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## WORLD WATER CONGRESS

### Workshops: Notes and Guidelines

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#### Introduction

The programme committee welcomes the submission of ideas and proposals for workshops or other presentation formats. Such proposals must justify what added-value they would offer over the paper and poster sessions and that the subject area is new, complex, rapidly evolving, potentially controversial, interdisciplinary, or other circumstances in which the proposed format better contributes to the knowledge conveyed in the session. Ideas and proposals should be submitted by email: [2010montreal@iwahq.org](mailto:2010montreal@iwahq.org)

The following is a selection of key themes for which the Programme Committee is particularly seeking contributions. However, proposals and ideas on any topic in the fields of water, wastewater or stormwater treatment and management will be considered. In line with IWA's increasing focus on issues in low and middle income economies, papers reflecting the challenges, and innovations addressing needs in developing countries are welcomed and encouraged.

- **The science and application of water management**  
Exploring advances in fundamental water science, research and technology related to urban drainage, and the management and treatment of water, wastewater and stormwater.
- **Water, climate and energy**  
Developing strategies for adapting and optimising water services in the context of population growth, climate change and related energy impacts.
- **Cities of the future**  
Developing new paradigms for highly efficient urban water services in new and existing cities throughout the world.
- **Managing utilities and their assets**  
Meeting the evolving service challenges and triple bottom line objectives in developing and developed countries from strategic management to operations and maintenance.
- **Securing new and traditional water resources for the future**  
Understanding the technologies and practices behind new water and the emerging opportunities they provide for water security and health protection.
- **Water, ecosystems and catchments**  
Managing and using surface water and groundwater resources to enhance ecosystem health.
- **Water and health**  
Safeguarding public health through effective interventions for water, sanitation and hygiene.



## Overview

The aim of workshops is to facilitate discussion of specific topics. They differ from normal Congress sessions in that they will encourage more dialogue between presenters and between presenters and delegates.

## Workshop Format

The workshop format is similar to the traditional format used for platform presentations of papers in some ways. Speakers/panellists are typically at the front of the room, with the audience in theatre style seating. However, the workshop format differs from the platform presentation of papers in several important respects:

- Speakers/panellists are invited to participate by the workshop organizer rather than speakers being selected on the basis of submitted papers
- The workshop organizer can choose from several variations on the design of the workshop to suit the subject area and intended audience (these are described below).
- Depending on which design is used for the workshop, either a substantial portion or all of the workshop time is devoted to a discussion between the panellists and/or the audience. Moderators serve as active facilitators to the discussion
- For workshops that involve panellists making formal presentations, these presentations are not required to be refereed papers or submitted in advance of the workshop. However, the workshop coordinator endeavours to ensure that presentations and participating speakers are of a high calibre.
- While some formal presentations may be included in the workshop, there are fewer presentations made in a workshop in the available time compared to the traditional platform presentation session because of the time devoted to discussion.

The workshop format works well for subject areas that are new, complex, rapidly evolving, potentially controversial, interdisciplinary, or in other circumstances in which the panel discussion better contributes to the knowledge conveyed in the session.

A workshop programme would ideally have an opening introductory segment that would include an overview by the coordinator or chair, followed by a mix of presentations, which may vary in length. However, the workshop leader should organise the available time to assure the right balance between presentations and discussions. Workshops may differ in their structure dependant on their subject matter.



## Workshop Styles

There are three basic workshop styles and many variations in between. They are outlined below.

### 1. Fully Interactive Workshop

*Overview:* A moderated panel discussion between experts usually focused on a particular issue. The panellists make no presentations. However, the moderator may spend a few minutes framing the issue for discussion at the beginning of the workshop. Audience participation can be incorporated.

*Application:* Good for controversial issues in which opinions are well developed and the object of the workshop is to stimulate a debate.

*Role of Organizer/Moderator:* Prepare questions, introduce the panel, frame the issue, and then actively facilitate the discussion. The two roles can be split.

*Ideal Organizer/Moderator:* Someone who is very knowledgeable about the issue, but is regarded as neutral. Also someone who has good facilitation skills.

