

WEFTEC®.09 Workshop Program
Orlando, Florida U.S.A., October 10-14, 2009
Guidelines and Proposal Forms

PROPOSAL DUE DATE: November 19, 2008

General Information

WEFTEC® workshops are an integral part of WEFTEC®, the WEF® Annual Conference and Exposition. They enhance and complement the activities of WEF committees as well as related organizations. Workshops offer unique, concentrated study in a particular area of expertise and are designed for career-enhancing benefits. It is essential to keep this information in mind when preparing a proposal. Additional guidance on the review procedures and tips for preparing a successful proposal are included in WEF's Workshop Guidance document (available from staff listed below or on the WEFTEC.org website).

In response to requests for a streamlined proposal form, some items will be requested after workshops are selected in February at the Mid-Year Meeting, most notably the speaker confirmations. Only information needed for selection and key logistics is asked for in the proposal. Additional information, including technology requests, needed for publicity and pricing will be asked for very quickly after the Mid-Year Meeting. You are welcome to complete it now if you have the information available.

In order to meet the IACET (International Association for Continuing Education Training) requirements, promotional materials for WEF workshops, conferences and other training activities or products that are offered for continuing education units (CEUs) must include specific, detailed information. See the sections on "Description of Workshop" and "Learning Objectives" for more details. This document has been developed to capture these specific requirements. Therefore, each question must be answered completely with the requested detail.

In order for the Workshop Review Committee to evaluate your proposal, please complete all the required information in its entirety. Be specific. State clear goals and objectives. Supply as much detail as possible. You can use the forms that are attached. Workshop proposals should be submitted to WEF workshops@wef.org in Microsoft Word format **by November 19, 2008**. In the subject line of your message please put WEFTEC WORKSHOP PROPOSAL. Please name the file with at least part of the title of your workshop so that it is easily recognizable (for example, if your workshop title is "The Next Phase of the Clean Water Act: Getting Ready for NPDES Phase II Repermitting" please name the file NPDES WEFTEC workshop or something similar). If everyone names their file "WEFTEC Workshop" it could lead to confusion.

Requirements for Completing the Proposal

Proposed Title

Use the title to clearly express the content of the workshop and to interest people in attending.

Name of WEF Organizing Committee

Self explanatory. Written acknowledgement of the sponsorship from the listed Committee Chair should be included in the proposal.

Or

Name of Sponsoring Organization or Institution

If a Non-WEF entity is sponsoring a workshop proposal, include the address, phone, fax, and E-mail information for the organization or institution and its representative. Describe the organization and its relationship to the water or wastewater industry and why the organization wishes to hold this workshop at WEFTEC.

Note that a workshop may have more than one sponsor.

Workshop Chair

The chair is the primary contact between the WEF staff and the workshop participants. The Chair of a workshop does not have to be the chair of the organizing committee. Each workshop chair will be responsible for collecting the workshop papers and presentation materials such as Power Points and submitting them to WEF by the established due date, usually in August. The chair is responsible for reviewing the papers or presentations quickly to make sure they are in line with the learning objectives of the workshops. The chair will also follow-up on communications sent to the speakers from WEF regarding deadlines, meetings, etc. Usually, the workshop chair will act as the workshop moderator or facilitator.

Workshop Co-Chair or Vice-Chair

The co- or vice-chair will support the chair in the responsibilities outlined above. If the chair cannot fulfill his or her responsibilities, the co-chair will be asked to assume the role as chair. You can select the title desired for this person (Co-Chair, Vice-Chair, etc.)

Speakers

The careful selection of speakers is critical to the success of the workshop. The chair should strive to enlist speakers with the highest level of expertise. Experience as an instructor is a plus. When a speaker is invited to participate, he or she must be informed that they do so on a voluntary basis and that **WEF does not pay any expenses including travel and hotel fees**. Speakers are, however, admitted to the workshop complimentary. At the time of invitation, speakers should commit to providing materials for the workshop proceedings to enhance and supplement their presentation. Items for the proceedings will be due approximately in August preceding the workshop. **Note: Do not list speakers that have not been contacted in advance of submitting your proposal. Receipt of their speaker's packet should not be a surprise!** Even though we are not requiring confirmations, please contact potential speakers and ask for permission to list them. You should be confirming that they understand the commitment you are asking of them, the requirements regarding the proceedings, and the financial obligations. It will be easier for you to assemble a quality program if all of your speakers are on board right at the start. You will be given the opportunity to add or delete speakers later in the process.

