

# **IWA International Young Water Professionals Conference 2019**

## **Guidelines for Venue Proposal for 2019**

### **Region: Americas<sup>1</sup>**

**24 January 2017**

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<sup>1</sup> Including North America, Latin America and the Caribbean

## A. Introduction

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IWA International Young Water Professionals Conference (IYWPC) provides a unique combination of programmatic content that will appeal for young academics, early career and mid-career professionals from all disciplines and all types of organisations. Through the offering of technical paper sessions, poster exhibition, topical and soft skill development workshops, trainings, solutions work, networking opportunities, and career fair, it will become the must go to event for career development and progression in the water sector.

It fulfils many roles including, but not limited to:

- Providing an accessible and affordable platform in welcoming atmosphere for YWPs to network, to generate inter-disciplinary and inter-generational dialogue and to exchange good practices and lessons learned
- Providing professional updating and learning activities for YWPs from all disciplines and organisations (eg. Technical sessions, Training, Case work, soft skill development workshops).
- Providing connections and potential career paths in the water sector (i.e. industry, research, government and NGOs) through developing career fairs.
- Contributing to the development of integrated, cross-sectoral and sustainable solutions by actively engaging ywps in working on stepwise solutions that they will have to manage in the future.

The IYWPC is organized by the IWA team in close collaboration with the local partner(s). Therefore, it is critical that IWA – through its Innovation and Learning Director – maintains appropriate control over the conduct of the event.

To ensure the necessary degree of alignment between IWA and the local partner, it is essential that the local partner is a financially viable<sup>2</sup> entity, has a strong local presence and network of (young) water professionals, and high reputation among water (related) professionals.

## B. IYWPC Selection and Procedure Overview

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### **Phase One: Regional selection, proposal development and selection within the prescribed region**

#### **1. Regional selection and evaluation of the requested proposal documents**

The Emerging Water Leaders Steering Committee (representing the young water professionals) – have been tasked with:

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<sup>2</sup> ability of an entity to continue to achieve its operating objectives and fulfil its mission financially over the long term

- a) assigning a regional rotation schedule for Call for Statements of interests over the next five events.
- 2019 Americas
  - 2021 Europe
  - 2023 Asia and Oceania
  - 2025 Africa and Middle East
  - 2027 starting again with Americas
  - In case of no Statement of interest : If by the deadline for statements of interest, no expressions of interests have been received, a second call is sent and will also include the subsequent region. Then the order of schedule will be changed accordingly, and the region that has not submitted will lose its turn.
- b) Additionally, the Emerging Water Leaders Steering Committee (or part of its members) will evaluate the guidelines for venue proposal prior to its call.

## **2. Call for Statements of Interest from Venues**

IWA Head Office (IWAHQ) issues an invitation for preliminary expressions of interest to host the IWA International Young Water Professionals Conference in 2019 from IWA Governing Members, YWP chapters, and other financially viable entities in the Americas.

## **3. Receipt of Statement of Intent to Propose**

Receipt of Statement of Intent to Propose to host the International Young Water Professionals Conference in 2019 is to be received by IWAHQ within the specified time limit.

## **4. Call for First Round Proposals**

IWAHQ issues the proposal instructions and pro-forma framework agreement to would-be proposers.

## **5. Receipt and Evaluation of the First Round of Proposals**

A review of the preliminary proposals is conducted by the Innovation and Learning Director and his staff within the set time limits using the selection criteria as presented in section D.

## **6. Development of Preliminary Short-List of Proposals and Site Visits**

Proposers are preliminarily short-listed by the IWA HQ. Site visits of those locations that have been short-listed could be conducted based on submitted proposals if deemed necessary. All aspects of the proposal and proposing entity are considered in the course of preparing for, and conducting of site visits.

## **7. Development of a Final Short-List of Proposers**

If through the site visit process, it is determined that a short-listed candidate is not institutionally or financial capable of hosting the IWA International Young Water Professionals Conference, the Innovation and Learning Director in consultation with the Emerging Water Leaders Committee eliminates such a candidate from further consideration. Proposals that are inconsistent with the basic terms of the pro-forma Framework Agreement provided to proposers at the beginning of the process (Step 4) are regarded as non-responsive and are eliminated from further consideration.

