

## Justify your attendance at the 9<sup>th</sup> #IYWPC

We've developed a how-to guide to help you convey the benefits of your attendance to the [International Young Water Professionals Conference](#) in Toronto, Canada (23-29 June 2019) to your supervisor, employer, university, or funder. This guide includes an example of a letter that you can adapt to suit the requirements of your application or proposal.

Important components of an application / proposal:

- Highlight what you will learn and how this will benefit your organisation such as potential business, networking opportunities, and professional skills development.
- If you are a student, emphasise the link between the conference themes and your research. Familiarise yourself with the programme and identify any speakers you would like to network with. Learn about them and have some questions ready when the time comes.
- Highlight the unique value of THIS conference
  - Emphasise the fact the International Young Water Professional is THE international event for professional development and learning among young water professionals as it applies to a range of disciplines and topical issues.
  - The location - Being held in a city that:
    - is situated on the shores of Lake Ontario, one of the five Great Lakes. The Great Lakes region is well known for its excellent track record in watershed management and protection.
    - Hosts headquarters of the world leaders in water and wastewater treatment industry – such as GE (formerly Zenon) and Trojan Technologies world leaders in the water and wastewater treatment industry
    - Toronto Water is one of North America's largest water utilities, providing over 1 billion gallons of potable to customers daily.
    - Where Toronto's universities are home to leading edge water and wastewater research groups.
- Offer to deliver a presentation on your experience and knowledge gained through attendance and participation at the conference and demonstrate how your organisation can build up opportunities in the aftermath.
- Have a plan in place which indicates who will assist in covering your workload when you're out of the office; who will make decisions on your behalf and who will complete any unfinished activities?
- Prepare a budget detailing the costs of your trip including, *inter alia*, the following: registration, travel, accommodation and subsistence.
- Identify synergies that can help you justify the trip. Are there partners, clients and/or colleagues at the Conference or in or nearby Toronto Canada who you can contact during your stay?

Registration opens December 2018. IWA Members get reduced registration fees. To become a member of IWA [click here](#). To further reduce your registration rate, [register](#) before 1 March 2019 to get the early bird discounts.

## Benefits to you and your organisation

### *General benefits and statistics*

A quick summary:

- The 9<sup>th</sup> International Young Water Professionals Conference (IYWPC 19) is the ideal forum for connecting and networking with over 300 of the world's young water professionals.
- The IYWPC 2019 will gather the foremost professionals, top specialists and thought leaders from industry, government, utilities, regulators and research organisations to interact, support, and guide the young water professionals ([see the advisory committee](#)).
- The IYWPC 2019 will be an agenda setting meeting tackling the water sector's key issues, bringing together current trends, latest research, guiding strategies, and leading practice.

Some statistics from the past International YWP Conference

- 320+ young water professionals representing over 40 countries
- 200 Paper Submissions
- 11 Technical Sessions (80 oral presentations)
- Two Minute Thesis Presentation Sessions (for poster presenters) (100 + posters and two minute thesis sessions)
- 8 Workshops
- 6 soft skill development sessions
- A career fair - with a speeddating exercise

Some statistics from 2019 International YWP Conference submissions:

- 280 Paper Submissions
- 33 Workshop submissions

### *Benefits specific to your organisation*

Whilst you may understand the benefits of attending IWA Young Water Professionals Conference, your manager might not. This means you need to clearly articulate the benefits of your attendance to your organisation and perhaps substantiate this by connecting the knowledge requirements or strategic goals your organisation might have with the content of the conference programme and exhibition. To do this you should consider, *inter alia*, the following:

1. The knowledge requirements or strategic goals of your organisation
  - a. Identify the technical sessions, workshops and learning sessions that are relevant to your organisation – view the draft programme
2. Highlight the benefits of networking and how this could lead to business opportunities
  - a. Check out the key organisations attending
    - i. Sponsors
    - ii. Exhibitors – tools/ technologies they may exhibit
    - iii. Workshop organisers
    - iv. Platform and poster author's affiliation
  - b. Identify (keynote) speakers
3. Emphasise the benefit of the Learning and Training sessions for developing professional skills that will benefit your organisation:
  - a. Check out the pre-conference trainings
  - b. Check out the learning sessions (skill development/ career development) designed to develop competencies applicable for your department/ organisation
4. If you are a student, emphasise how your attendance will support your studies and the greater research group/unit/institute where you are based.