Description of Workshop/Seminar

Please prepare a description of the workshop, topic by topic. Provide concise, descriptive information including learning objectives so that the reviewers have enough detail to make an informed decision. **Please also provide a shorter, 25 words or less, version of your**

description for use in some of our promotional materials with less space available.
Sample descriptions are included at the end for your reference.

Helpful Hint: A workshop is more appealing if it has an interactive component.

Keep in mind that if your proposal is accepted, the information in the description will be used in WEF promotional materials for WEFTEC[®].09. Therefore, the description should be edited carefully for detail, accuracy and impact. For example, highlight a well known expert or a groundbreaking process. Remember, this is where you will sell your workshop to the review committee, and consequently, the attendees.

Learning Objectives

In one or two paragraphs, describe what the attendee will learn and be able to use to enhance their job performance. How will attendance at the workshop enhance their professional development? The more accurate this description is, the more likely the correct audience will be attracted. Be sure to describe how the learning objectives will be measured such as participation in hands on exercises or quizzes. Sample learning objectives are included at the end for reference.

Who Should Attend

Describe the audience you hope to attract with the information listed above. This will help us reach the maximum number of potential participants to your workshop by targeting the correct audience with promotional materials. Sample audience lists are included at the end for reference.

Agenda

This is the actual plan or layout for the day. Full day workshops begin at 8:30 a.m. and conclude at 5:00 p.m. Proposals for half-day workshops are also acceptable for consideration and can be scheduled either 8:30 am to 12:00 pm or 1:30 pm to 5:00 pm. Slightly longer times are also possible for half-day workshops and should be requested in the proposal.

Refreshment breaks occur at 10:00 a.m. and 3:00 p.m. and last for 30 minutes. Beverages are provided. The lunch break is from 12:00 to 1:30 p.m. on Saturday and 12:00 to 1:00 on Sunday. A list of convenient places to have lunch will be provided at the workshop. **These break times are firmly set, cannot be changed, and must be incorporated into your agenda for timing purposes.** You should list the time, topic and speaker, incorporating the information above.

For example:

8:30-8:40	Welcome & Introductions	First Speaker
8:40-9:00	What is a Workshop	Second Speaker
9:00-10:00	What Makes a Good Speaker	Third Speaker
10:00-10:30	Refreshment Break	
10:30-11:30	Interactive Lab Demo	Fourth Speaker
11:30-12:00	Morning Assessment	All participants

Audio/Visual, Equipment and Publication Needs (Do not omit this section!)

This information will help us to price the workshop appropriately and insure that your equipment needs are met, make sure all necessary materials can be supplied, and to be sure we have adequate space for each workshop. Once your workshop proposal is accepted, a/v equipment, and publications will be confirmed with the chair. **After the chair agrees that the correct equipment and/or publication has been requested and ordered, no additional audio/visual equipment or publication can be ordered for the workshop.** List all additional equipment you will need for the workshop and will have to ship to the conference site. For example, computers, telephone lines, Internet access, microscopes or monitoring equipment. Once your workshop is approved, you will be contacted by the Director of Technical Programs, Susan Merther, to discuss these items as they will impact the cost of the workshop. If you are interested in providing any WEF products as part of your proceedings, please call Susan Merther to discuss.

If you are including an equipment demonstration as part of your workshop, the equipment must be provided by a WEFTEC® 2009 exhibitor. Please list the exhibitor and the equipment being provided in your proposal, along with any details about the equipment such as size, weight, crating method, etc. so that we can determine if and how it can be moved and included in the workshop.

Room Set-up

Two styles are available. Classroom is the preferred style, but setting the room in rounds is possible based on your needs. Please also select seating for speakers and let us know if you prefer a speaker table with podium or a podium only set up. Indicate where you need additional table space for experiments or demonstrations by including a room diagram with your desired set up.

Day/Time

Please make us aware of any potential conflicts. Specify meetings you are required to attend or other WEFTEC® activities that might detract from your attendance. Very few proposals listed conflicts last year and we had to shuffle workshops when we reviewed the meeting list. Please list anything that would require speakers or attendees to be out of your workshop room for an extended period of time. For example, if the related or sponsoring committee usually meets on Saturday, please list it and ask us to schedule the workshop for Sunday! Although we are aware of most meetings, we need your help to be sure we put your workshop on the day with the least conflicts.