## **8. Call for Best and Final Proposals**

Remaining short-listed candidates are asked to submit “best and final” proposals. In issuing the request for best and final proposals, the Innovation and Learning Director seeks to achieve proposals that are comparable on key dimensions.

### **9. Development of Recommendations for the Board**

The best and final proposals are evaluated by the Innovation and Learning Director and his staff and a report is provided to the Emerging Water Leaders committee containing recommendations. The Emerging Water Leader Committee makes the decision and requests the Board of Directors for endorsement of their decision.

## **Phase Two: Negotiation and endorsement of Framework Agreement**

### **10. Negotiation of a Framework Agreement and budget**

Once the negotiation process is complete, a successful framework agreement and an agreed upon project budget is reached, then that location and venue is formally designated. Failure to reach agreement on these points would also be grounds for termination/de-selection.

### **11. If Necessary, Initiate Termination/New Selection Process**

To ensure that institutional and personal circumstances are still acceptable to IWA (and/or to the local partner), an “exit strategy” would be created that would allow termination/de-selection if the changed circumstances were deemed critical and for which no mitigation path could be mutually agreed. Obviously making a change in the venue/partner at this point in the process would not be desirable for either party. However, it would be possible and could be required.

## **Phase Three: Pre-Conference planning and contract development**

### **12. Finalise Responsibility Matrix**

IWA, through its Innovation and Learning Director, has overall responsibility for the conduct of the IWA International Young Water Professionals Conference in 2019. Within that context, the organisational responsibilities of the parties can broadly be divided as follows:

- IWA is responsible for the overall project management, scientific and technical programme, and international sponsors
- The Local Partner provides logistics, as well as advice for local arrangements, and give suggestions for issues of local interest considered in other aspects of the 2019 IYWPC. Roles for the local partner will typically include:
  - Logistics related to the event (including suggestions of accommodation, onsite venue arrangements, welcome reception, gala dinner, opening and closing ceremony logistics).
  - 2-3 Seats on the Programme Committee
  - Cover most seats of the Organising committee
  - Promoting and marketing of the 2019 IYWPC locally and regionally and ensuring strong local and regional delegate participation;
  - Securing sponsorship from local sources;
  - Liaising with the local key stakeholders;
  - Make suggestions and recommendation for technical site tours;
  - Evaluating and recommending social events and related venues;
  - Facilitating opportunities for the local and regional young water professionals to learn and participate in the 2019 IYWPC through:

- Experience on sub-committees of the organising committee (finance, communication, sponsorship, career fair, social events)
- Promoting them to propose workshops, submit papers, attend workshops and side events, including pre- and or post congress workshops.

There will be many areas where collaboration and joint efforts will be required between IWAHQ and the local partner, especially in co-operating on programme development and sponsor sales.

### **13. Formally Establish the Congress Joint Organising Committee**

The IWPC Joint Organising Committee is typically comprised of between 4 and 6 people and includes the Conference Manager from IWAHQ, and other individuals key to the oversight and management of the Conference.

### **14. Formally Establish the Programme Committee**

The IWA YWP Steering Committee of current term (2016-2018) will sit on Programme committee to ensure continuation of involvement of them in IWA. In addition, the local Partner may propose 2-3 YWPs to sit on the Programme Committee.

### **15. Develop and Formally Agree on the Final Budget**

The IWPC budget includes all income and expenditure and is normally developed to ensure all costs are covered and ideally to make a small surplus.

### **16. Develop Necessary Contracts**

The principal contracts to be negotiated are:

- The Framework Agreement with the local partner;
- The contract with the venue.

