

World Water Week

Field visit Convenor Conditions

Field visit proposals – guidelines and information

Field visits are 2-4-hour 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 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)
- Convenor of the field visit*
- Field visit description* (max. 200 words)
- Tags* (max. 5 tags)
- Location and travel time from venue
- Preferred time (Sun 25th-Thur 29th August/morning or afternoon)

*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
- Programme format (recommended): innovative, interactive and active engagement of the intended audience.
- Location within Stockholm.

Field Visit fees

2-4 hour session

SEK 20 000 excl. VAT (approximately EUR 1945*)

*Exchange rate from November 2018

Included in fee

Logistics

- Technical and logistical support leading up to your session, including World Water Week assistants during the field visit.
- 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 attending World Water Week sessions needs to be registered.
- Filming of visit
- Sound technic
- Translation services

Allocation of date and time

The convenor can suggest a date and time for the visit, however 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 2019. Invoicing information that is 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 2019, you will be refunded 50% of the fee. Cancellations after 1 July 2019, no refunds will be made.

Tasks and deadlines for convenors

Task	Deadline
Submit field visit proposal	17 March 2019
Update detailed description and relevant background documentation programme website	On-going from April 2019
Title of field visit and convenor/s up to date in the programme website for "Call for registrations"	10 April 2019
Submit signed convenor contract via email	10 April 2019
"Call for Registrations" is published and programme website goes live	15 April 2019
Update invoicing information and media contact in the programme website	31 May 2019
Update field visit information in the programme website for the mini programme. Finalize speakers and content of your session	30 June 2019
Early-bird registration discount ends	30 June 2019
Invoices for field visit fees are sent out	End of July 2019
World Water Week	25-30 August 2019
Submit conclusion of your field visit	31 October 2019

Other Information

Convenor contract

The signed convenor contract is binding agreement between SIWI and the convenor and has to be submitted by 10 April 2019.

Promotion of the field visit

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

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.

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