*Ideal Panellists:* People who are highly knowledgeable about the subject matter and recognized for their knowledge.

### 2. Mixed Presentations and Interactive Workshop

*Overview:* A series of orchestrated presentations followed by moderated panel discussion. In a 120 min workshop session there is usually time for 3-4 presentations of 15-20 minutes each (80 min total) followed by a 40-minute panel discussion.

*Application:* Good for issues where the discussion would benefit by having a more informed audience and the interaction of the experts with one another and with the audience.

*Role of Organizer/Moderator:* Design the workshop, introduce the panel, frame the issue, and then facilitate the post-presentation discussion

*Ideal Organizer/Moderator:* Someone who can take a complex issue and design a workshop aimed at illustrating the underlying issues and advancing understanding associated with the subject area. The design and moderation roles can be split.

*Ideal Panellists:* People who are highly knowledgeable about the subject matter but also have good communication skills and are capable of putting together logically compelling presentations.

### 3. Presentation Focused Workshop

*Overview:* A series of orchestrated presentations followed by limited follow up discussion. In a 120 min session, there is usually time for 4-5 presentations of 15-20 minutes each (100 min total) with 20 minutes for follow-up questions.



*Role of Organizer / Moderator:* Design the workshop, introduce the panel, frame the issue, and then facilitate the post-presentation discussion

*Ideal Organizer/ Moderator:* Someone who can take a complex issue and design a workshop aimed at illustrating the underlying issues and advancing understanding associated with the subject area. The design and moderation roles can be split.

*Ideal Panellists:* People who are highly knowledgeable about the subject matter but also have good communication skills and are capable of putting together logically compelling presentations.

## **Specifying Workshop Themes and Desired Outcomes**

The best workshops are carefully constructed around a theme, a premise, and/or may address a controversial question.

For example, the theme could be Water Treatment in 2025. The premise might be that there are a number of potential technological options that we could follow. The desired outcome for the workshop could be to describe where the different options would lead.

Using the mixed presentation and interactive style workshop described above, presentations of case studies could be used to illustrate experience. The ensuing panel discussion might include an expert on pricing from a university and a regulator in addition to those presenting the case studies.

Creating a workshop designed to address a controversial question also requires special care. The panellists could be experts who have different views on the questions. The style of the workshop would likely be one in which the moderator poses questions and the panellists respond and interact, as illustrated by the fully interactive workshop style above. This workshop style relies on preparation by the organizer and inviting the right people.

Organizers are asked to give careful thought to the issues illustrated through these examples in designing the workshop. The key to high-quality workshops is the quality of the presenters/panellists who are invited. The workshop subcommittee will work with organizers to ensure that this outcome is achieved.



## **Securing Speakers / Panel Members Commitments**

A successful workshop depends upon the right set of speakers/panellists, and assuring their attendance, or if last minute cancellations occur, securing an alternative or appropriate panel reorganization. The following process is proposed for use by organizers to ensure these outcomes:

1. Issue a written invitation to panellists and seek written commitments to participate
2. Regular contact with all panellists
3. Depending on the style of the workshop, 2 months prior to the Congress:
  - Distribute draft questions for the panellists (fully interactive style)
  - Ask for a draft outline of the presentation (presentation and interactive style)
4. Distribute or request second drafts 1 month prior to the Congress
5. Meet with panellists at the Conference prior to the time designated for the workshop

IWA is happy to support workshop coordinators in identifying and inviting potential speakers where appropriate.

**ALL WORKSHOP PROPOSALS SHOULD BE SUBMITTED VIA EMAIL TO:  
2010MONTREAL@IWAHQ.ORG**

**THE DEADLINE FOR RECEIVING WORKSHOP PROPOSALS IS  
24 SEPTEMBER 2009.**



## Submission form for Workshop Proposal

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**Title of Workshop**

**Workshop Organiser** (name and email address)

**Duration of Workshop** (hours)

**Summary** (300 words max)

**Participants**

**Expected audience** (100 words max)

**Expected Outcomes** (100 words max)

*Any Other Comments*