## **C. TIMELINE**

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<b>30 January 2017</b>	<b>Call for Statements of Interest</b>
<b>15 February 2017</b>	<b>Receipt of Statement of Intent to Propose</b>
<b>20 February 2017</b>	<b>Call for First Round Proposals</b>
<b>15 April 2017</b>	<b>Receipt of First Proposals</b>
<b>25 April 2017</b>	<b>Notification of Short-List of Proposals</b>
<b>26 – 30 April 2017</b>	<b>Site Visits (if necessary) of Short Listed Venues</b>
<b>15 May 2017</b>	<b>Call for Best and Final Proposals</b>
<b>15 June 2017</b>	<b>Receipt of Best and Final Proposals</b>
<b>25 June 2017</b>	<b>Decision IWA Emerging Water Leaders</b>



**28 June 2017**

**Decision endorsed by the IWA Board**

**30 July 2017**

**Framework agreement negotiated and signed**

## D. Key Selection Criteria

The following are nine key criteria against which all bids to host the IYWPC will be evaluated using the weighting percentages indicated. The criteria are listed together with explanatory notes and advices.

Restating what has been said elsewhere, the IYWPC is not just a conference, it is IWA's main meeting to bring together Young Water Professionals from around the world to professionally develop and learn. IWA wants the IYWPC experience to encourage members' commitment to the Association and to make them want to attend future events. They must enjoy the overall experience - strong technical quality, good social programme, interesting city/country, friendly welcoming atmosphere, efficient organisation, a feeling of good value for money.

The successful venue will be the one that, on balance, best satisfies the majority of the different requirements set out below.

### 1. Strong rationale for IWA to host in your country (20%)

- a. Strategic reason for IWA to position the conference in your country
- b. The organisation by Young Water Professionals proposed (as learning experience)
- c. Your unique offering to make this THE conference for professional development and learning<sup>3</sup> for young water professionals

Notes: As the IWA in-house conference for Young Water Professionals professional development and learning we want to get arguments for why IWA would want to host its Conference in your country, with your organisation (committee), and your unique suggestions for offering professional development and learning (to be put forward to the programme committee).

Advice: Local partners should state how they meet (a) to (c) above, and answering some of the below questions may help you to formulate your rationale in the desired fashion:

- (a) What are good strategic reasons for IWA to position the conference in your country?  
How can the conference support IWA to achieve strategic goals?
- (b) How do you suggest to work with IWA to make this a successful co-organised event?  
How will (IWA) Young Water Professional members be part / at centre of the organisation of the event?
- (c) How do you plan to support us to make this THE event for professional development and learning for young water professionals?
  - o What does the host have as ideas to make the conference attractive for practitioners (non-academics)?
  - o What can the local organisation offer in terms of ideas to ensure learning (training, soft skill development, etc) occurs.

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<sup>3</sup> We know technical sessions will happen and that is not what we are seeking for with this question

- What can the local organisation offer to support the development of careers for ywps?
- How would you suggest that our programme offers something innovative? How would you bring in something unique in the programme? How would you bring in something unique to the organisation?

## **2. Capacity to Organise the conference (15%)**

- a. Strong local partner and organisation committee with good organisational resources.
- b. Previous experience of large complex conferences.
- c. Their ability to pay conference expenses and or contribution to the conference.

Note: The Conference is a mid-sized event. There will be 300-400 delegates. The event, over three days, comprises

- conference with 2-3 high level plenary keynotes, 3 x 4 sessions a day = 36 sessions in total; 3 workshops; 6 professional development workshops; 25 technical sessions; 100 posters.
- a career fair with 10-20 companies exhibiting
- a social networking programme in form of welcome reception and gala dinner
- social programme for pre- and post-conference technical and tourist tours;

Advice: Local partners should state how they meet criteria (a) to (c) above, including their ability to pay conference expenses till revenue comes in and or what sponsorship, in cash or in kind (eg sponsorship of reception or part of conference dinner) they can provide for the IWA IYWPC.

## **3. Strong Support from local Delegates (15%)**

A minimum of 100 delegates from the host country or from the host country plus immediately adjacent countries is essential.

Notes: IWA rotates IYWPC venues to different continents to allow maximum opportunity for young water professionals from around the world to attend. If very few local delegates are able to attend, for whatever reason, this limits the effectiveness of hosting the IYWPC there.

