WEDC

Fifty years of developing knowledge and capacity in water engineering and development worldwide

50
1971 – 2021

42nd WEDC INTERNATIONAL CONFERENCE

ONLINE: 13 –15 September 2021

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

Guidance for Authors and Presenters

This document provides guidance for authors, presenters, agencies and exhibitors on preparing contributions for the 42nd WEDC International Conference to be held online from our virtual conference platform. If you have attended one of our conferences before, please note that there are some important differences. Although this will be an online experience, we are confident that we can maintain the high calibre of contributions and interaction which is a hallmark of our conferences.

Water Engineering and Development Centre
School of Architecture, Building and Civil Engineering

Loughborough University

Contents

Types of presentations

There are three types of delegate presentations:

- **Themed presentations**: The presenter records a *ten* minute presentation based on a peer-reviewed extended abstract closely related to one of the conference themes. This is followed by live interactive questions and answers from the audience for a further ten minutes. Three similar subjects are grouped together in each one hour session.

- **'Espresso' presentations**: The presenter records a *five* minute presentation based on an abstract on a relevant topic related to the title of the conference, although this does not have to strictly adhere to the main conference themes. The abstract will be reviewed principally for relevance, comprehensibility and length. Espresso presentations are followed by five minutes of questions and answers, and up to five presenters will be grouped together in each one hour session.

- **Poster presentations**: Posters are displayed throughout the conference in our Poster Gallery. The presenter is available at fixed times to talk informally to delegates. If you wish to show a video instead, please submit your contribution as an espresso presentation.

There are also plenary presentations, agency events, discussions and exhibitions occurring throughout the conference, which will be detailed in the timetable shortly before conference opens.

Please bear in mind that all presentations will feature in the Conference Proceedings along with the recordings from the conference and stored within Loughborough University's Institutional Repository indefinitely, as a publicly accessible resource. 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.

Extended abstracts

Presentations may be direct accounts of projects or programmes that aim to share both successes and failures of approaches or field experiences including lessons learnt; they may also introduce new knowledge developed with clear, rigorous methodologies and analysis.

This year, for themed and espresso presentations, we invite you to submit 'extended abstracts' of your chosen subject using the template provided on our website. For themed presentations, the abstract should not exceed two pages and should closely address an aspect of one of the themes listed below. You will be required to select one of the themes when you submit the abstract through our conference system. If you have an alternative topic, still relevant to the focus of conference, you will also be required to submit an abstract selecting the espresso option as you do so.

Please note that you must have access to a website browser and a reliable internet connection to participate as a presenter.

Themes

- **Climate change** (e.g. weather extremes – floods and droughts – and water resources management, including but not limited to topics related to fundamental understanding, remote sensing, modelling and management strategies)

- **Integrating disaster risk management into WASH interventions**

- **Sanitation systems and services** (including household and peri-urban approaches and faecal sludge management)

- **Rural water supply** (e.g. approaches to sustainability and serving the hardest to reach communities and households)

- **Groundwater resources** (hydrogeology, modelling, geogenic contamination (arsenic and fluoride) and contaminant transport)

- **Innovations and advances in biowaste, wastewater treatment and waste to energy technologies** (e.g. anaerobic digestion, composting, thermochemical processing, resource recovery and circular economy concepts, end-use applications)

- **Urban water management**

- **Institutional development and programme management**

- **Data analytics, machine learning/AI applications in WASH**

Theme Leaders first ensure that all extended abstracts meet minimum standards of literacy and relevance, they conform to the template, and do not exceed two pages including any references and contact details. Subject to these requirements, the abstracts are then peer-reviewed by a panel of reviewers with broad experience of the water, sanitation and hygiene, water hazards, water quality and hydrodynamics sectors. If your abstract is of interest to the panel, but requires clarification in some areas, you may be asked to resubmit the abstract, having taken into consideration the notes provided by the Theme Leader and Editor.

If your abstract is selected, you will be invited to prepare a recorded presentation for inclusion in the conference programme. If not selected, you may be invited to submit an espresso presentation or a poster for display in the Poster Gallery.

One of the objectives of the conference is knowledge sharing, based on a range of experience, practice and/or research. Abstracts 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.

The deadline for submission of abstracts is 15 March 2021.

Authors will be informed of the outcome of the first review by 30 April 2021.

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

Amendments

Following submission, you may be asked to revise your abstract. Common reasons for this are:

- the title and/or the content do not describe the topic adequately;

- the writing style is poor;

- there are unclear arguments or descriptions;

- the content may appear too complex for an informed but general audience;

- the content may appear too simple for an informed but general audience;

- there are biased, unsubstantiated or one-sided arguments that do not mention alternative viewpoints;

- there are no or few learning points or conclusions; and/or

- the content is not supplied according to the required formatting specifications.

Amendments should be made *using tracked changes*.

The deadline for re-submitting an amended abstract (if required) is 15 May 2021.

Authors will be informed of the outcome of the second review by 31 May 2021.

Only one round of amendments is permitted. If amendments are not made according to the reviewer's recommendations, the abstract is likely to be rejected.

Rejection

If an abstract is rejected, it will be for one or more of the following reasons:

- The abstract still does not conform to the template.

- The content is a repetition of existing work.

- The content presents a very general discussion rather than specific case studies or projects.

- The content is poorly written to the extent that the meaning is obscured.

- There is a lack of new material.

- Secondary sources are not adequately referenced.

- The author is not willing for their presentation to feature in the online edition of the Conference Proceedings.

Preparing presentations

If you have been invited to submit a presentation, you should prepare a *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 the WEDC Conference System. During the conference sessions, the video files will be streamed, followed by a live interactive question and answer discussion with the authors.

