



IWRA

INTERNATIONAL WATER RESOURCES ASSOCIATION
TERMS OF REFERENCE
TO HOST & ORGANISE
AN

IWRA WORLD WATER CONGRESS

This document explains the process of selecting the host and organiser for an IWRA World Water Congress and describes in detail the various roles and responsibilities.



www.iwra.org
www.worldwatercongress.com



IWRA WORLD WATER CONGRESS



“THE WORLD’S LARGEST CONGRESS LINKING WATER RESEARCHERS AND POLICY PRACTITIONERS”

The World Water Congress is a global event held every two years in different cities around the world under the auspices of the International Water Resources Association (IWRA). Its objective is to provide a unique meeting place to share experiences, promote discussion, and present new knowledge, research results and developments in the fields of water sciences, policy, and practice, globally.

For 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 3,000 stakeholders for the development and implementation of decisions in the field of water.

The Congress is 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 in various countries, each time attracting high profile international attention and bringing together major water stakeholders.

The Congress has a proven record of highlighting and addressing emerging developments and leading thought processes for tackling global water management issues. For example, the 1994 IWRA World Water Congress in Cairo resulted in the resolution creating the World Water Council, an international think tank, which aims to mobilise action on critical water issues at the highest political decision-making level.

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 example is the international spotlight and momentum that the Congress brought to Scotland's ambitious Hydro Nation programme (2015).

LEGACY PROGRAMME



Host an event that extends beyond the Congress itself, through ongoing community engagement and sustainability programmes at the local, regional, and international levels to contribute for positive impacts while helping to achieve the 2030 agenda and the Sustainable Development Goals.

Become part of and support IWRA's World Water Envoys Programme initiate, or promote Local Community Programmes, launch Global Water Declarations, set up a new IWRA Geographic Chapter, or propose new initiatives for a sustainable future for all!

In 2022, IWRA was recognised with the ICCA-BestCities Incredible Impacts Award & Grant for its Legacy Programme: "World Water Envoys". We will continue to endeavour to maintain a spotlight on and serve young representatives from local communities to find responses and solutions to their water challenges in all regions of the world, including Africa, Asia, Europe, Middle East, and the Americas.

BENEFITS OF HOSTING THE IWRA WORLD WATER CONGRESS

GLOBAL VISIBILITY

Generates high level global visibility for the host city and country around issues of water resources, including researchers, universities, think tanks, decision-makers, water authorities, private companies, and non-government organisations.

COLLABORATION

Helps build synergies within and between the local and national water communities, while accelerating collaboration towards new opportunities and partnerships across the water sector and beyond.

REPUTATION

Promotes local and national water expertise on a global scale, through contribution to international scientific and policy debates around key, timely water issues.

REVENUE

Provides economic and tourist benefits for the host city and country considering the presence of up to 3,000 participants from all over the world for a 5-day congress.

GLOBAL LEADERSHIP

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

GLOBAL MEDIA COVERAGE

The World Water Congress is a well-established and globally recognised event in the water sector. IWRA commits to aiding the hosts to mobilise the media/press and to leverage the participation of key international organisations.

HIGH-LEVEL ENGAGEMENT

The World Water Congress brings together high-level experts as distinguished speakers and award recipients, and attracts high-level representatives, including global policy leaders and heads of international organisations, such as UNESCO, UN Water, OECD, FAO, and many others.

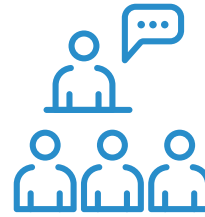
NETWORKING

Provides excellent opportunities for networking face-to-face with the international water community and other water-related sectors.

LEGACY

Host a global event that extends beyond the Congress itself, through ongoing community engagement programmes at the local, regional, and international levels including the World Water Envoys Programme, Local Community Programmes, Global Declarations, IWRA Chapters, and much more!