Advice: Local partners must provide convincing evidence that 100 plus local delegates will attend, eg statistics from comparable previous events. If this would involve a lower local registration fee then this must be stated together with the level of local fee in Euros.

## **4. Attractiveness of the Location to Delegates (5%)**

The location should be attractive to both overseas and local delegates and accompanying persons.

Advice: Local partners should provide insights on why the location is interesting for a Water professional to attend, and from a touristic point of view.



## 5. Overall Affordability for Delegates (10%)

The IWPC should be affordable to delegates from a wide range of economic backgrounds.

Note: IWPC attendance costs include: air fare, registration fee, hotel, eating and general subsistence and may be a problem for students and young professionals.

Advice: Local partners should provide indicative costs per day for a delegate attending with reference copying the table below into your proposal

Cost items <sup>4</sup>	For the week (EURO)	Per day (assuming 4 days) (EURO)
Early bird registration IWA member		
Accommodation		
Transport (local)		
Subsistence		
Total		This is the crucial element of the table

## 6. Venue Easily Accessible by Air from all Parts of World (10%)

Ideally the venue city will have an international airport with good connections to major cities worldwide. Failing this there should be good air connections between the main getaway airport in the host country and the venue city. IWA also requires that all bona fide delegates, from any part of the world must be able to obtain a visa or entry/exit permit without undue bureaucracy.

Advice: Local partners should give details of connecting flight frequency and duration between getaway airport and venue city if the latter lacks an international airport. Local partner must provide a general statement of visa requirements plus a list of any countries for which special visa requirements apply and what these are.

## 7. High Quality Professional Visits (5%)

IWPC delegates like to visit interesting technical installations or water related organisations (which should not involve long journeys) on half- and one-day visits. Ideally a selection of interesting visit should be available within reasonably short distance of the venue city.

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<sup>4</sup> Flights can be left out, but 2/3 examples from different regions of flight costs could be interesting

Notes: The high quality professional visits can include water and wastewater treatment plants, city planning offices, industry offices, a basin authority, urban storm drainage and flood control installations, control centres, research facilities etc.

Advice: Local partner should list briefly 1 or 2 possible high quality visit options with an indication of distances from the venue city.

## **8. Good Quality Venue (5%)**

The IWA IYWPC does not need a large, flexible, purpose-built convention centre, but it does need a suitable good quality venue which is conveniently located to accommodation and transportation hubs. The following are IWA's basic requirements of the convention/exhibition centre:

- a. Auditorium for Opening, Closing Ceremony and Plenary Keynote Sessions – 300 minimum capacity.
- b. Sufficient break-out rooms for 3 parallel oral presentation sessions. Minimum recommended capacity 100 pax theatre style for two rooms, and at least 1 room with 300 or more Pax theatre style.
- c. Adequate space to display simultaneously 100 scientific posters, with sufficient space to move around and view the posters. It is a good idea to have coffee, lunch facilities, etc in the poster area.
- d. A minimum of 2 smaller meeting rooms minimum 30 Pax theatre style, 25 Pax boardroom style. Rooms and equipment for author slides and power point presentation preparation, adequate for a size of conference.
- e. Easy access to the venue from hotels, by walking, metro or subway, tramcar system etc. If this is not possible then a shuttle bus service may be required and this should be indicated.

Advice: The local partner should provide data to answer the above requirements, including a location map of the venue and a map of it in relation to the city centre, airport and probable main hotels and guest houses, etc.

## **9. Financial Considerations (15%)**

The IYWPC is a significant undertaking both logistically and financially. The local partner should demonstrate the extent of financial underwriting that will be available to support it until conference revenues become available.

Further, IWA has set a target of:

- Keeping registration costs as low as possible to maximise participation
- Aim at a surplus that is our main source of funding for IWA's YWP programme of activities for two years<sup>5</sup>. (Note: IWA will agree to a surplus share arrangement with

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<sup>5</sup> To keep registration rates as low as possible, the major contribution to a conference surplus is derived from sponsorship, both in form of International and national sources

the Local Partner that recognises the level of investment/risk undertaken by the local partner.)

