

## **42nd WEDC INTERNATIONAL CONFERENCE**

**ONLINE: 13 –15 September 2021**

**Equitable and Sustainable WASH Services:  
Future challenges in a rapidly changing world**

### **Guidance for Agency Events and Application Form**

#### **What is an agency event?**

An agency event is a one and a half hour slot in the conference programme for a convening organisation to design the content and format of the session. Agency events can work particularly well when organisations wish to disseminate new findings, or launch, test and discuss the relevance of new ideas or approaches with the conference audience. An 'agency' within the conference context is any organisation active in the WASH sector, ranging from international agencies to NGOs.

Please complete and return this form by email to [Rod Shaw](#). These events are in high demand, so we ask conveners to download the proposal form from the conference website and apply by **15 June 2021**.

We aim to establish a programme which encompasses a diversity of topics, which are relevant and timely for discussion with the conference audience.

## Section 1. Contact details

Title of event:

Date preference:

Time preference:

Name of contact person:

Convening organisation/  
organisations:

Email:

Telephone:

## Section 2. Cost

**Please note: The convenor must be a delegate as agency events feature as part of the conference programme.**

Agency event fee: **£950 GBP**

I would also like an exhibition space to be provided at no additional charge:

## Section 3. Event content

Please describe your event in 250 words, including who is the intended audience of your event, the format (live or recorded presentation or a live discussion) and what you hope to achieve in terms of objectives, outcomes and key messages. You are encouraged to include participative formats which engage and stimulate the audience.

Would you like your event to be included in the conference programme?

If yes, using the box below, please give details including the title, the convening organisation/s and a 100 word summary.

## Section 5. Terms of payment

Proposal forms should be received by WEDC on or before **15 June 2021**

Please indicate who should receive and pay the invoice for this event. Event final confirmation will be issued upon receipt of payment. The payment deadline by invoice is **12 August 2021**. The deadline for online payments is **27 August 2021**.

Name of person to whom invoice should be sent:

Purchase order reference  
(if required)

Address:

Telephone:

Email:

### **CANCELLATION CHARGES**

**Before 15 July 2021 – 50% refund**

**16th July onwards no refund available**

In the event that Loughborough University cancel the event, a full refund will be made.

Please complete and return form by email to Rod Shaw [R.J.Shaw@lboro.ac.uk](mailto:R.J.Shaw@lboro.ac.uk)