



Seminar Convenor Conditions 2012 World Water Week in Stockholm

This document contains important information to seminar convenors at the World Water Week, 26-31 August. We ask you to read the conditions carefully.

If you have any further questions please contact Mr. Adrián Puigarnau, e-mail: adrian.puigarnau@siwi.org or phone +46 761 294 625.

Seminar and Side Event Fees

Fees displayed excl. VAT.

1-hour long side event

SEK 13,000 (approximately 1,400 EUR)	Room with less than 100 seats theatre style
SEK 17,000 (approximately 1,800 EUR)	Rooms with 150-200 seats theatre style or 100 with round tables
SEK 20,000 (approximately 2,200 EUR)	Rooms with more than 200 seats theatre style

3-hour long seminar

SEK 35,000 (approximately 3,800 EUR)	Room with less than 100 seats theatre style
SEK 40,000 (approximately 4,400 EUR)	Rooms with 150-200 seats theatre style or 100 with round tables
SEK 43,000 (approximately 4,700 EUR)	Rooms with more than 200 seats theatre

Services included in Fee

Logistics:

- Session room. The seminar fee level depends on the size of the room.
- Session room setup including ppt-presentation system and sound system
- Panel seating for 6 people with wired microphones
- Technical and logistical support, including WWW assistants during the event
- Speaker signs
- Posting on general information screens around the venue
- Secretariat support throughout 2012

Marketing and Reporting:

- Announcement in the Second Announcement (distributed to 45,000 addresses)
- Announcement and detailed programme in the World Water Week Programme
- Event webpage on the Event Finder at the World Water Week website (200,000+ visitors in the three months prior to the WWW)



- Website link to your organisation's homepage
- Logos, texts and advisory support for your marketing
- Conclusions and presentations on your seminar event webpage.

Exhibition:

- First preference for an exhibition space. (Against an additional fee.)

NOT included in the Fee

- Registration fees for convenors, invited speakers or panellists



Tasks and Deadlines for Convenors

No.	Task Description	Due Date
1	Submit application form	15 February
2	Request exhibition space (if applicable)	15 February
3	Submit 10 word title, 50 word text and list of convenor /-s for Second Announcement	25 March
4	Submit detailed description and relevant background documentation for the event webpage	On-going from 25 March
5	Registration opens. Start marketing the event.	May
6	Submit Event Planning Form and signed contract that specifies the seminar format and arrangements (planning form will be sent by SIWI)	1 June
7	Submit seminar description and programme for Final Programme (link will be sent by SIWI)	1 June - 4 July
8	Last order. 50 % is added to the price of any orders, bookings or technical additions made after this date.	22 July
9	World Water Week	26-31 August
10	Submit Event summary and Conclusions for the website	15 September

Other Issues

Event planning form. The signed Contract and Event Planning Form is a binding agreement between SIWI and convenor, and has to be submitted by 1 June.

Registration for the World Water Week. It is the responsibility of the seminar convenor to ensure that officials, including themselves and speakers, register for the WWW. Details for registration will become available in the Second Announcement.

Speakers to the seminar. SIWI does not cover the costs for convenors, invited speakers, panellists or other participants to the seminar.

Promotion of the seminar. Seminars are competing with other parallel sessions for participants. We stress the importance for convenors to inform their networks and actively promote the event. SIWI will be working to promote your event and the World Water Week.

Allocation of times and rooms. SIWI retains the right to determine the most appropriate time and room for each seminar. Convenors can, of course, indicate preferred days, times and room size. Certain time limitations may also be introduced due to other activities during the week.

Closed meetings. SIWI can facilitate logistical arrangements for a closed meeting, but it is imperative that you indicate as early as possible if you intend to hold one, as room availability is limited and it will be on a first come, first serve basis.

Late orders. The venue charges an additional 50 % for any orders, bookings or technical additions made after 22 July. On site orders are also 50 % extra.