KEY FIGURES & STATISTICS



1,000 – 3,000
ATTENDEES FROM ALL OVER THE WORLD

400 – 500
SPEAKERS

150 – 200
ABSTRACT PRESENTATIONS

100
POSTER PRESENTATIONS

75 – 100
COUNTRIES

50 – 75
REGULAR SESSIONS

50+
SPECIAL SESSIONS

50 – 75
EXHIBITORS
(2,000 - 3,000 M² EXHIBITION SPACE)

10+
IWRA AWARDS

6
PLENARY SESSIONS
(OPENING & CLOSING CEREMONIES;
4 HIGH-LEVEL PANELS)



ABOUT IWRA

INTERNATIONAL WATER RESOURCES ASSOCIATION

IWRA is an international, non-governmental, member-based Association. Since its establishment in 1971, it has been consistently recognised and respected as a leading forum advancing the understanding and management of water resources at the interface of water science and policy worldwide. Members of IWRA are from all parts of the world and are representative of every profession and academic discipline involved in the sustainable management of the world's water resources.

The mission of IWRA is to build and strengthen partnerships and mechanisms to address water resource challenges and priorities, worldwide. It provides a global, knowledge-based forum for bridging disciplines, sectors, and geographies by connecting professionals, students, policymakers, 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, world wide 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.

IN PARTICULAR, IWRA AIMS TO:

- 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 the exchange of information and expertise between countries and professions.
- Network with leading international organisations.

TO ACHIEVE THESE AIMS, IWRA ACTIVITIES INCLUDE:

- The World Water Congresses
- The Regional or Special Water Congresses
- The Online Conferences organised virtually in partnership with key water organisations
- Publication of Water International, its official flagship journal
- Publication of definitive, special books on different aspects of water management
- Development of specific projects on main water topics with key partners including UNESCO, FAO, OECD, World Water Council, Asia Water Council, etc.
- Co-sponsorship of major conferences, symposia seminars, and workshops
- Maintenance of an interactive website and broad presence on social media channels
- Organisation of Webinars, online Masterclasses, and other virtual events
- Production of Policy Briefs, Newsletters, News Articles and Blogs
- Coordination of various member-led activities through Task Forces, Working Groups and Geographic Chapters



APPLICATION PROCESS

STEP 1 - EXPRESSIONS OF INTEREST

Expressions of Interest (Eoi) should be addressed to the IWRA Executive Office by email to office@iwra.org and congress@iwra.org

Expressions of Interest should be a maximum of 2 pages, stating:

1. The lead bidding organisation
2. Who else would host the World Water Congress
3. Where the World Water Congress would be held
4. Preferred dates for hosting the World Water Congress
5. The motivation for hosting the Congress
6. The preferred main theme of the Congress
7. Who commits to pay the hosting fee
8. The institutional resources available to support the hosting of the Congress
9. Agreement with the basic terms of reference

All Eoi will be reviewed by the IWRA Events Committee, with approved candidates requested to submit a full application to host the IWRA World Water Congress by an agreed deadline.

STEP 2 - FULL WRITTEN APPLICATIONS

Full applications should be submitted in digital format to office@iwra.org and congress@iwra.org. IWRA's Executive Office will support the bidders through this process to ensure that the submitted documents are as complete as possible.

Full applications should include the following elements:

1. An official proposal letter from the head of the bidding organisation.
2. Letters of support, from the co-coordinators and the principal funders of the Congress.
3. A detailed proposal explaining:
 - a. Experience of the bidding organisation in the water sector.
 - b. Examples of relevant past events organised by the bidding organisation.
 - c. References to efforts by the bidding organisation and/or co-hosts to achieve the SDGs and the 2030 Agenda.
 - d. 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 the local community educational programmes etc.).
 - e. Key partners supporting the main hosting/ bidding organisation within and outside the country, and links to other international water events.
 - f. Proposed timetable/milestones to organise the World Water Congress, including delivery of the website, communications, promotional material/activities, registration, etc.
 - g. A proposed overarching theme for the World Water Congress with justification, which will be agreed upon in conjunction with IWRA, if the bidder's application is accepted.
 - h. Proposal for both sustainability and legacy programmes to minimise environmental impacts of the Congress in the destination and address anticipated needs of the city and the citizens.
4. Financial Consideration
 - a. Demonstration of financial stability of the bidding organisation and capacity to finance the proposed budget

directly and/or through identified sponsors.

