43rd WEDC INTERNATIONAL CONFERENCE

ONLINE: 9 –13 September 2024

WATER AND CLIMATE RESILIENCE

Guidance for Authors and Presenters

This document provides guidance for authors and presenters on preparing contributions for the 43rd WEDC International Conference to be held online from our virtual conference platform.

If you have attended one of our conferences before, please note that this time there are some important differences to the way we are managing the conference. It will be our second conference to be held online. With improvements resulting from the feedback we received from the first online conference, we are confident that we can maintain the high calibre of contributions and interaction which is a hallmark of all our conferences.

Contents

Conference focus

The title of the conference *Water and Climate Resilience* reflects its focus. As such we invite presenters to specifically address the issues related to water and climate resilience, mitigation and adaptation within the context of one or more of the following topics:

- Disaster risk management
- Water, sanitation and hygiene (WASH) services
- Emerging technologies for water management (inc. AI)
- Flood management
- Nature-based solutions
- Water security
- Water quality

Conference presentations and events

Plenary, agency and exhibitor presentations

There will be plenary presentations featuring keynote speakers from across the world; agency events and exhibitions; and extended discussions occurring throughout the conference. These will be detailed in the timetable shortly before the conference opens.

Delegate presentations

There are two types of delegate presentations: themed presentations based on an 'extended abstract' (see below); and poster presentations based on a poster proposal.

Themed presentations

Presentations in the form of a pre-recorded presentation and a live discussion may feature direct accounts of projects or programmes that aim to share both successes and failures of approaches or field experiences, including lessons learnt. Some may be more lab-based and experimental. They may also introduce new knowledge developed with clear, rigorous methodologies and analysis.

We invite you to submit an extended abstract of your chosen subject with a view to presenting at the conference, using the template provided on our 'My WEDC' website. For themed presentations, please note the abstract should be limited to two pages (including references) and should closely address an aspect of one of the topics listed above within the context of climate resilience. You will be asked to select one of the topics when you submit the extended abstract through our conference system. Only one extended abstract submission is permitted per author.

Posters

Posters will be displayed throughout the conference in our Poster Gallery. A selection of posters will be chosen, principally for relevance, comprehensibility and length, for inclusion in the live poster sessions where authors of the selected posters will be able to highlight key points for 3 to 5 minutes. Up to 8 presenters will be grouped together in each one hour session with discussions after the first set of four and again after the second set.

In the first instance, please submit a Poster Proposal Form using the template provided on our My WEDC website. Only one poster is permitted per author.

> **Please note that you should have access to a website browser and a reliable internet connection to participate as a presenter.**
>
> **We recommend that you access the conference using a desktop or laptop computer rather than a mobile phone.**

Reviews

One of the objectives of the conference is knowledge sharing, based on a range of experience, practice and/or research. Abstracts or posters with a focus on experience and practice may refer to reports on activities, projects or programmes including lessons learnt. More research-focused abstracts should outline a clear methodology, a strong evidence base and data analysis components. They should also demonstrate critical thinking. This objective will be taken into account during the review process.

When we have received all contributions, they will be triaged to ensure that all extended abstracts and poster proposals meet minimum standards of literacy and relevance, and that they conform to the relevant template and length. Subject to these requirements, the abstracts and poster proposals will then be peer-reviewed by a panel of reviewers with broad experience of the water sector. They will use the checklist below as the basis for assessment and will choose one of the following options in their response:

1. **Abstract / poster accepted.**

2. **Abstract / poster accepted with recommendations.** The reviewer will make suggestions for the author to consider when preparing the presentation or poster.

3. **Abstract accepted as a poster.** If an extended abstract does not meet all the criteria required for a presentation, but is of interest and related to the conference theme, the author may be invited to submit a poster based on the subject of the abstract. These, and posters submitted using the Poster Proposal Form, will be evaluated against a reduced number of criteria (see overleaf).

4. **Rejected.** The abstract or poster proposal does not sufficiently meet the the review criteria.

If your extended abstract is accepted, you will be invited to prepare a recorded presentation.
If your poster proposal is accepted you will be invited to design the poster.

If your extended abstract is *not* accepted, but the reviewer invites you to submit a poster instead, you will *not* need to submit a Poster Proposal Form. We will invite you to design a poster based on the subject of your abstract using the poster template provided on the My WEDC website.

The deadline for submission of extended abstracts and poster proposals is 1 March 2024.

Authors will be informed of the outcome of the review by 30 April 2024.

Important note: An extended abstract will be automatically rejected without review if it is not relevant to the focus of the conference; does not conform to the template or exceeds two pages, including references and images.

Please take note of the review criteria below as you prepare your abstract or poster. This is the form by which your contribution will be evaluated by the reviewers. There will be no opportunity to revise your abstract or poster proposal after it has been reviewed, so please ensure that it conforms to the requirements given in this document.