- Covering IWA’s internal costs– an estimated 30.000 euro – to cover staff time to coordinate the conference (JOC and Programme committee), seek international sponsorship, communication and marketing related costs related to development of the programme, and flight costs, accommodation and subsistence for two staff to attend the conference.

## E. Costings Required

In order to compare the various bids, local partners are asked to provide the following indicative cost details (please use € EURO) based on estimates / consultation.

Because of the complexity of the budget process, we have decided not to request a final budget proposal. However you should review and complete the budget framework table below, using the conference assumptions below. Based on the numbers you provide, you should be able to negotiate a pro-forma budget with IWA, should you be voted the top rated candidate for the 2019 International YWP conference.

Budget framework	Conference, Career Fair, sponsorship
+ Conference assumptions	<ul style="list-style-type: none"> <li>• Approximately break-even (no subsidy via sponsorship)</li> <li>• 400 delegates (split between different categories IWA member, non member in early bird and regular form)</li> <li>• Delegate fees: Approx €250 for members, €200 for members in low income countries</li> <li>• Costs for IWA responsibilities (€30.000<sup>6</sup>)</li> <li>• If a programme element is proposed to be sponsored (e.g. gala dinner), the anticipated costs for that element should be included in the conference budget and offset by an equal sponsorship amount in the sponsorship component</li> <li>• Career Fair as source of income (but also list the costs to develop the fair)</li> <li>• Reflects both financial sponsorship from international sources (assume €10.000) and financial sponsorship from the local partner, either in terms of direct contributions and underwriting of the event.</li> </ul>

<sup>6</sup> To cover staff time to coordinate the conference (JOC and Programme committee), seek international sponsorship, communication and marketing related costs related to development of the programme, and flight costs, accommodation and subsistence for two staff to attend the conference.

Conference income*			Fee Euro €	Estimate: Expected number of participants	Income Euro €
Registration	High income country – Early bird	IWA Member			
		Non IWA member			
	Low income country – Early bird	IWA Member			
		Non IWA member			
	High income country – Regular	IWA Member			
		Non IWA member			
	Low income country – Regular	IWA Member			
		Non IWA member			
If applicable – Local fee					
<b>Total</b>					

Local Sponsorship*	Income €	Cash or In kind	Confidence level (25%/50%/75%/100%)
Organisation A	€50,000	Cash	50%
Organisation B	€2,000	Contribution in kind	100%
Organisation C	€25, 000	Cash	25%

\*Please provide supportive evidence of sponsorship commitments / expressions of support (for YWP chapters: work with your Governing Member to fill this out). If you have international sponsors that have indicated interest they can be added to this table.

Other source of income	Income Euro €
Eg. Career fair	
Eg. Advertising	

Conference Venue Costs*	Euro €
Room hire (excluding exhibition), but meeting the requirements below	
Poster boards & lights based on 100 posters	
Audio visual equipment	
Unit cost for Lunches	

Unit cost for Refreshments am/pm	
Gala Evening – venue hire	
Welcome Reception – venue hire	
Other unique costs (please specify)	

\*please base your costings on the venue requirements as per section D (2).

<b>Organisation/ Programmatic costs</b>	<b>Euro €</b>
Personnel, organisation*	
Invited speakers / trainers (travel and accommodation)	
Design Call for Papers (CfP)	
Printing CfP for local use (Unit cost)	
Design Preliminary Programme and Registration	
Printing CfP for local use (Unit cost)	
Advertisement costs	
Design Programme book	
Printing Programme book (Unit cost)	
Delegate bags (Unit cost)	
Website and conference proceedings on IWA website	
Other unique costs (please specify)	

\*IWA spends time on coordinating the programme that needs to be recovered

<b>If applicable Career Fair Costs*</b>	<b>Euro €</b>
Total Room/space hire (incl. on-site storage)	
Carpeting (if necessary)	
Shell scheme (unit price for 3x3m shell scheme)	
Utilities eg electricity, water, cleaning, rubbish collection, etc	
Other unique costs (please specify)	

\*please base your costings on the venue requirements listed in section D (2).

