



Instructions for submitting a paper to an IWA conference

1. Registering your profile

If you do not have a profile at the IWA Conference Editorial Manager Website, you will need to create one. To do this, please click on Register on the top left menu and follow the relevant instructions.

If you also want to be added to our Reviewer Pool – that will be used to review papers submitted to IWA Conferences – please select yes when asked “Available as a Reviewer?” and choose the topics that you want to review in “Personal Classification”

Once the form is completed, your logging and password will be sent to your email account.

If you can not create a profile is because you already have one. Please go back to the Register page, click on “Forgot Your Password?” and follow the instructions.

2. Submitting your paper

On the top left menu of the IWA Conference Editorial Manager Website, click on Login, enter your username and password and click on Author Login

Once in the Author’s Main menu, click on Submit New Manuscript – under the heading New Submission.

Choose the category you want to submit your paper to: Poster Presentation or Oral Presentation

Enter the full title of your paper

Include the details of the co-authors and indicate which is the corresponding author by clicking at the box when necessary. If the person submitting the paper is the corresponding author, you will not have to tick the box.

At the Section/Category, please select the relevant conference to which you submit your paper.

Enter your abstract

Enter the Key Words

Select the classification of your paper: look for the name of the conference you want to submit your paper (grey fields) and select, by ticking, the topic (white field) that your



International
Water Association

paper is relevant to. Please note that the topics of a conference are those below the relevant grey field.

Enter the code of the conference you want to submit the paper to
Select a Region of Origin for your paper

Upload your paper

Once your paper is uploaded you will need to approved it.

Click Next at the page where you uploaded your paper.

Click Build PDF for my approval

Click at Submissions Waiting for Author's Approval

Wait until the status of your paper (right at the table) reads Needs Approval

By putting the mouse on the Action Link (left at the table) click on View Submission

Open the file and MAKE SURE that everything is correct

If the information in the file is correct, close the file and go back with your browser to the approval page.

IF THE FILE IS CORRECT, click on approve submission

IF THE FILE IS NOT CORRECT, click on edit submission.

PLEASE NOTE THAT ONCE THE PAPER IS APPROVED, IT CAN NOT BE AMMENDED.

3. Contacting us

If you have any problem with your submission, please contact us on:

iwa-conferences@iwahq.org