

# 8th International Young Water Professionals Conference

10 - 13 DECEMBER 2017 ▪ CAPE TOWN ▪ SOUTH AFRICA



## Justify your attendance at the 8<sup>th</sup> #IYWPC

We've developed a how-to guide to help you convey the benefits of your attendance 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.
- 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.
- Highlight the unique value of THIS conference e.g. the location, being held in a city that is internationally recognised for its water conservation and demand management strategy and organised by the most active YWP branch in the world (YWP-ZA).
- For South Africans, indicate the opportunity to gain Continuing Professional Development (CPD) points.
- 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 Cape Town, South Africa who you can contact during your stay?

[Register here](#) as soon as possible to be one of the first 70 to get a discounted registration rate. Note: IWA / WISA members get reduced registration fees. To become a member of IWA [click here](#). To become a member of WISA [click here](#).

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**IWA**  
the international  
water association



## Benefits to you and your organisation

### *General benefits and statistics*

A quick summary:

- The 8<sup>th</sup> International Young Water Professionals Conference (IYWPC 17) is the ideal forum for connecting and networking with over 400 of the world's young water professionals.
- The IYWPC 2017 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 2017 will be an agenda setting meeting tackling the water sector's key issues, bringing together current trends, latest research, guiding strategies, and leading practice.

To find out more about the benefits for your part of the water sector, click on the link below:

- [Engineers](#)
- [Researchers](#)
- [Entrepreneurs](#)
- [Students](#)
- [Water Utilities / Civil Servants](#)
- [Social Scientists](#)

Some statistics from the past YWP Conferences

- 250+ young water professionals representing over 40 countries (YWP-ZA conferences have been attended by +450 young water professionals representing over 13 countries)
- 120 platform presentations across 30 technical sessions
- 3 professional development workshops and
- 100 poster presentations
- YWP-ZA Conferences are Continuing Professional Development (CPD) accredited

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## *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.

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

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## 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. [Click here to download the Motivation letter template](#), or copy the text below.

<Insert your manager's address 1>  
<Insert your manager's address 2>  
<insert manager's email address>

<Insert your address 1>  
<Insert your address 2>  
<insert email address>  
<insert date>

Dear <insert Manager's name>

The International Water Associations (IWA) <in collaboration the Water Institute of Southern Africa (WISA) and the South African Young Water Professionals's><is/are> hosting 8th International Young Water Professionals Conference in Cape Town, South Africa during 10–13 December 2017. The IYWPC ([www.iwaywpcconference.org](http://www.iwaywpcconference.org)) brings together 400 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 (those under 35 years old) within the water sector.

<In April 2017 I submitted an abstract to attend the conference and am fortunate to have been accepted for an oral / Poster and Thesis presentation of my paper entitled " ... Furthermore,> after reviewing the draft conference programme under the theme 'Building Leaders & Making Impact', 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 <Organisation> for, inter alia, the following reasons:

- <Insert priority>
- <Insert priority>
- <Insert priority>

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.

Across these four days, I will be able to:

- <Hear from expert keynote speakers from across the world
- Update my knowledge through technical sessions
- Discuss and collaborate on <insert your field> relevant workshops
- Benefit from networking opportunities with a diverse range of water professionals
- Network with the key exhibitors
- insert specific business/networking opportunities for your organisation>

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 <X> days leave. Furthermore, I would also like to enquire as to whether <Organisation> would be able to assist with financial support to facilitate my attendance. For your reference below is a summary of the event costs.

Registration Fee: € / R < check registration rates here and insert the relevant registration fee for you>

Airfare: € / R[xxx]

Transportation: € / R [xxx]

Accommodation: € / R[xxx]

Subsistence Meals: € / R[xxx]

TOTAL: € / R [xxx]

For more information on this conference please visit the [conference website](#). Should you have any questions I would be more than happy to discuss this further.

Thank you for your consideration.

Yours sincerely,

< Your name>