<b>Social Event and Technical Tour Costs*</b>	<b>Euro €</b>
Gala Evening – catering	
Welcome Reception – catering	
Technical Tour – Sum of transport and catering (and other)	

\*please base your costings on the requirements described in section D (2)

## F. Instructions to Bidders

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1. Read the Guidelines for Venue Proposal. This document incorporates the Key Selection Criteria.
2. Your Bid Document should follow the numbering and layout outlined section H. (Bid Template) and Costings Required.
3. Complete and sign the attached Warranty and Undertaking.
4. Bid Documents should comprise:
  - One electronic copy
5. All correspondence and any questions of clarification should be sent to Mr Keith Robertson.

Mr Keith Robertson  
Director Innovation & Learning  
International Water Association  
Anna van Buerenplein 48, 11th floor  
2595 DA Den Haag  
The Netherlands  
Tel: +31 70 315 0781  
Mob: + 31 6 1590 3154  
Email: keith.robertson@iwahq.org

Bidders are encouraged to provide any additional data or information that will assist IWA in making its decision. Note: Bidders must be a financially viable<sup>7</sup> entity that has a strong local presence and network of (young) water professionals, and high reputation among water (related) professionals.

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<sup>7</sup> ability of an entity to continue to achieve its operating objectives and fulfil its mission financially over the long term

## G. Warranty and Undertaking

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To Dr Ger Bergkamp  
Executive Director  
International Water Association  
Alliance House, 12 Caxton Street  
London, SW1H 0QS, UK

(IWA)

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Bidder)

In consideration of IWA considering our bid to host the 2019 IWA International Young Water Professionals Conference, the Bidder hereby warrants and agrees that:

1. The contents of the Bid Document are true and correct in all material respects.
2. There are no other facts or matters that might reasonably be required by IWA that would materially affect a decision by IWA.
3. That IWA has absolute discretion in the decision on where to locate the IYWPC and the IYWPC may be awarded to a bidder other than on financial considerations or it may not be awarded to any bidder.
4. The Bidder will, if successful, sign a Preliminary Congress Framework Agreement in the form provided by IWA.

Signed for and on behalf of Bidder:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## **H. Bid Template**

### **Proposal to Host International Young Water Professionals Conference 2019**

#### **1. Rationale and Introduction**

[Provide introduction and rationale for IWA to host the International Young Water Professional Conference (Showcase understanding of IWA's goals and the aims of the Young Water Professionals Initiative); Proposed dates for the conference; Proposed partnership and member engagement in the conference organisation (showcase understanding that IWA's lead on programme due to Tier 1 event and understanding that it is a conference organised by and for Young Water Professionals); Unique suggestions and innovative ideas for a programme of professional development and learning to attract a wide variety and multi-disciplinary Young audience (practitioners and scientists)]

#### **2. Local organisation and Support**

[Provide an introduction to the local organisation, suggested organising committee, potential or committed sponsors, supporting local organisations, supporting regional/international partners (or Governing Members), support from local delegates, suggestions to attract Young practitioners especially as this has not typically been the primary audience of conferences]

#### **3. The location - host city/ town**

[Why this is the best location for the IYWP conference, attractiveness to national, regional international delegates from touristic and water perspective]

#### **4. Affordability for delegates worldwide**

[Flights, Registration rates, accommodation, transport, subsistence; provide table as per section D (5)]

#### **5. Accessibility**

[Accessible by air; entry barriers (eg. visa requirements)]

#### **6. The Technical Facilities to visit**

[Technical tour of water/ wastewater facilities or basin authorities in the city]

#### **7. The Venue**

[The location of venue, facilities (AV, equipment, rooms), capacity, catering (in/excluded), accessibility to airport, accommodation and city centre]

#### **8. Financial Considerations**

[Highlight any relevant financial considerations as per Section D (9) and provide the costings required, give indications of sponsorship and/or other income; provide an indicative budget as per section E]