



**International  
Water  
Resources  
Association**

# DETAILED TERMS OF REFERENCE TO HOST AND ORGANIZE AN IWRA REGIONAL WATER CONGRESS

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The purpose of this document is to explain the process of selecting the host and organizer for an IWRA Regional Water Congress, and describe in detail the various roles and responsibilities.



# ABOUT IWRA CONGRESSES



The World Water Congress is IWRA's largest event and is held every two to three years in different cities around the world. Its objective is to provide a meeting place to share experiences, promote discussion, and present new knowledge, research results and developments in the fields of water sciences and policy around the world. For nearly five decades the World Water Congresses have become one of the most respected and anticipated events for the identification of major global themes concerning the water agenda and for bringing together large cross-sections of between 1,000 to 2,000 stakeholders for the development and implementation of decisions in the field of water.

Building on this brand, IWRA also hosts smaller/shorter congresses for hosts that are looking to hold events that have a regional focus over a period of up to three days. The advantages of organising an IWRA Regional Water Congress are many and varied, depending on the wishes and the objectives of the hosts. It leverages the brand of the IWRA World Water Congress, one of the longest running international water events.

The first Congress was held in 1973 on the theme of the "Importance and Problems of Water in the Human Environment in Modern Times" and formed part of the international water community's first earnest attempts to address global water issues (e.g. the ground-breaking Stockholm Declaration of 1972 and the Mar del Plata conference of 1977). Since then the Congress has been held on every inhabited continent in thirteen different countries, each time attracting high profile international attention and bringing together major water stakeholders.

An IWRA Regional Water Congress can leverage the experience and expertise within IWRA of highlighting emerging developments and thought leadership on how to tackle global water management issues, but with a clear focus on a region. For example, in 2008 the process of organising the Congress helped the city of Montpellier create the critical mass and local synergy needed among water stakeholders that eventually gave rise to the newly created National French Water Cluster. Another more recent example from 2015 is the international spotlight and momentum that the Congress brought to Scotland's ambitious Hydro Nation programme.



## BENEFITS OF HOSTING/ORGANIZING AN IWRA REGIONAL WATER CONGRESS

### LEADERSHIP

Generates high international focus on the host city and country regarding water resources – in particular for researchers, universities, think tanks, decision-makers, water authorities, private companies and non-government organisations.

### PROFILE

Promotes the city and country at the regional level: underlining its capacities, research excellence, policy relevance and ability to contribute to the global water sector.

### COLLABORATION

Helps to build synergy within the local and national water community. This facilitates cooperation, fosters a constructive dynamic and opens new opportunities in the water sector.

### RECOGNITION

Both IWRA and the World Water Congress are well established and globally recognised brands in the water sector. IWRA commits to aiding the hosts to mobilise the media/press and other international organisations.

### REPUTATION

Promotes local and national water expertise on a regional scale. The Congress provides a platform to contribute to international scientific and policy debates about key water issues.

### EXPERTISE

An IWRA Regional Water Congress brings various high-level experts as speakers and attracts high-level personalities, including well-known politicians and heads of large international organisation.

### REVENUE

Provides economic and tourist benefits for the city with the arrival of Congress participants.

### NETWORKING

Provides excellent opportunities for networking with the regional and broader international water community.



# ABOUT IWRA

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IWRA is an international, non-governmental, non-political, non-profit, and development-oriented association. It has been consistently recognised and respected as a leading advocate in advancing the understanding and management of water resources worldwide since its establishment in 1971. The members of IWRA are from all parts of the world and represent every profession and academic discipline involved in the sustainable management of the world's water resources.

IWRA aims to build and strengthen partnerships and mechanisms to address water resource problems

worldwide. It provides a global, knowledge-based forum for bridging disciplines and geographies by connecting professionals, students, policy-makers, corporations and institutions who are concerned with the sustainable use of the world's water resources. The Association strongly endorses and promotes water resources education and research based on sound scientific, social and ethical principles, worldwide and for all sectors of society. IWRA seeks to continually improve water resource decision-making by improving our collective understanding of the physical, ecological, chemical, institutional, social, and economic aspects of water.



## SPECIFICALLY, IWRA AIMS TO

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- Provide international, regional and national fora for water resources issues;
- Enhance the quality of knowledge used for decision-making;
- Promote cutting-edge research that improves understanding of water resource issues and policy options;
- Improve global access to water related information;
- Facilitate exchanges of information and expertise between countries and professions; and
- Network with complementary organisations.