Checklist for authors and reviewers		
Criteria	10 minute themed presentations	Posters
Does the abstract specifically and adequately address the issues related to water and climate resilience, adaptation or mitigation within the context of one of the conference topics?	Yes / No	Yes / No
Does the submission conform to its template?	Yes / No	Yes / No
Is there a title, and is it clear and not too long?	Yes / No	Yes / No
Is the writing style acceptable?	Yes / No	Yes / No
Is the standard of English acceptable?	Yes / No	Yes / No
Are the arguments, descriptions or other points made clear?	Yes / No	Yes / No
Is the content neither too simple nor too complex for an informed but general audience?	Yes / No	Yes / No
Has the author avoided being defamatory, overtly commercial or biased?	Yes / No	Yes / No
Is the work of others adequately referenced?	Yes / No	Yes / No
Are there clear lessons learnt?	Yes / No	-
Are conclusions made clear?	Yes / No	-
Does the content significantly add to the existing body of knowledge?	Yes / No	-
Is there evidence or data to support the conclusions?	Yes / No	-
Does the extended abstract have the potential to be developed into an engaging presentation?	Yes / No	-

Preparing themed presentations

If your extended abstract has been accepted and you have been invited to submit a themed presentation based on the abstract, please prepare a recorded and narrated PowerPoint using the template provided on the website. This should last no longer than 10 minutes. The PowerPoint should then be exported as an mp4 video file and submitted online through My WEDC *using the same reference number you will have been issued with when you submitted your abstract*. During the conference session, your video file will be streamed, and be followed by a live interactive question and answer discussion between yourself and the other delegates present in your session.

On submission of the abstract and presentation, authors will be asked to confirm their agreement to these to feature in the Conference Proceedings on Loughborough University's Institutional Repository, indefinitely as a public resource.

See below for important notes on the presentation templates and how to use them.

Choosing a subject

New and innovative ideas, projects, procedures or practical field experience are most valuable. A presentation should add to current knowledge in the area; it should not just repeat known facts.

The "think globally, act locally" idea is particularly pertinent in relation to climate resilience. Presentations describing ideas and techniques that can be applied elsewhere and that relate local experience to wider issues in the water sector, such as international policy or targets, are particularly welcome.

Authors should be aware that the audience and readership will be wide and will include planners, politicians, donors, practitioners, engineers, climate scientists, social scientists and fieldworkers.

Choosing a title

The title should be no more than two lines in length and should describe the main subject of the presentation. Titles that exceed two lines may be edited by our editorial team. General titles such as "A community water project" or specific project names such as "The RUWASA scheme" should be avoided. Make sure the title reflects the content of the presentation to attract the appropriate audience. Electronic search engines will find presentations that have relevant keywords in the title. As some titles are descriptive, use lower case not title case, e.g. "The potential effects of climate change on water supply for low-lying island communities in the Pacific".

Imagery, language and style

We encourage you to use photographs, graphics and other types of imagery to help get your ideas across in your presentation. Please consider the following points for text-based content.

- The language of the conference is English. One of the criteria for acceptance is the use of a reasonable standard of English. Please select 'UK English' options in any editorial tools you may use and ensure that your presentation has been thoroughly proof read prior to submission. SI-units should be used where applicable.

- Avoid jargon, acronyms (especially new or unusual acronyms), excessive abbreviations and the use of specialist terms without explanation. Where local terms are used, a rough translation should be provided, for example "... nulla (a water channel or drain)...".

- Convert currencies into US dollar or Euro equivalents (e.g. the latrine slab cost USh 2500/= ($0.94)).

- For terminology or descriptions, use lower case when spelt out but upper case acronyms: e.g. gross domestic product [GDP]; national development framework [NDF]; menstrual hygiene management (MHM).

- Asking a colleague to review the presentation prior to submission is highly recommended.

Content issues

Authors should assume that the conference audience has a general understanding of the subject, but not of local circumstances. This means there is no need to state general facts, but regional or local facts are useful. The presentation *does* need to be based on evidence, such as research or practical experience in the field. Where the presentation takes a wider perspective, such as

reflections on a series of projects or reviewing the current state of the sector, there needs to be an acknowledgement of existing knowledge, by directly or indirectly referring to publications or the work of other organizations, which demonstrate an awareness of current theory and practice.

Please ensure that you include clear 'learning points' at the end of the presentation or in the conclusion, which may have wider applicability and interest for other delegates.

Plagiarism

"Plagiarism" is using the work of others but presenting it without permission, acknowledgement or reference as if it were the person's original work, e.g. copying electronically by 'cut and paste' from the source document. It will include the use of such material as written text, statistics or similar data, diagrams or illustrations, and photographs.'

Institution of Civil Engineers' Code of Professional Conduct, 2014

Authors should ensure that everything they write or present is either their own work or correctly cited and referenced. For more guidance on referencing, see WEDC Guide No 10 which we issue to our students as a succinct source of guidance on citation and referencing. 'How to use and cite literature effectively' (Reed et al., 2012, revised in 2021). This document is available on My WEDC.