Attendance Information

Answer the questions at the end of the proposal forms. If your proposal is accepted, this information will assist the WEF staff in selecting the best room for your workshop. If you have a maximum number you can teach, this is the place to specify that important information. If you have organized or participated in a WEFTEC® workshop in the past, try to remember approximately how many people attended and use this for the basis of your estimation. If you need advice, please call Susan Merther.

WEFTEC®.09 Workshop Proposal Form
Orlando, Florida, U.S.A., October 10-14, 2009

Items required with initial proposal are marked with a *. Other information will be due very quickly upon selection of the workshops. If you know it now, please complete it now.

****I. PROPOSED TITLE:***

****II. NAME OF SPONSORING WEF COMMITTEE(S):*** (Include written acknowledgement from the chair of this committee(s) showing that the committee is agreeing to sponsor this committee.)

And/Or

****NAME OF SPONSORING ORGANIZATION OR INSTITUTION IF OUTSIDE OF WEF:*** (Include address, phone, fax, and E-mail information)

****III. WORKSHOP LEADERS:***

WORKSHOP CHAIR

****Name:***

****Company/Institution:***

Department:

Mailing Address:

City, State Zip/Postal Code:

Country:

****Phone:***

FAX:

****E-Mail:***

****WORKSHOP CO-CHAIR OR VICE CHAIR***

****Name:***

****Company/Institution:***

Department:

Mailing Address:

City, State Zip/Postal Code:

Country:

****Phone:***

FAX:

****E-Mail:***

****IV. WORKSHOP SPEAKERS:*** If possible, remember to have each speaker complete and return their confirmation form to you for inclusion with this proposal! If you do not include a confirmation form, please be sure to contact them at a minimum and provide the minimal information requested below marked with an *. After workshops are selected, we will require confirmation forms from each speaker with

typically a very short deadline requesting all the information below. We don't want the notification from WEF to be a surprise. Add more speakers as needed.

***SPEAKER #1**

Confirmation Attached

*Name:

*Company/Institution:

Department:

Mailing Address:

City, State Zip/Postal Code:

Country:

Phone:

FAX:

*E-Mail:

***V. DESCRIPTION OF WORKSHOP**

Fill in here up to two pages. Provide detail here for the review committee and for posting on the web for attendees to determine if they are interested in your workshop. The description must demonstrate a relationship between the learning outcomes and the course content, and the instructional methods.

VI. SHORT DESCRIPTION

Provide one paragraph (25 words or less) incorporating a brief description, the intended audience, and learning objectives. This will be used in targeted publicity where brevity is required.

***VII. LEARNING OBJECTIVES**

Describe what the attendees will learn.

VIII. ASSESSMENT

How will you assess that the participant has met the learning objectives? (Quizzes, successful completion of a lab exercise?) How will you supply the results of this assessment to WEF? The results must be quantifiable in order to issue CEUs.

IX. OUTCOME

Demonstrate the relationship between the learning assessment listed above and the expected learning outcome.

***X. WHO SHOULD ATTEND**

Describe the target audience, use the WEF membership selections if desired.

XI. WHAT ARE THE ATTENDANCE REQUIREMENTS?

For example, attendees must be present a certain percentage of the time or an attendee must participate in 3 of the 4 workshop exercises or demonstrations to receive educational credits.

XII. WHAT ARE THE PREREQUISITS FOR THE WORKSHOP?

***XIII. AGENDA**

Attach a separate page with this information. Follow the format under “Requirements for Completing the Proposal”. Remember to include the Networking Breaks (10:00 – 10:30 a.m.; 3:00-3:00 p.m.) and Lunch (12:00 noon-1:30 p.m.)

***XIV. AUDIO VISUAL EQUIPMENT/PUBLICATION NEEDS**

Note: Select your equipment and publications carefully as they impact the cost of your workshop. Once this information is confirmed, you will **not** be able to order additional equipment. If you have any questions, please call Susan Merther at 1-703-684-2417.