## IWRA ACTIVITIES DESIGNED TO ACHIEVE THESE AIMS INCLUDE

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- The World Water Congress and Regional Water Congresses;
- Publication of Water International, the official journal of the Association;
- Publication of definitive books on different aspects of water management;
- Development of specific projects on main water topics with key partners;
- Co-sponsorship of major conferences, symposia seminars and workshops;
- Maintenance of an interactive website and social media channels;
- Organisation of Webinars and production of Policy Briefs; and
- Participating in and undertaking various research activities.

# APPLICATION

## STEP 1 - WRITTEN APPLICATIONS

Applications to host and organize a Regional Water Congress should be submitted in digital format to [office@iwra.org](mailto:office@iwra.org) and [c.clench@iwra.org](mailto:c.clench@iwra.org).

The full applications should include the following:

- 1. An official proposal letter from the head of the bidding organisation.**
- 2. A detailed proposal explaining:**
  - a. Experience of the bidding organisation in the water sector, including any past events;
  - b. Suitability of the proposed location (description of conference facilities for plenaries, concurrent sessions, exhibitors, posters, side events, press conferences, interpreter facilities and VIPs; local accommodation, transport links, technical/cultural visits; hotel and other accommodation options; visa requirements; engagement with local community educational programmes, etc.);
  - c. Key partners within and outside the country, and links to other international water events;
  - d. The mechanisms that will be created to manage the various aspects of the Regional Water Congress, such as logistics, promotion, attendee registration, budgeting and accounting, in accordance with the term of reference;
  - e. The official language of the Regional Water Congress and whether simultaneous translation will be made available for other languages;
  - f. Proposed timetable/milestones to organise the Regional Water Congress, including delivery of a website, communications, promotional material/activities, registration, etc.;
  - g. A proposed overarching theme for the Regional Water Congress with justification, which will be agreed upon in conjunction with IWRA if the bidder's application is accepted.
- 3. Congress Content**
  - a. Details on the types of content the bidding organisation intends to have in the Regional Water Congress. Examples include the presentation of the academic research papers in "regular sessions" and via "posters"; the presentation of projects in "special sessions" led by attending organisations; "high level panels" in plenary sessions; "academic workshops" run by the host organisation; etc.
  - b. IWRA commits to supporting the development of content using its extensive network of experts and to bring various high-level experts and personalities as speakers. IWRA will provide members to the Scientific Committee for the Congress responsible for developing the content for the Congress, relative to the scale of the proposed event. Please provide a description of how the bidding organisation will also develop substantive content, and what further support is expected from IWRA.
  - c. Details on the proposed overarching theme and any subthemes, including examples of high level panel discussions, special sessions, keynote speakers, opening /closing ceremonies, etc..
  - d. If the bidding organisation plans to solicit submission of abstracts for individual presentations and/or proposals for special sessions by organisations, details on the mechanisms for submitting,

collecting, and reviewing such abstracts and proposals, as well as for selecting those who will be invited to present at the Regional Water Congress.

## 4. Social Programme, Technical Visits, and Other Activities

- a. Basic details on the social programme that is proposed for attendees, including any dinners, receptions, meals, and cultural activities, as well as how the costs for these activities will be covered.
- b. Basic details on accompanying guest activities (if proposed).
- c. Basic details on technical visits (if proposed).

## 5. Financial considerations

- a. Demonstrate financial stability of the bidding organisation and capacity to finance the proposed budget directly and/or through identified sponsors.
- b. Proposed budget to host and organize the Regional Water Congress, including:
  - The Regional Water Congress hosting fee paid to IWRA;
  - All travel, accommodation and incidental expenses related to a site visit of the conference venue for two IWRA representative, to be selected by IWRA, at least 10 months prior to the Regional Water Congress.
  - Travel, accommodation and Congress registration costs to the venue for a minimum of 8 individuals, to be nominated by IWRA, will be covered by the bidding organisation.
  - The registration costs for a minimum of 8 IWRA representatives, to be selected by IWRA, and 3 IWRA staff will be waived by the organisers.
  - Agreement that the entire financing of the organisation of the Regional Water Congress is the responsibility of the bidder; IWRA shall not be exposed to any financial losses incurred through the organisation or hosting of the Regional Water Congress.

