

Showcase Convenor Conditions

World Water Week

Showcase proposals – guidelines and information

A Showcase is a space where convenors can tell their water stories, promote different approaches and share their perspectives, initiatives, tools and projects. Convenors can invite perspective partners to a short presentation, or hold a small networking event or launch.

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

Showcase 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)
- Showcase title* (max. 10 words)
- Summary* (50 words)
- Convenors of the showcase*
- Showcase description* (max. 200 words)
- Tags* (max. 5 tags)
- Objectives and outcomes (100 words)
- Preferred length (45 or 90 min)
- Showcase open to non-World Water Week participants (at an extra cost of SEK 10 000)

*Will be published on the programme website if the showcase is accepted.

Showcase 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

Proposals are encouraged to consider gender balance and youth representation when selecting speakers, panellists and moderators etc.

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

- How many proposals have we received in total and how much capacity do we have?
- How many similar proposals have we received?
- How do the selected proposals complement each other and contribute to a breadth of topics?
- Is the proposal innovative or does it bring in a new perspective?

Fees for hosting a Showcase

45 min session **SEK 24 000** excl. VAT (approximately EUR 2 315*) – for WWW participants only

90 min session **SEK 40 000** excl. VAT (approximately EUR 3 858*) - for WWW participants only

Add **SEK 10 000** and invite non-WWW participants – allows access to your showcase only. WWW participant's badge and lunch NOT included.

Add **SEK 10 000** plus **SEK 1 000 /pers** for non-WWW participant with full one-day access to entire WWW. Lunch, coffee, badge and entry scanning included. (Entry scanning provides organizers with a complete list of Showcase attendees for those with WWW participant's badge)

*Exchange rate from November 2017

We are striving to balance room capacity with expected demand. SIWI will assign all rooms based on expected interest. Rooms have a capacity of 70 or 200 persons and are arranged in flexible mixed style seating.

Included in fee

Logistics

- Session room, including PPT-presentation system and sound system
- Technical and logistical support, including World Water Week assistants during the showcase
- Presenter name signs

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 showcase 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 showcase page

NOT included in the fee

- Registration fees. Everyone attending World Water Week sessions needs to be registered to enter the venue (for Showcases that requested and granted addition of access for non-World Water Week participants, we still expect speakers and organizers to be registered to WWW, at least for one day)
- Filming of event
- Sound technician
- Translation services

Allocation of times and rooms

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

Terms of payment and invoicing information

All showcase fees will be invoiced by end of July 2018. Remaining costs such as minor technical equipment orders will be invoiced by end of October 2018, 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

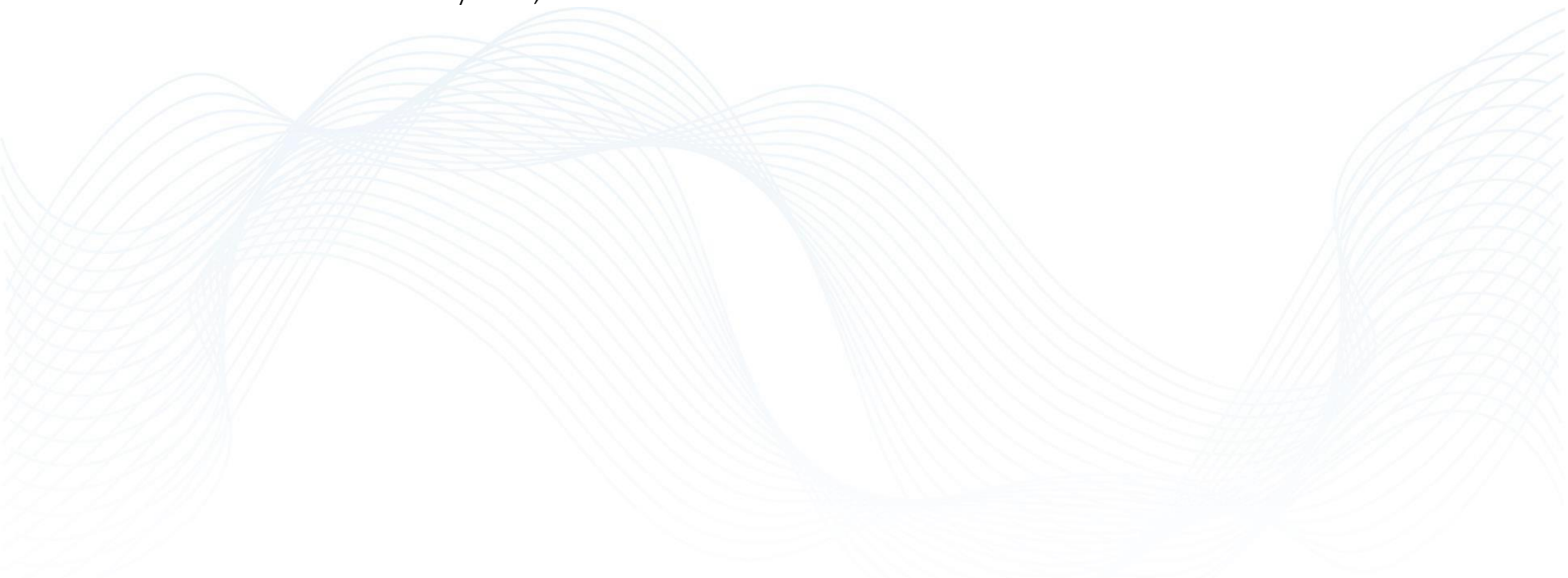
For Swedish organizations/companies 25% VAT will be added to all prices.

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 you event between 1 April and 30 June 2018, you will be refunded 50% of the showcase fee.

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



Tasks and deadlines for convenors

Task	Deadline
Submit showcase proposal	15 March 2018
Update detailed description and relevant background documentation programme website	On-going from April 2018
Title of showcase 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 showcase 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 showcase fees are sent out	End of July 2018
Additional technical orders	15 August 2018
World Water Week	26-31 August 2018
Submit conclusion of your showcase	31 October 2018
Invoices for late technical orders are sent out	End of 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.

Registration for World Water Week

It is the responsibility of the convenor to ensure that officials, including themselves and speakers, register for the World Water Week. Anyone attending the World Water Week or its sessions needs to be registered to enter the venue (for Showcases that requested and granted addition of access for non-World Water Week participants, we still expect speakers and organizers to be registered to WWW, at least for one day). Details for registration will become available in the "Call for registrations".

Promotion of the Showcases

Showcase 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.

Stockholm International Water Institute
Box 101 87
100 55 Stockholm
Sweden