenters is a young professional, i.e. under 35.
- **Meet deadlines** – All event process deadlines must to be met (see convenor conditions for deadlines).
- **Innovative format** – Event organizers present using an innovative format, such as a world café, ignite talk, mini meeting, energizer, etc.
- **Discussion and audience interaction** – some 25% of event time is allocated for audience discussion (if using the lecturing format). Other formats may already incorporate discussion.

Disclaimer: The discount will be applied in July after the event programme has been submitted and when the invoices are sent out. Should it be discovered that the criteria are not fulfilled at the time of the event the additional amount, as well as an administrative fee, will be invoiced. If the invoice is not paid on time, the full cost will be charged.

Organizational discount

This 10% discount is for organizations with budgetary constraints that make attendance difficult or impossible. To be eligible for Organizational discount, half (50%) or more of the convenors for your event must qualify as an economically challenged organization.

Organizations applying for organizational discount must submit by 30 April a written motivation that includes the following:

- How will your organization contribute to World Water Week?
- Why is it important for your organization to participate in World Water Week?
- How is the event fee too much for your organization?

In order to qualify for Organizational discount, convenors must also submit the annual report(s) or other document(s) that provides a financial breakdown – including how much goes to salaries, administration, etc. – of the operation(s).

Disclaimer: It is up to the World Water Week team to assess if the discount is applicable. The discount will be applied in July when the invoices are sent out. Should it be discovered that the criteria are not fulfilled, the additional amount will be invoiced as well.