

TIP (Technology, Implementation, Policy) Platform

Session proposals guideline and information

The **TIP Platform**, one of the signature programs in the Korea International Water Week 2020, is designed to **provide practical and innovative guidelines** to those who seek for practical know-hows and lessons learned **from successful implementation of water policies and water related science and technologies**. Its objective is to **promote sharing ideas and finding practical solutions** to global water challenges. It also aims to provide **market places with the emerging science and technologies** and engineering services for active engagement in global water issues.

For organizing a session under the TIP Platform, please select one of the five focus areas of TIP Platform and submit a session proposal that addresses the theme of the focus area. Each organizer is responsible for creating and managing the proposed session maximum 120 minutes during the KIWW 2020 (May. 11th - 13th, Daegu EXCO, Rep. of Korea). **The five focus areas are followings:**

a) Smart Water Management, b) Water Recycling and Reuse, c) Water for Socio-economic Development, d) Water Governance and Partnership, e) Water ODA

* Please check the [TIP concept note in the KIWW2020 website](#) for detailed background and focus areas description.

Session proposal format

Proposals should be text only and follow the template and be submitted by the e-mail (tip_kiww@koreawaterforum.org) **by 31 May**. The template is available at the [KIWW website](#).

The proposal should include:

- Focus Area
- Session title
- Session description
- Session details (speakers)
- Session objectives and expected outputs
- Session organizer's information

The session may have keynote speeches, presentations, panels, round table discussions, talk shows, group work and posters.

The proposals will be posted on the KIWW 2020 website if the session is accepted.

Session selection criteria

The proposals will be reviewed thoroughly under the following criteria. The KIWW advisory committee will check if the proposal aligns with the TIP concept and meets the following criteria. They will also make suggestions for improvement.

- **Relevance**
 - ✓ The proposal addresses issues that have immediate relevance to the theme you selected among the focus area.
 - ✓ Further, the session is relevant to the overarching theme of KIWW 2020.
- **Clarity**
 - ✓ The content of the proposal clearly defines and describes the issue in chosen focus area.
 - ✓ The proposal is complete and well thought out. (The title and session objectives clearly describe the session.)

Note) this criterion does not focus on grammar, syntax, or fluency in the English language.

- **Timeliness**
 - ✓ The proposal presents timely issues in the chosen focus area.
 - ✓ The proposal refers to current issues/debates and generates new ideas and solutions, including learning from success and failure.
- **Contribution**
 - ✓ The session result of the lessons learnt from the implementation of the technology and policy will make a significant contribution and attract a large number of participants.
 - ✓ The key messages of the proposal are specific and concrete.
- **Diversity**
 - ✓ There is diversity amongst the proposed speakers or lead participants.
Note) Gender, geography, stakeholder group, policy perspective and/or age are the diversity criteria. Proposals from developing countries and first-time proposers are especially welcome.
 - ✓ The session is designed to include audience engagement opportunities.

Offers from the secretariat

Logistics

- **Session venue** 1 room per session (Max. 100 Pax.)
- **Equipment and personnel** 1 laptop computer, 1 video projector, 1 screen, 2 microphones, 1 podium, 1 staff(technical and logistical support)
- **Free registration** for a session organizer and speakers per session (covers access to all the KIWW programs, lunch and registration kit)
- **Welcome dinner** 3 vouchers per a session (for a session organizer and two speakers)
** Additional equipment (laptops, microphones etc.) and refreshments can be requested to the secretariat and it will be charged to the session organizers.*

Budget

The session organizers manage sessions within their own budget (ex. Speakers flights, accommodation and printing documents etc.). The KIWW Secretariat would support each TIP Platform session **up to KRW 2,000,000 (approximate USD 1,775).**

The **budget will be reimbursed** to the session organizers **in cash (KRW) during the KIWW 2020 period** after **reviewing the details of usage. (Receipts are required.)**

The total expenses should not exceed KRW 2,000,000. Only the following items are available for reimbursement:

- Transportation (airfare, train fare, etc.)
- Accommodations
- Printing documents and materials
- Speaker honorarium (maximum KRW 300,000 (approximate USD 263) per person)
- KIWW 2020 registration fee
- Interpretation service

The KIWW secretariat will not reimburse for expenses that are not in compliance with the guidelines.

Management support

- Promotion of the sessions in the KIWW 2020 website, E-newsletter and program book
- Liaise with relevant potential speakers based upon request by the organizers

Allocation of time slots and rooms

Once the TIP Platform sessions are selected, the KIWW secretariat will inform the date and time, and the room for each TIP Platform session.

Tasks and timeline for organizers

- Submit session proposal ~ 31 May
- Submit session budget management plan ~ 30 June
- Submit session participants list(organizers and speakers) ~ 30 June
- Request an invitation letter for the visa application ~ 30 June
- Submit session details reflecting advice from the advisory committee ~ 17 July
- Submit additional equipment and interpretation service request form ~ 17 July
- Pre-online Registration of all session participants ~ 4 September
- Submit final session plan for web and publication(program book) ~ 14 August
- Compile speakers' presentation file and to send to the secretariat ~ 11 September
- Pay for additional equipment and interpretation service request ~ 11 September
- Provide receipts and documented evidence of the supported budget 21 ~ 23 September (KIWW 2020)
- Submit a session report ~ 7 October

※ The selected proposals after screening by the KIWW advisory committee will be announced at KIWW website (www.kiww.org) by **10 June 2020**.

※ Above schedules are subject to change.

Other information

Registration for KIWW 2020

It is the responsibility of the session organizers to ensure that all organizers and invited speakers register for KIWW 2020. Pre-online registration is highly recommended. Details for registration will be sent to the organizers.

Promotion of the sessions

Along with the secretariat's promotion on TIP Platform, it is highly encouraged for session organizers to inform their networks and actively promote the session.

Please feel free to contact the KIWW secretariat. We are happy to invite you to the KIWW TIP Platform.
Contact: Tel. +82-2-736-0437, E-mail. tip_kiww@koreawaterforum.org , Homepage. www.kiww.org