

IWA WATER AND DEVELOPMENT CONGRESS & EXHIBITION *BUSINESS FORUMS: INFO & APPLICATION*

1 BACKGROUND

The Business Forums (BF) are a full component of the Technical Programme of the IWA WDCE2017 and provide a series of sessions where Sponsors & Exhibitors can invite delegates / trade exhibition visitors and other exhibitors to interact, discuss and learn about new developments and innovations (projects, services, research, challenges & solutions) of single companies and countries.

2 SCOPE AND FORMAT

BF themes should be in line with the Congress Themes (see website www.waterdevelopmentcongress.org). However, proposals that do not address these themes will also be considered, as long as they fit in the overall focus of the IWA WDCE17.

Each BF will have a duration of 45 minutes and will be organised in parallel with other sessions in the technical programme. See annex I for the detailed schedule of the Business Forums. For some Business Forums (e.g. Platinum Sponsors), it will be possible to propose a 90-minute session (2 connecting time slots).

Forum agendas can be built around presentations, panel discussions, question-and-answer sessions or a mixture; whatever is most suitable for the specific session.

3 BF ROOM LOCATIONS

The Business Forum will take place in conference rooms in the main conference building. These BF sessions are also accessible for exhibition visitors.

Each BF room will include basic AV equipment including a screen and microphones as well as a lectern and speakers table. The rooms will have a max. capacity of approx. 50 seats.

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4 IMPORTANT NOTES FOR BF SESSION ORGANISERS

- ✓ *Take the above mentioned set up into account with your Business Forum set up*
- ✓ *It is strongly advised for the organisers to invite attendees directly by your organisation: in this way, you will make sure your key organisations and expert are directly invited and attendance is promoted and secured.*

5 PROCESS, SUBMISSION DEADLINE, TIME SLOT ALLOCATION

Sponsors, national pavilions and exhibitors are invited to submit proposals for Business Forums (see annex II for proposal form). Sponsors will have the first right of submission and time slot allocation, followed by National Pavilions and Exhibitors.

The process is organised on a 'first come –first serve' basis for the group National Pavilions and exhibitors. Proposals should be submitted no later than **4 September 2017** (ATTN Ms. Nathalie Gilliquet; ng@matchplus.nl) and it is allowed for an organisation to submit more than 1 proposal.

6 ORGANISERS

The Business Forum programme is organised by IWA. First contact point for your applications and questions is:

IWA Exhibition secretariat – Ms. Nathalie Gilliquet (ng@matchplus.nl)

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Annex I – Overview of Business Forum Sessions

#	Date in November	Time	Business Forum Room 1	Business Forum Room 2
1	Tuesday 14	10.30 – 11.15		
2	Tuesday 14	11.15– 12.00		
3	Tuesday 14	12.15 – 13.00		
4	Tuesday 14	13.30 – 14.15		
5	Tuesday 14	14.15 – 15.00		
6	Tuesday 14	15.30 - 16.15		
7	Tuesday 14	16.15- 17.00		
1	Wednesday 15	10.30 – 11.15		
2	Wednesday 15	11.15– 12.00		
3	Wednesday 15	12.15 – 13.00		
4	Wednesday 15	13.30 – 14.15		
5	Wednesday 15	14.15 – 15.00		
6	Wednesday 15	15.30 - 16.15		
7	Wednesday 15	16.15- 17.00		
1	Thursday 16	10.30 – 11.15		
2	Thursday 16	11.15– 12.00		
3	Thursday 16	12.15 – 13.00		
4	Thursday 16	13.30 – 14.15		
5	Thursday 16	14.15 – 15.00		
6	Thursday 16	15.30 - 16.15		
7	Thursday 16	16.15- 17.00		

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Annex II – Proposal for Business Forums Sessions

Please complete and return to IWA Exhibition secretariat – Nathalie Gilliquet (ng@matchplus.nl) **before 4 September 2017**

Title of the Business Forum	
Forum organiser (name, email address and mobile number)	
Organisation name	
Presenter's name	
Summary (60 words max)	
Proposed format of the forum (e.g. presentations, panel discussion, workshop, open discussion with Q/A) (100 words max)	
Expected audience / invitees by organisation (100 words max)	
Preferred date / time	
Any other comments	