As stated above, authors are asked to confirm their agreement to their presentations and recordings featuring in the Conference Proceedings on Loughborough University's Institutional Repository indefinitely, as a public resource.

See below for important notes on the template and how to use it.

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. For example, a presentation describing how an existing water treatment process works will be rejected, but a practical case study of a specific water treatment scheme, with a scientific, social or economic analysis of how it performs is more likely to be accepted. The conference title is broad, which may be reflected in the presentation, but must also be relevant to the selected theme.

The *"think globally, act locally"* idea is useful. Presentations describing ideas and techniques that can be applied elsewhere and that relate local experience to wider issues in the 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, social scientists and field workers.

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. 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. "Menstrual hygiene management in Ghana: Understanding the socio-cultural, economic, political factors, challenges and opportunities".

Language and style

We encourage you to use photographs, graphics and other types of imagery to help get your ideas across. 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 proofread 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)). Asking a colleague to read the presentation prior to submission is highly recommended.

Capitalisation

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).

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, such as *"Globally, 2.6 billion people are without safe sanitation"* 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 paper 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 organisations, 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 'How to use and cite literature effectively' (Reed et al., 2013). The conference organisers *'must exercise reasonable care in relation to evidence of any form of plagiarism'* (ICE, 2014) so presentations submitted will be checked for extensive copying that lacks adequate attribution of the originator of the material. Do ensure that all work cited is referenced at the end of the presentation and that all these references refer to the works cited.

About the template

The PowerPoint template is set to a widescreen format (16x9) available on the website. The pixel ratio is 1920 x 1080. The font is Arial.

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 using the template please do not edit the header, the footer or the font. When it comes to submission of the presentation, please upload mp4 file only. If you have difficulty exporting the presentation as an mp4 file, contact Rod Shaw, the Conference Manager he will see if he can export the file for you.

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. Be careful, however, if you are narrating from a script, so that the narration sounds as natural as possible, compared to the way you 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.

Presentations should be submitted by 15 July 2021. They will be checked to make sure they meet the requirements for submission.

The author will be informed by 31 July 2021 if amendments are required.

If this is the case, the file must be re-submitted by 12 August 2021.

Presentations that do not fully comply with the format instructions given here will be rejected.

Please take note of the review criteria as you prepare your abstract or poster. This is the form by which your contribution will be evaluated by the reviewers.

Checklist for authors and reviewers

Criteria	10 minute themed presentations	5 minute mixed topic 'espresso' presentations	Posters
Does the submission conform to its template? (abstracts: max: two pages; posters: single page)	Yes / No	Yes / No	Yes / No
Is there a title, and is it clear and not too long?	Yes / No	Yes / No	Yes / No
Is the topic relevant to the conference?	Yes / No	Yes / No	Yes / No
Is the topic specifically relevant to a conference theme?	Yes / No	-	-
Does the content describe the topic adequately?	Yes / No	Yes / No	Yes / No
Is the writing style acceptable?	Yes / No	Yes / No	Yes / No
Is the standard of English acceptable?	Yes / No	Yes / No	Yes / No
Are the arguments/ descriptions / points clear?	Yes / No	Yes / No	Yes / No
Is the content neither too simple nor too complex for an informed but general audience?	Yes / No	Yes / No	Yes / No
Has the author avoided being defamatory, overtly commercial or biased?	Yes / No	Yes / No	Yes / No
Is the work of others adequately referenced?	Yes / No	Yes / No	Yes / No
Are there clear lessons learnt?	Yes / No	Yes / No	-
Are conclusions made clear?	Yes / No	Yes / No	-
Does the content significantly add to the existing body of knowledge?	Yes / No	Yes / No	-
Is there evidence or data to support the conclusions?	Yes / No	Yes / No	-
Does the abstract have the potential to be developed into an engaging presentation?	Yes / No	Yes / No	-

Preparing a poster

Posters are summaries of relevant topics or projects. These will be prominently displayed in the online Poster Gallery and feature in the online Conference Proceedings.

The template to be used for posters is available from My WEDC. Posters do not require an abstract but do need a title so they can be listed in the programme.

The poster will be published in the Conference Proceedings so must be supplied as a pdf document, legible at A4 size. Posters will feature in the Poster Gallery throughout the duration of the conference and there will be opportunities to speak to delegates about your poster at intervals throughout the programme.

Posters should be submitted for review by 31 July 2021.

Submission details

Authors should submit mp4 files using the WEDC Conference System by the submission deadline. In the event of repeated difficulty using this system, please contact Rod Shaw (Conference Manager). We aim to review abstracts and presentations by the stated deadlines. Abstracts that initially do not meet the required standard can usually be resubmitted once the required changes have been made, but this is at the discretion of the reviewers. Feedback from the reviewer will normally be brief. Writing style may be commented on but grammar and spelling will not be corrected by the reviewers; this remains the responsibility of the author.

File labelling

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

Note: A maximum of two presentations can be submitted by any one author.

References

INSTITUTION OF CIVIL ENGINEERS, 2014. *Code of Professional Conduct* [online] [Viewed: 2/12/20] Institution of Civil Engineers, London, UK. Available from: https://www.ice. org.uk/ICEDevelopmentWebPortal/media/Documents/About%20Us/ice-code-of-professional-conduct.pdf

REED, B.J., FISHER, J, SKINNER, B.H. and SHAW, R.J. 2013. *How to use and cite literature effectively*. Loughborough, UK. WEDC, Loughborough University.

For further information about how to cite and reference sources in your presentation refer to WEDC Guide No. 10 available here: https://wedc-knowledge.lboro.ac.uk/resources/booklets/G010-How-to-use-and-cite-literature-effectively-online.pdf

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 (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.

Payment

The deadline for registration and payments by authors and presenters is **12 August 2021**.