## 6. Acceptance of the Terms of Reference of this document.

## 7. Contact details of the bidding organisation, key contact person and team members who will work on the Regional Water Congress preparation.

## STEP 2 - DECISION BY THE IWRA EXECUTIVE BOARD

Following a review of the full applications of all bidders, a report will be made to the IWRA Executive Board for its final determination.

## STEP 3 - SIGNING THE MEMORANDUM OF AGREEMENT

Once a bid is accepted by the IWRA Board, a Memorandum of Agreement will be negotiated and signed in advance of any public announcement of the Regional Water Congress.

## STEP 4 - ANNOUNCEMENT OF THE WINNER

If possible, the Host of an IWRA Regional Water Congress will attend an upcoming IWRA World Water Congress to announce their successful candidature and to create links to their Regional Water Congress.

## BASIC TERMS OF REFERENCE

- The Host organisation shall pay a fee of €150,000 for the first day of the Congress, and €100,000 for each proceeding day to IWRA to host and organize the Regional Water Congress. This fee will be paid in agreed instalments.
- All registration fees, sponsorship and exhibition revenues will be kept by the host organisation.
- If timing allows, the Host organisation shall send representatives to the next IWRA World Water Congress to announce their successful candidature, and create links to their Regional Water Congress.
- The Host organisation agrees that the Regional Water Congress will last for 1-3 consecutive days, starting on a date of their own choosing, and with consideration to the expected timing of other significant water conferences, such as IWRA World Water Congresses and Stockholm World Water Week, as well as any significant holidays and other global events.
- The Host organisation agrees to reserve at least 1/3 of the positions on the scientific committee for IWRA representatives.
- The Host organisation shall prepare and manage a Regional Water Congress website and brochures to promote the event, ready to go live at least 12 months prior to the Regional Water Congress.
- The Host organisation agrees to submit the draft substantive programme, including names and affiliations of proposed keynote and plenary speakers, to IWRA for review allowing up to two weeks for that review before publishing the programme.
- The Host organisation agrees to hold monthly update teleconferences with the IWRA Executive Office beginning from when the MoA is signed.
- The Host organisation agrees to arrange and pay for all travel and accommodation for a site visit of the conference venue for two IWRA representatives, to be selected by IWRA, at least 10 months prior to the Regional Water Congress.
- The host organisation agrees to cover registration costs, hotel costs, and travel costs for a minimum of 8 individuals to be selected by IWRA.
- The host organisation agrees to waive the registration costs for a further 10 IWRA representatives, to be selected by IWRA.
- The host organisation agrees to waive the registration costs for any IWRA executive office staff members attending the Regional Water Congress.

# DETAILED TERMS OF REFERENCE

Applicants to host an IWRA Regional Water Congress must elaborate on the delivery of these detailed terms of reference when submitting their full application:

## MANAGEMENT AND COORDINATION

The Host organisation is responsible for:

- Overall logistics, management, and coordination of the Regional Water Congress;
- Liaison with IWRA Executive Office:
  - Checking of precedent and procedures;
  - Updating IWRA on a regular basis;
  - Monthly teleconferences with IWRA;
  - Advance review of principal print items;
  - Ad-hoc communication as required.
- Financial control and budget and keeping of accounts:
  - Writing the budget;
  - Opening bank accounts;
  - Local or government tax law commitments;
  - Keeping books of account;
  - Monitoring cash flow and funding accounts;
  - Checking bank statements;
  - Checking invoices and paying accounts;
  - Monitoring expenditure within the approved budget;
  - Control of financial contributions fund, and sponsorship funds;
  - Receiving registration fees and other income;
  - Monitoring non-payments;
  - Advice on insurance needs (Public Liability and Abandonment);
  - Advice on transfer of funds (country to country);
  - Investment of surplus funds for revenue;
  - Production of final accounts.

## PRESS

The Host organisation is responsible for:

- Mobilising the press and media;
- Accreditation to attend the Regional Water Congress;
- Advance newsletters;
- Press releases;
- Press briefings;
- Press officer;
- Post-congress press releases;
- On-site arrangements.

## PROMOTION AND COMMUNICATIONS

The promotional material, publicity, publications, social media channels and websites should be proposed by the Host organisation and approved by IWRA. Publications typically include (but are not limited to):

- Save the Date announcements and Calls for Papers;
- Posters and brochures;
- Congress Programme;
- Participant lists.

