



601 Wythe Street • Alexandria, VA 22314-1994 USA • 1-703-684-2400 • 1-703-684-2492(FAX) • www.wef.org

MEMORANDUM

TO: WEF Committee Chairs
FR: Paul Bowen, Chair, WEF Program Committee
RE: Call for "Hot Topic" Sessions for WEFTEC® 2009
DT: August 8, 2008

The Water Environment Federation's Program Committee is pleased to invite your committee to propose a session for the WEFTEC®.09 technical program. WEFTEC®.09 will be held October 10-14, in Orange county Convention Center, Orlando, Florida, USA.

You should propose a hot topic session—consider an issue that has recently been featured in the media, an item of world-wide importance that could affect either wastewater or water quality, or a breakthrough process not yet widely discussed in industry literature. The proposed session should cover a topical issue that will not be addressed through the call-for-papers process. For your reference, a copy of the WEFTEC® 2009 Call for Abstracts can be found on the WEF web sites www.wef.org and www.weftec.org. As you can imagine, it is difficult to coordinate so many topics and therefore, any proposed sessions that overlap or duplicate those listed in the Call will not be considered for separate committee sponsorship, but will be referred to the symposia or session chair for that topic. We encourage you to coordinate your proposal with the appropriate sub-group on the WEFTEC® Program Committee ahead of time. WEF staff can provide contact information for all sub-group managers.

Your proposal should include an abstract consisting of one to three pages, double-spaced, 8.5" x 11" page for **each presentation** in the proposed session. If you are proposing a panel discussion, provide a one page description of each topic to be discussed by the panelists as each panelist should plan on a brief presentation on an aspect of the overall topic. List the title of the presentation and speaker with professional affiliation for each presentation. Please use the attached form as a cover sheet to facilitate your submittal.

Please submit your complete proposal, including cover sheet and abstracts in one package for consideration by **December 10, 2008** to:

Susan Merther
Director of Conference Programs
Water Environment Federation
601 Wythe Street
Alexandria, VA 22314-1994 USA
Phone: 1-703-684-2417; Email: smerther@wef.org

WEF prefers to receive all proposals by email in Microsoft Word. In the subject line please indicate WEFTEC.09 Session Proposal.

Proposals received by this date will be forwarded to the WEF Program Committee for consideration at their mid-year meeting in Orlando scheduled for January 27-31, 2009. Proposals submitted after **December 10** will not be considered for the 2009 program.

Following the Program Committee mid-year meeting, committee chairs and staff liaisons will be notified of the status of submitted proposals.

PB/sm/rsm

Attachment: Session Line Up Sheet

Cc: George L. Martin, Program Committee Vice Chair
Matt Ries, Director WEF Technical and Educational Services
Susan Merther, Director, WEF Technical Programs
Rhoda Miller, Assistant Manager, WEF Technical Programs
WEF Committee Liaisons

Instructions for Preparing Your Proposed Session Line Up

1. Complete the Session Proposal Cover Sheet.
2. Each session is required to have a moderator and two assistant moderators.
3. Each session must have 1 alternate for every 3 presentations listed. Please strive to also provide at least one poster.
4. All proposed participants should be contacted in advance of submitting this proposal so that their speaker packet does not come as a “surprise”.
5. **Confirm that each speaker is aware that WEF does not provide any type of financial support for transportation, housing, or conference registration.**
6. Each speaker should know in advance the he or she must register for WEFTEC® for at least one day.
7. Each speaker and alternate **must prepare a full paper** (not Power Point) for the WEFTEC® proceedings. Poster presenters are strongly encouraged to prepare a paper also. These papers will be due in July 2009.
8. The control number for each presentation will be supplied by WEF once the proposal is accepted for the Technical Program.
9. Speakers should not duplicate their individual abstract submission for consideration in another session. In other words, if you submitted an abstract for WEFTEC through the traditional system, do not use the same abstract for your session proposal.
10. A one-page abstract should be included **for each presentation, alternate, or poster** listed on the line up. It should include the title of the presentation; all co-authors; the primary (or corresponding author) and that person’s mail, phone, fax, and e-mail information.
11. If you need assistance, please contact:

Susan Merther Director, WEF Technical Programs
Phone: 1-703-684-2417 E-mail: smerther@wef.org

Rhoda Miller Assistant Manager, WEF Conference Programs
Phone: 1-703-684-2453 E-mail: rmiller@wef.org

WEFTEC® 2009 Technical Session Proposal Cover Sheet

Organizing WEF Committee: _____

Committee Chair: _____

Phone/Fax/E-mail: _____

Proposed Session Title: _____

Session Format: (check one): Platform _____
Panel Discussion _____
Combination of Both _____

What are the educational benefits of this session and what is the target audience:

Does this session apply to Water _____ Wastewater _____ Both _____

Who are the proposed session moderator and assistant moderators (2) selected from your committee or the Program Committee? Please provide their email addresses. Let us know if you need help locating assistant moderators.

Moderator Name: _____ Email: _____

Asst. Moderator 1: _____ Email: _____

Asst. Moderator 2: _____ Email: _____

Please **attach** a one to three page abstract to this cover sheet for each **presentation** in the session. A full session consists of six papers, two alternates and two or more posters. If you are proposing a panel discussion, provide a one-page description of **each topic** to be discussed. List the title of the presentation and speaker with affiliation for each presentation.

Note: All **speakers** are required to prepare a paper for the proceedings, meet all deadlines associated with the presentation, and are responsible for associated registration, transportation and housing fees.

PROPOSED TECHNICAL SESSION LINE UP WEFTEC® 2009

SESSION TITLE: _____

Is this session on a "hot" topic? YES NO

Why? _____

Does this session apply to water, wastewater or both professions? (circle one)

WATER WASTEWATER BOTH

Session keywords: _____

MODERATOR: _____

ADDRESS: _____

PHONE/FAX : _____

EMAIL: _____

ASST. MODERATOR 1: _____

ADDRESS: _____

PHONE/FAX : _____

EMAIL: _____

ASST. MODERATOR 2: _____

ADDRESS: _____

PHONE/FAX : _____

EMAIL: _____

Note: Control Numbers will be supplied by WEF

PAPER 1: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

PAPER 2: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

PAPER 3: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

PAPER 4: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

PAPER 5: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

PAPER 6: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

ALTERNATE 1: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

ALTERNATE 2: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

POSTER 1: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

POSTER 2: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____

POSTER 3: CONTROL NO: _____ (Supplied by WEF)

TITLE: _____

SPEAKER: _____