About the presentation template

The PowerPoint template available on My WEDC is set to a widescreen format. The pixel ratio is 1920 x 1080px (50.8 x 28.58cm). You may adapt the template as you wish provided that the first slide contains the WEDC graphic provided and the format is 16x9 landscape. To export as an mp4 file, choose 'Export' and ensure mp4 is visible from the drop-down list of options. Make sure that you select 'Presentation quality' (not 'Internet quality'). When it comes to submission of the presentation, please upload the mp4 file only, not the PowerPoint.

Presentation tips

Preparing the presentation for narration and recording is an important consideration before you start. Make sure you don't simply read the text on your PowerPoint. There is an opportunity for you to engage your audience as you speak by showing photographs, illustrations or other imagery. If you are showing graphical information, make sure you explain it clearly to help you get your points across.

If you are uncomfortable about speaking directly into a PowerPoint, make notes for each slide, or even write out a transcript of what it is you want to say. Take care, however, if you are narrating from a script, to make sure the narration sounds as natural as possible as you might speak and interact with others in person. You may choose to show yourself presenting your slides if you wish, by using thumbnail video files. This is not mandatory, however.

Accepted presentations should be submitted by 14 July 2024. They will be checked to make sure they meet the requirements for presentation.

Poster design

The template to be used for posters is available from My WEDC. The format is similar to that of the presentations but features only one slide. The WEDC graphic is reduced to give you more space for the poster elements. You do not necessarily need to use PowerPoint, but your poster should nevertheless be set to 1920 x 1020 pixels landscape.

Please submit you poster as a pdf file.

We highly recommend that you consult the step by step guide *How to Design a Conference Poster* available from My WEDC.

Posters should be submitted by 14 July 2024.

File labelling

For ease of identification, please label your presentation or poster files with the first-named author's family name, followed by a hyphen and then the author's initials (i.e. FAMILYNAME-ABC. mp4/pdf).

Accessibility

Whether you are presenting a themed presentation or a poster, please be aware that for many delegates, English will be a second language. Some delegates may be visually impaired or hard of hearing. As such, please make sure you introduce yourself clearly and briefly outline your background and your work. Describe the contents of each slide as you move through your presentation.

Terms and conditions

WEDC, as part of the School of Architecture, Building and Civil Engineering at Loughborough University, shall keep all data in its conference management system (entered on the sign-up form and subsequently provided in relation to any aspect of the conference) confidential.

No data will be disclosed to any third party except where necessary to provide services related to a conference and as otherwise required by law.

Personal data will not be used for any purposes other than in relation to the organisation of current or future conferences or other WEDC activities (including production of delegate lists) organised in the indicated areas of interest.

Personal data will not normally be removed from the system, as details are required to be retained by law and in order to enable the provision of information regarding future events and conferences, as indicated in the sign-up form, and to facilitate the individual's ability to register for future events without having to create a new user profile.

The individual is responsible for updating all personal data held in My WEDC, which can be done at any time through the User Profile.

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data, except as necessary for running a conference outside the UK.

Here are the full details of Loughborough University's Data Protection Policy.

Here are the full details of Loughborough University's Privacy Policy.

Registration for the conference

As an author, you will already have signed up to My WEDC and created a profile. When you log into My WEDC to join the conference, *please do not create another profile if you already have one.* If you need to, amend your existing profile instead.

When registration for the conference is open, login to My WEDC (wedcconference.co.uk) and you will be directed to the 43rd International Conference registration point. The confernce will open later in 2024, close to the start of the conference.

In the event that the maximum number of registered places at the conference is reached, priority for entry will be given to authors, reviewers keynote speakers, agencies, exhibitors and WEDC staff.

References

INSTITUTION OF CIVIL ENGINEERS, 2014. *Code of Professional Conduct* [online] [Viewed: 31/10/23] Institution of Civil Engineers, London, UK.

REED, B.J., FISHER, J., SKINNER, B.H. and SHAW, R.J. 2012, (revised 2021). *How to use and cite literature effectively.* Loughborough, UK. WEDC, Loughborough University.

Please bear in mind that all presentations will feature in the Conference Proceedings along with the recordings from the conference and stored as a publicly accessible resource within Loughborough University's Institutional Repository indefinitely. Authors will be asked to consent to this. However, if as an author you are not willing for this to happen, then you should not submit a presentation this time. You may, nonetheless, participate without featuring in the Proceedings provided that you are not a presenter or contribute to the session discussions.

Donations

Although access to the conference is free of charge, we would be grateful to receive voluntary donations as contributions to the John Pickford Scholarship Fund. The fund helps to support disadvantaged students to study one of our educational programmes in the UK or by distance learning. You can make a donation on Loughborough University's Online Store.

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