- LCD Projector (for Power Point presentations)
- VCR with TV Monitor
- Flip Charts with markers Number Requested _____
- Table top microphone (for panel discussions)
- Microphone for audience participation
- Computer Number Requested _____ (Computers are for demonstrations, exercises, etc. Note that a computer for presentation is already included in the standard set up.)
- Calculator Number Requested _____
- Electrical outlets
- Other (list detailed specifications for equipment rental)
- I would like to include the following WEF publication as a **supplement** to the proceedings provided by the speakers:

***XV. SPECIAL EQUIPMENT NEEDS**

- I DO NOT need special equipment for this workshop that will need to be shipped or obtained from an exhibitor.
- I DO need special equipment for this workshop that will need to be shipped or obtained from an exhibitor.
 - I understand that all equipment must be provided by a WEFTEC 2009 exhibiting company.
 - I understand that moving equipment into and out of the workshop must be coordinated with WEF staff now so that workshop prices can be set accordingly.
 - I anticipate the following equipment for this workshop (provide name of equipment, anticipated provider, size, weight, crating method, etc.)
Equipment piece 1:
Equipment piece 2:
Etc. as needed

***XVI. WORKSHOP ROOM SETUP**

Attendee Seating:

- Classroom Style (rectangular tables with chairs)
- Rounds (round tables with chairs) How many seats per table? _____

- Special set. If workshop requires a special set up because of equipment displays, laboratory demonstrations, computers, etc., you must attach a diagram showing exactly how the room is to be set.

Speaker Seating:

- Podium Only
- Podium with Speaker Table for _____ speakers (head table on a raised platform with a maximum of 6 speakers). For this option, include the number of speakers. **Note:** A speaker table will decrease the seating space in your room.

***XVII. DAY AND TIME OF WORKSHOP**

- A. This workshop should be held on: Saturday Sunday Either Other
- B. Please attempt to avoid conflicts with the following WEFTEC®.09 events:
- C. The workshop will last a half day (8:30 a.m. – 12:00 p.m.) or
 a half day (1:30 p.m. – 5:00 p.m.) or
 a full day (8:30 a.m. – 5:00 p.m.)

***XVIII. ATTENDANCE INFORMATION**

- A. Estimate the number of attendees you anticipate for your proposed workshop
 0-25 26-50 51-100 101-150 > 150
- B. Is there a maximum number of people who can attend this workshop?
 Yes How Many? _____ No.
- C. If you answered yes, please explain the reason for the limit.

SAMPLES

Sample 1: Description

W104 Activated Sludge Design and Process Control in a BNR WorldA Companion Program to Workshop W206

Saturday, October 18, 8:30 am – 5:00 pm
1 day, 0.6 CEUs

This comprehensive workshop is presented by leading practitioners, sharing their experiences in an interactive environment. This workshop is a companion to a Hands-on Workshop conducted the following day at the John E. Egan Water Reclamation Plant in Chicago.

The all-star cast of presenters will cover BNR basics and then focus on solving the practical design problems that have plagued many earlier systems. Aeration system and clarifier performance issues will be addressed. Process control parameters, sidestream considerations and tips for identifying microorganisms and establishing a healthy biomass will all be part of the day's discussions. The format is informal and real-life examples and questions are welcomed.

Chair

Stacy Passaro, Passaro Engineering, LLC

Co-Chair

David A. Flowers, Natural Water Solutions, LLC

Speakers

Jan Oleszkiewicz, University of Manitoba

Glen Daigger, CH2M HILL

Dave Redmon, Redmon Engineering

B. Narayanan, Carollo Engineers

Ron Schuyler, RTW Engineers

Woodie Mark Muirhead, Brown and Caldwell

John Esler, CPE Services, Inc.

Sample 2: Description

W214 Implementation of Instrumentation and Control in Wastewater Treatment

Sunday, October 19, 8:30 am – 4:30 pm
1 day, 0.6 CEUs

This workshop will go through the whole implementation procedure for using instrumentation and control in wastewater treatment. It will cover a wide range of topics, explaining the theoretical background and discussing typical pitfalls of each. Topics will include instrumentation selection, accuracy, calibration, and maintenance. The workshop will also cover controller design issues focusing particularly on the interaction between the process and how it is controlled. It will look at rule-based versus model-based design, standard

controllers, nutrient controllers, controller tuning, feed-back/feed-forward; implementation such as valve selection, actuators, blowers, SCADA/PLC options, documentation, costs; start-up including testing and fine-tuning; adaptation--what happens if the influent load is changing?; and, cost-benefit analysis.

A case study will be presented in parallel with the background information in order to show the implementation steps for a real system and to illustrate the principles and pitfalls involved in developing and implementing a real life control system. The case study will be an upgrade project for the WWTP Morgental in Switzerland where a combined DO / ammonia control system was used with the goal of reducing the energy consumption and at the same time improving the nitrogen removal capacity.