- b. Proposed budget to host the Congress, including:
 - The Congress hosting fee of €600,000 that shall be paid to IWRA in agreed instalments.
 - All revenue from the event will remain with the hosts/ bidding organisation including registration fees, sponsorship, exhibition fees and any extra tickets).
 - Travel, accommodation, and incidental expenses related to a site visit of the Congress venue for 3 IWRA representatives, at least 18 months prior to the Congress.
 - Travel, accommodation, and Congress registration costs to the venue for a minimum of 20 individuals to be nominated by IWRA.
 - The registration fees of all Past IWRA Presidents, current IWRA Board Members and IWRA Staff will be waived by the organisers.
 - The registration fees of up to 30 rapporteurs working on the Congress proceedings, daily social media and news updates for the Congress, will be waived by the organisers.
 - The registration for any invited keynote speakers in plenary sessions, (Opening Ceremony; 4 High Level Panels; Closing Ceremony), will be waived by the organisers.
 - Agreement that the entire financing of the organisation of the Congress is the responsibility of the bidder; IWRA shall not be exposed to any financial losses incurred through the organisation or hosting of the Congress.
5. Acceptance of the Terms of Reference of this document.
6. Contact details of the bidding organisation, key contact person and team members who will work on Congress preparations and implementation.

STEP 3 - REVIEW & DECISION BY THE IWRA EXECUTIVE BOARD

Following a review of the full applications of all bidders by the IWRA Congress and Events Committee, a report will be submitted to the IWRA Executive Board for the selection of the preferred candidate. Following deliberation and a vote by the Executive Board, the winner will be informed of the result in due time to be able to attend the prior World Water Congress.

STEP 4 - SIGNING OF THE MEMORANDUM OF AGREEMENT

A Memorandum of Agreement will be negotiated and signed in advance of the World Water Congress. The Agreement must be signed by both the accepted bidder and IWRA in advance of any public announcement and in time for preparations prior to the start of the World Water Congress.

STEP 5 - ANNOUNCEMENT OF THE WINNER

The Host of the IWRA World Water Congress will attend the previous World Water Congress to announce their successful candidature and to create links to their Congress, as well as participate in the hand-over between the hosting cities during the Closing Ceremony.

TERMS OF REFERENCE

BASIC TERMS OF REFERENCE

In addition to the financial considerations detailed in the fill bid document, the applicants to host the IWRA World Water Congress must acknowledge agreement with the below noted Basic Terms of Reference when submitting their Expression of Interest (Eoi):

1. The Host organisation shall pay a fee of €600,000 to IWRA to host the Congress, paid in agreed instalments.
2. The Host organisation shall send representatives to the prior World Water Congress to announce their successful candidature and create links to their Congress.
3. The Host organisation agrees that the Congress will be an in-person event that last for 5 consecutive days, starting on a date mutually agreed with IWRA in September/October/November of the next open year, and with consideration to the expected timing of other significant water conferences/forums/summits etc., such as World Water Week, as well as any significant holidays and other global related events.
4. The Host organisation shall prepare and manage the Congress website and brochures to promote the World Water Congress, ready to go live 12-18 months prior to the Congress.
5. The Host organisation shall establish and make available a collaborative online platform to collect and assess abstracts and special session proposals, linked to the online registration system to match submissions with registrations, and to support the work of the International Scientific Committee during the preparatory process of the Congress. This platform will be ready to go live 12-18 months before the Congress.
6. The Host organisation agrees to hold monthly update teleconferences with the IWRA Executive Office beginning 24 months before the Congress to update members on their plans and processes.
7. The Host organisation agrees to work with the IWRA Executive Office to prepare official invitations for VIP and keynote speakers at least 12 months prior to the Congress and arrange a VIP Reception the night prior to the Opening Ceremony.
8. The Congress programme will include a Welcome Reception, Gala Dinner, and Technical Visits, open to all participants. Registration will include lunch on site and the welcome reception.



DETAILED TERMS OF REFERENCE

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

ORGANISATIONAL STRUCTURE

- Typically, the Congress is organised by a National Organising Committee (NOC) consisting of various local stakeholders, and supported by a local Congress Secretariat responsible for the local arrangements. The NOC is chaired and/or co-chaired by individuals nominated by the Host organisation.
- An International Scientific Committee (ISC) is created to manage content, with half the ISC members being identified by the NOC and half by IWRA. 2 co-chairs are strongly suggested, 1 selected by IWRA and 1 selected by the host, as well as at least three Associate Chairs who will oversee Abstracts Selection and Regular Sessions, Special Sessions and Poster Sessions, and Plenary Programmes (including Opening and Closing Sessions).

WEBSITES

- The World Water Congress website will be an important mechanism to communicate about the 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 Congress Programme
 - Practical informational regarding accommodation, transport, access, etc
 - Clear identification of the event as an IWRA event
- The Congress website should also link to a collaborative online platform developed or chosen by the Host to collect

DETAILED TERMS OF REFERENCE

and assess abstracts and special session proposals, linked to the online registration system in order to match submissions with registrations to support the work of the ISC during the preparatory process of the Congress. All material received is to be copied to IWRA following the Congress.

SESSION, CONTENT AND AUTHOR MANAGEMENT

- The ISC is responsible for the design, proposal and organisation of all sessions and content – including the management of all presenters
- The organisation of regular sessions and selection of special sessions is the responsibility of the ISC with the cooperation and assistance the Host organisation.
- IWRA will organise the following activities that must be included into the programme:
 - Ven Te Chow Memorial Plenary Lecture
 - An awards ceremony
 - The IWRA General Assembly
- The organisation of side events is the responsibility of the Host organisation with the cooperation and assistance of the IWRA Executive Office.

FACILITIES

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

- A plenary room that can accommodate
- A minimum of 5 rooms parallel sessions with space for at least 100 attendees in each one
- 2/3 Rooms for side events.
- Meeting room for full day meeting of IWRA Executive Board one day in advance of Congress
- Coordination room for IWRA staff & the ISC
- Coordination room for the NOC
- A VIP reception room
- A Gala Dinner space for invited and/or paying guests for one evening of the congress.
- Breakout space for meetings between participants
- Space for press
- Space for technical expositions (approx. 2,000-3,000 m²)
- Space for poster presentations (may be double-sided or digital)
- High speed WIFI/Internet access

THEME & SUB-THEMES

- The overarching theme for the Congress will be selected by the Host in agreement with IWRA
- The sub-themes will be selected by the ISC
- The proposed sub-themes may be modified depending on future liaison between the Host organisation, the ISC and IWRA. The final sub-themes are subject to final approval

by IWRA.

TECHNICAL EXPOSITIONS AND SPONSORSHIP

Conditions for technical expositions and sponsorship packages are proposed by the bidding organisation with final approval by IWRA. The proposal should include a fully equipped double 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
- Management and communications to registered attendees of the technical/ fieldtrips

LANGUAGE/TRANSLATION

The official language of IWRA Congresses and all related material is English. Additional languages may also be used so long as adequate translation is provided, at least, in English.

PRESS

The Host organisation is responsible for:

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

All press related matters shall be coordinated with the involvement of the IWRA Executive Office.

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

DETAILED TERMS OF REFERENCE

- 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 printers and branded material suppliers both before and during the World Water Congress
- Development of a Congress mobile application
- Video recording and live streaming (optional) of the sessions

MANAGEMENT AND COORDINATION

The Host organisation is responsible for:

- Overall logistics, management, and coordination of the World Water Congress
- Liaison with IWRA Executive Office:
 - Checking of precedent and procedures
 - Monthly teleconferences with IWRA
 - Advance review of principal promotional 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 expenditures 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.

REGISTRATION MANAGEMENT

The Host organisation is responsible for:

- Registration procedure:
 - Deciding the fees to attend the World Water Congress in consultation with IWRA. The Congress is open to anyone wishing to attend.
 - IWRA Gold Members must receive a discount to attend the congress.
 - Discounts are usually also offered for “early bird” registrations, as well as to people from developing countries and to students.

- Congress attendees without IWRA Gold Membership will be actively encouraged to take out a 12-month Gold Membership to benefit from a discount to the Congress)
- Setting-up online systems
- 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.

GALA DINNER AND SOCIAL PROGRAMME

The Host organisation is responsible for:

- Overall responsibility for programme choices – welcome reception, concert, gala dinner, etc.
- Financial responsibility for these events (either through ticketing or sponsorship)
- Procedures for opening and closing ceremonies (in collaboration with IWRA)
- Other official functions – VIP Welcome Reception, Government hospitality, executive or speaker’s lunch, etc.
- Accompanying guests programme
- Pre- or post-congress cultural/technical tours
- Related social events – hospitality by embassies and exhibitors

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
- Liaison with hotels, notification, rooming lists, deposits, cancellations

It should be noted that it is impossible to detail all the actions required to organise the congress several years before it is held. Therefore, the lists above are not exhaustive. The lead organisation is requested to accept the responsibility of organising all additional necessary activities in order to ensure a successful congress.

HISTORY OF THE WORLD WATER CONGRESSES & THEMES



I - IMPORTANCE & PROBLEMS OF WATER IN THE HUMAN ENVIRONMENT IN MODERN TIMES

Chicago, Illinois, U.S.A., 24-28 September 1973

II - WATER FOR HUMAN NEEDS

New Delhi, India, 12-16 December 1975

III - WATER FOR HUMAN SURVIVAL

Mexico City, Mexico, 23-27 April 1979

IV - WATER FOR HUMAN CONSUMPTION: MAN & HIS ENVIRONMENT

Buenos Aires, Argentina, 5-9 September 1982

V - WATER RESOURCES FOR RURAL AREAS & THEIR COMMUNITIES

Brussels, Belgium, 9-15 June 1985

VI - WATER FOR WORLD DEVELOPMENT

Ottawa, Canada, 29 May - 3 June 1988

VII - WATER FOR SUSTAINABLE DEVELOPMENT IN THE 21ST CENTURY

Rabat, Morocco, 13-18 May 1991

VIII - SATISFYING FUTURE NATIONAL & GLOBAL WATER DEMANDS

Cairo, Egypt, 13-18 May 1994

IX - WATER RESOURCES OUTLOOK FOR THE 21ST CENTURY: CONFLICTS & OPPORTUNITIES

Montreal, Canada, 1-6 September 1997

X - SHARING AND CARING FOR WATER

Melbourne, Australia, 12-16 March 2000

XI - WATER RESOURCES MANAGEMENT IN THE 21ST CENTURY

Madrid, Spain, 5-9 October 2003

XII - WATER FOR SUSTAINABLE DEVELOPMENT, TOWARDS INNOVATIVE SOLUTIONS

New Delhi, India, 22-25 November 2005

XIII - GLOBAL CHANGES & WATER RESOURCES: CONFRONTING THE EXPANDING & DIVERSIFYING PRESSURES

Montpellier, France, 1-4 September 2008

XIV - ADAPTIVE WATER MANAGEMENT: LOOKING TO THE FUTURE

Porto-de-Galinhas, Brazil, 25-29 September 2011

XV - GLOBAL WATER, A RESOURCE FOR DEVELOPMENT: OPPORTUNITIES, CHALLENGES & CONSTRAINTS

Edinburgh, Scotland, 25-29 May 2015

XVI - BRIDGING SCIENCE & POLICY

Cancun, Mexico, 29 May - 3 June 2017

XVII - FOUNDATIONS FOR GLOBAL WATER SECURITY & RESILIENCE: KNOWLEDGE, TECHNOLOGY AND POLICY

Daegu, Republic of Korea, 11-15 May 2020

XVIII - WATER FOR ALL: HARMONY BETWEEN HUMANS AND NATURE

Beijing, China, 11-15 September 2023

HISTORY OF THE WORLD WATER CONGRESS REGISTRATION FEES AT THE PAST SIX CONGRESSES

CONGRESS STANDARD REGISTRATION WEEKLY RATES:*

XIII WORLD WATER CONGRESS
Montpellier, France, 2008
IWRA Member 500 EUR
Non-member 600 EUR

XIV WORLD WATER CONGRESS
Porto-de-Galinhas, Brazil, 2011
IWRA Member 1,150 BRL
Non-member 1,380 BRL

