

Field visit Convenor Conditions

World Water Week

Field visit proposals – guidelines and information

Field visits are sessions held at unique locations close to Stockholm. They provide a chance for local convenors to demonstrate practical case studies, initiatives, tools and projects. Field visits should be 2 to 4 hours long (including traveling time)

Field visit proposals submitted by organizations are selected by SIWI. Once selected, field visit programmes are developed and managed fully by the organization(s) that submit the proposal.

Field visit 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)
- Field visit title* (max. 10 words)
- Summary* (50 words)
- Organiser of the field visit*
- Field visit description* (max. 200 words)
- Location
- Travel time from Stockholm City Conference Centre
- Preferred time (Sun 26th-Thur 30th August)

*Will be published on the programme website if the field visit proposal is accepted.

Field visit selection criteria

SIWI welcomes all water/development related proposals and will design the programme after review. The following criteria will guide the selection:

- Project or organization focus: with the purpose to promote a particular project (i.e. tool, report, network...) or the work of an organization
- Approach: the focus on innovative approaches and solutions relating to the current debates
- Location within Stockholm

Fees for hosting a Field Visit

Convening a field visit

SEK 20 000 excl. VAT (approximately EUR 2 050*)

*Exchange rate from November 2017

Included in fee

Logistics

- Bus transportation for 50 people from World Water Week venue to your venue and back.

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 field visit 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 field visit page

NOT included in the fee

- Registration fees. Everyone entering World Water Week venue needs to be registered
- Filming of visit
- Sound technic
- Translation services

Allocation of times and rooms

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

Terms of payment and invoicing information

All field visit fees will be invoiced by end of July 2018. 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 field visit between 1 April and 30 June 2018, you will be refunded 50% of the fee.

Cancellations after 1 July 2018, no refunds will be made.

Tasks and deadlines for convenors

Task	Deadline
Submit field visit proposal	15 March 2018
Update detailed description and relevant background documentation programme website	On-going from April 2018
Title of field visit and convenor/s up to date in the programme website for “Call for registrations”	10 April 2018
Submit signed convenor contract via email	10 April 2018

"Call for Registrations" is published and programme website goes live	15 April 2018
Update invoicing information and media contact in the programme website	31 May 2018
Update field visit information in the programme website for the mini programme. Finalize speakers and content of your session	30 June 2018
Early-bird registration discount ends	30 June 2018
Invoices for field visit fees are sent out	End of July 2018
World Water Week	26-31 August 2018
Submit conclusion of your field visit	31 October 2018

Other Information

Convenor contract

The signed convenor contract is binding agreement between SIWI and the convenor, and has to be submitted by 10 April 2018.