The related tasks include (but are not limited to):

- Creation of a logo and choice of colour scheme for print;
- Design of layout;
- Standard and extent of each print item;
- Collation and production of “copy” for each print item;
- Translation of “copy” for each print item into the official languages;
- Establishing and maintaining print deadlines;
- Proof-reading in all languages;
- Liaison with print companies on deliveries;
- Liaison with printer, packer and mailers on distribution both before and during the Regional Water Congress;
- Development of a Congress mobile application;
- Video recording and live streaming of the sessions.

## WEBSITES

- The IWRA Regional Water Congress website will be an important mechanism to communicate about the Regional Water Congress and to interact with participants. The Host is responsible for creating and maintaining this website, which will contain:
  - Promotional material;
  - Information on how to register;
  - The Regional Water Congress Programme;
  - Practical informational regarding accommodation, transport, access, etc.
- If the Host organisation plans to solicit submission of abstract and proposal for individual presentations and/or special sessions, the Regional Water Congress website should also link to a collaborative online platform developed or chosen by the Host to collect and assess abstracts and special session proposals, linked to the online registration system in order to match submissions with registrations to support the preparatory process of the Regional Water Congress. All material received is to be copied to IWRA following the Congress.

## THEMES

- The overarching theme for the Regional Water Congress will be selected by the Host in agreement with IWRA;
- The sub-themes will be selected either by the Host, or through a mechanism organized by the Host;
- The proposed sub-themes may be modified depending on future liaison between the Host organisation, IWRA and the Scientific Committee. The final sub-themes are subject to final approval by IWRA.

## TECHNICAL EXPOSITIONS AND SPONSORSHIP

Conditions for any technical expositions and sponsorship packages are proposed by the bidding organisation with final approval by IWRA. The proposal should include a fully equipped stand for IWRA at no charge.

## TECHNICAL VISITS/FIELD TRIPS

The Host organisation is responsible for:

- Choice of visits and organisers;
- Invitations and ticketing;
- Liaison with organisers;
- Arrangements, coaches, guides, meals.

## FACILITIES

Depending on the final programme, for guidance purposes, space requirements typically include:

- A plenary room that can accommodate all attendees;
- 3-5 rooms for parallel sessions with space for 50-100 attendees in each one;
- Rooms for special session and side events;
- Separate coordination rooms for the Host staff, IWRA staff, and other groups with management or organizational responsibilities;
- A VIP reception room;
- Breakout space for meetings of participants;
- Space for press;
- Space for technical exposition;
- Space for poster presentations;
- High speed WIFI/Internet access.

## LANGUAGE/TRANSLATION

The IWRA Congress and all related materiel typically are in English. A Regional Water Congress may have other official languages so long as adequate translation is provided, at least, for English language speakers. Additional languages may also be used depending on the location of the Congress, participants involved and the translation services provided.

## ACCOMMODATION

Typically the Host organisation is responsible for:

- Negotiating favourable rates for a range of hotels to be offered in different price categories;
- Agreement/contracts with hotels and colleges;
- Liaison with hotels and colleges, notification, rooming lists, deposits, cancellations.

## REGISTRATION MANAGEMENT

- Registration procedure:
  - Deciding the fees to attend the Regional Water Congress in consultation with IWRA (NB.: All IWRA members should receive a discount to attend the Congress, while all non-members of IWRA attending the Congress gain a 12-month membership in IWRA, with a portion of the Congress registration fee paid to IWRA to cover their membership.);
  - Setting-up systems, manual or computerised;
  - Organisation and supervision of kit packing, badge production, pre-ordered tickets.
- Advance registrations:
  - Receipt and monitoring of registration fees;
  - Maintenance of registration fee bank account;
  - Issuing of confirmations and receipts;
  - Handling cancellations and refunds;
  - Collecting unpaid fees;
  - Repayment of overpayments received.
- On-site registrations:
  - Setting-up desk registration system;
  - Cashier arrangements;
  - On-site ticketing, name badges, distribution of papers and congress kits;
  - Addendum to participant list.



The IWRA Executive Office is happy to field any questions on hosting an IWRA Regional Water Congress.

**PLEASE CONTACT**  
IWRA Executive Office,  
51 Rue Salvador Allende,  
92027 Nanterre Cedex,  
France

Tel: +33-1-41-20-16-28  
Email: [office@iwra.org](mailto:office@iwra.org)

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