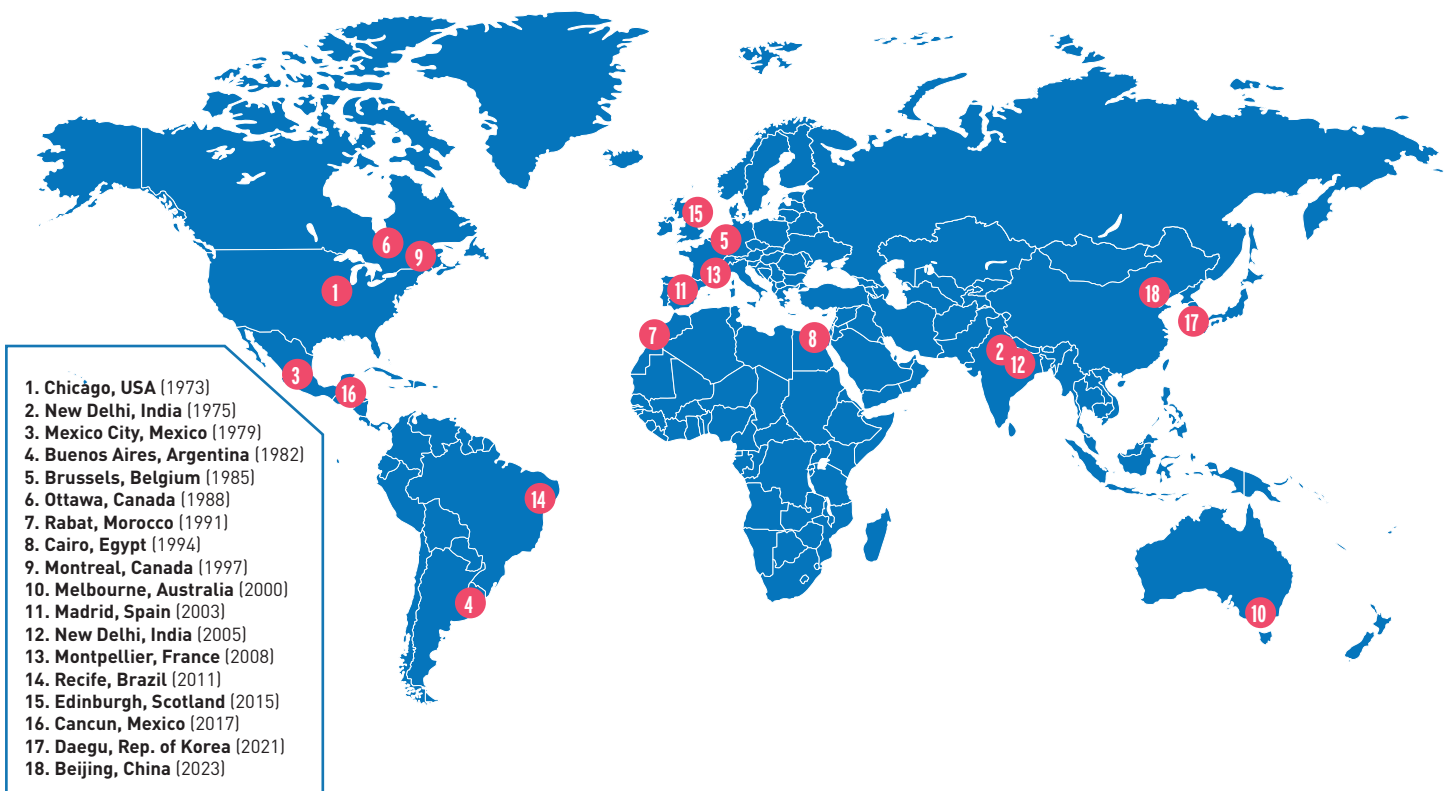
XV WORLD WATER CONGRESS
Edinburgh, Scotland, 2015
IWRA Member 435 GBP
Non-member 525 GBP

XVI WORLD WATER CONGRESS
Cancun, Mexico, 2017
IWRA Member 325 USD
Non-member 375 USD

XVII WORLD WATER CONGRESS
Daegu, Republic of Korea, 2020
IWRA Gold Member 700 USD
Non-member 800 USD

XVIII WORLD WATER CONGRESS
Beijing, People's Republic of China
IWRA Gold Member 800 USD
Non-member 900 USD

** Student rates, day rates, discounts for early-bird registration and developing countries could also be offered.*





International Water Resources Association



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

PLEASE CONTACT

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