# International Young Water Professionals Conference



## Prepare a budget

A few additional expenses come along with attending a conference, especially if you're arriving from outside of the host city or abroad. Before you can approach your supervisor or manager for financial support you would need to know how much financial support you may need and also be able to justify these expenses. The best way to do this is to work out what these expenses are. Fill in the table below ([or use the Cost Overview Template](#)):

Conference Registration Full-Conference	€
Pre-conference Activities	€
Attending a Technical Tour	€
Airfare	€
Visa cost (if required)	€
Accommodation (x nights)	€
Transportation (to and from airport at home and onsite)	€
Subsistence (check your organisation's policies to see if you have a per diem/ estimate daily cost)	€
Total	€

# International Young Water Professionals Conference



## Motivation Letter

Now that you are well prepared it is time to put your proposal in writing to your manager, supervisor, or to prepare your application for a grant. Please note that you may not have submitted work but you are still keen to attend, in which case you should remove the information that is inapplicable to you. Click [here to download the Motivation letter template](#) and please do not use this sample (as you cannot use the IWA logo on your letter).

	<p>&lt;Insert your address 1&gt; &lt;Insert your address 2&gt; &lt;insert email address&gt; &lt;insert date&gt;</p>
<p>&lt;Insert your manager's address 1&gt; &lt;Insert your manager's address 2&gt; &lt;insert manager's email address&gt;</p>	
<p>Dear &lt;insert Manager's name&gt;</p> <p>The International Water Associations (IWA) &lt;in collaboration with Canadian Water and Wastewater Association, Canadian Water Quality Association and the IWA YWP Canada &gt; is hosting 9th International Young Water Professionals Conference in Toronto, Ontario, Canada from 23-27 June 2019. The IYWPC (<a href="http://www.iwa-youngwaterprofessionals.org">www.iwa-youngwaterprofessionals.org</a>) brings together 300 water, environment and other related young professionals from approximately 50 countries worldwide with the priority mandate to provide capacity building and skills development opportunities to young professionals (35 years and younger) within the water sector.</p> <p>&lt;In [insert date] I submitted an abstract / workshop to the conference and am fortunate to have been accepted for an oral / Poster and Thesis presentation of my paper entitled " .../ to deliver the workshop titled "..." Furthermore,&gt; after reviewing the draft conference programme under the theme 'Connecting, Learning, Leading', and the overview detailing the benefits of attending, I believe that participation at this conference will be of significant benefit not only to myself personally, but also to &lt;Organisation&gt; for, inter alia, the following reasons:</p> <ul style="list-style-type: none"><li>• &lt;Insert priority&gt;</li><li>• &lt;Insert priority&gt;</li><li>• &lt;Insert priority&gt;</li></ul> <p>The conference will enable me to attend several professional sessions directly applicable to my work, and will provide a platform for networking with a variety of water industry experts and colleagues both locally and internationally.</p> <p>Across these five days, I will be able to:</p> <ul style="list-style-type: none"><li>• &lt;Hear from expert keynote speakers from across the world</li><li>• Update my knowledge through technical sessions</li><li>• Discuss and collaborate on &lt;insert your field&gt; in relevant workshops</li><li>• Benefit from networking opportunities with a diverse range of water professionals</li><li>• Network with young and a selected number of senior professionals</li><li>• Gain career advice and or mentoring opportunities from a selected number of senior professionals</li><li>• insert specific business/networking opportunities for your organisation&gt;</li></ul> <p>As you may be aware, the IYWPC aims to provide accessible and affordable platforms at a not-for-profit model. This conference provides significant value for money. Based on the above I would like to seek approval for attending the conference. To attend I would require &lt;X&gt; days leave. Furthermore, I would also like to enquire as to whether &lt;Organisation&gt; would be able to assist with financial support to facilitate my attendance. For your reference below is a summary of the event costs.</p> <p>Registration Fee: € &lt; <a href="#">check registration rates here and insert the relevant registration fee for you</a>&gt; Airfare: € / [xxx] Transportation: € [xxx] Accommodation: € [xxx] Subsistence Meals: € [xxx] TOTAL: € [xxx]</p> <p>For more information on this conference please visit the <a href="#">conference website</a>. Should you have any questions I would be more than happy to discuss this further.</p> <p>Thank you for your consideration.</p> <p>Yours sincerely,</p> <p>&lt; Your name&gt;</p>	