Following the European case study, the participants will go through their own "exploration" case study using what they knew prior to the workshop and what they have learned in the workshop to another example site. The primary purpose of the exploration case study is to provide a framework in which concerns and ideas can be discussed. Some practical solutions may be exchanged as part of the dialogue, though the group is not expected to design a perfect control system. The interactive exchange is designed to provide attendees with information they can apply directly to their own projects.

Chair

Andrew R. Shaw, Black & Veatch

Co-Chair

Leiv Rieger, Université Laval, Quebec

Speakers

Gustaf Olsson, Lund University

Julie Gass, Black & Veatch

Oliver Schraa, Hydromantis, Inc.

Alex Ekster, Ekster and Associates

Peter A. Vanrolleghem, Université Laval, Quebec

Jens Alex, ifak e.V. Magdeburg, Germany

Youri Amerlinck, MOSTforWATER N.V., Belgium

Robert Walker, EnviroSim Associates, Ltd.

Sample 3: Short Description

W107 Wastewater Treatment Microbiology

The workshop is a combination of lecture and hands-on microscope use. Discussion of the types of microorganism involved, environmental factors affecting them, metabolism and growth characteristics will be provided. Use of the microscope will be demonstrated, as will techniques for the Gram and Neisser stains. Participants will perform Gram and Neisser stains and then use phase-contrast microscopes to analyze floc characteristics, effluent characteristics, count protozoa and metazoan, and identify protozoa and filamentous microorganisms.

Sample 4: Short Description

W102 Membrane Bioreactors--How Far Are We Now and Where Are We Going?

This workshop will provide the audience with the most up-to-date information on membrane technology including understanding of the technology, equipment, design, and performance parameters. The attendees will learn membrane equipment procurement strategies and participate in discussions on operational issues. They will also learn about the optimization of the systems and energy savings, sustainability aspects, and the future projections for membrane applications.

Sample 5: Learning Objectives

The audience will learn why and how to incorporate reclaimed water in their water supply and water system management system. The workshop will demonstrate the benefits to replacing non-potable water system demands with reclaimed water, savings available to water system infrastructure through reduced source, storage and distribution facilities, the needs of management for small and large systems. The workshop will also include case studies from the US and internationally to demonstrate current approaches and successes.

Sample 6: Learning Objectives

Attendees at this workshop will be among the first in the wastewater treatment community to get exposure to the latest information on climate change impacts. Attendance and participation at this workshop will help the attendee navigate through the uncertain climate change issues their agencies will undoubtedly face in the future.

Sample 7: Learning Objectives

- **Learn about overall trends and drivers in the industry that will help your utility be prepared for workforce challenges for the future.**
- **Understand the specific challenges that utilities will experience in recruiting staff and how to leveraging them.**
- **Learn about successful approaches to operator certification and training programs in both union and non-union environments.**
- **Hear about successes and lessons learned from utility managers that are implementing leadership development, succession planning and knowledge management**

Sample 8: Who Should Attend

Utility personnel and consultants involved in the management, planning, design and O&M of collection system facilities.

Sample 9: Who Should Attend

Operators, engineers and managers who need an understanding of the basics of how microbiology influences wastewater treatment and who want to learn how to use the microscope to help control their wastewater treatment processes.

WEFTEC®.09 WORKSHOP SPEAKER

PROPOSAL CONFIRMATION FORM

Chairs – please at least contact each speaker before submitting your proposal! Use this form if you wish to confirm each speaker before submitting your proposal (recommended!).

Each speaker should complete one copy of this form. By completing this form you acknowledge that you have been contacted by the workshop chair and have agreed to participate in a WEFTEC®.09 workshop should it be selected for presentation. Even if this is provided with the initial proposal, you will be asked to reconfirm your participation by WEF at a later date.

PLEASE PRINT OR TYPE CLEARLY

NAME:

ADDRESS:

PHONE:

FAX:

E-MAIL:

I have been contacted by _____ and I agree to participate in the workshop listed below if it is approved for presentation at WEFTEC 2009, in Orlando, Florida U.S.A. I also understand that I will be ***required*** to prepare items to be included in the proceedings for the workshop and if I don't meet this requirement I may be asked not to participate. I also understand that travel and hotel expenses are my own responsibility, but WEF will waive the registration fee for the workshop itself (not other WEFTEC fees).

PROPOSED TITLE OF WORKSHOP:

PROPOSED WORKSHOP CHAIR:

Please return this form to:
