

## The IWG-ENV Work Session on Water Statistics

### Guidelines for authors and presenters

The Work Session on Water Statistics will comprise eight sessions covering different aspects of water statistics and indicators, see draft agenda. These guidelines are for authors who will write papers and present their work at one of the sessions, and are intended to ensure the smooth running of the session.

#### ***Papers***

Two types of papers will be accepted for each session:

- invited papers, i.e. by people who have been directly contacted by the session organizer or the chairperson to prepare and present a paper on a specific topic, and
- contributed papers from countries that want to share their experiences or ideas and to have feedback from others.

#### ***Submission of Abstract and Manuscripts***

Please submit an electronic file or hard copy of the documents as early as possible. The deadlines below will allow sufficient time for the discussants and participants to read the papers in advance and prepare comments.

Dates due:	Invited papers	Contributed Papers
<b>Title and Author Names</b>	Feb 28, 2005	May 2, 2005
<b>Abstract</b>	March 31, 2005	May 16, 2005
<b>Manuscript</b>	April 30, 2005	May 31, 2005

**Electronic file format:** Manuscripts should be submitted in Microsoft Word for Windows XP, or earlier versions.

#### **Method of Submission:**

*Option 1 (preferred option):* Send the electronic manuscript file as an attached file via e-mail to:

[Montgomery@un.org](mailto:Montgomery@un.org) and [UNSD@umweltbundesamt.at](mailto:UNSD@umweltbundesamt.at)

*Option 2 (if no access to e-mail):* Fax a printed copy of the manuscript to both:

Rosemary Montgomery  
UNSD  
Fax: +1 212 963 0623

Michael Nagy  
Umweltbundesamt  
Fax: +43 1 313 04/3555

### ***Preparation of Manuscripts***

**Language:** Papers should be written in English. To assist non-native English speakers, we will revise the English for papers that are received by the end of April.

**Length:** a maximum of 10 pages for invited papers and 4 pages for contributed papers is suggested.

**Abstract:** Papers should have an abstract of no more than 200 words. The abstract should summarize results, topics discussed, and main conclusions, but it should not contain any displays, complex notation, or references.

Papers will be numbered by the organizers and loaded on to the Work Session website, in the order in which they are received.

### ***The Presentations***

Each session will last 90-105 minutes. The basic format will be:

- 1) brief introductory remarks by the session chair,
- 2) presentation of 3-4 invited papers, and, if time, 1 contributed paper
- 3) prepared comments on the papers (by discussant appointed for the session), and
- 4) general discussion of the papers.

The oral presentation should not be a reading of the paper, but should explain the background and highlight the main conclusions. It should be self-contained and should not assume that the audience has read the paper. The use of prepared transparencies or slides is encouraged.

**Length:** A maximum of 20 minutes for invited papers and 10 minutes for contributed papers will be allowed for presentations. During each presentation, a timekeeper will signal the speaker by holding up a yellow card when 5 minutes of his/her allotted time remains. When the allotted time is up, the timekeeper will hold up a red card.

**Language:** All presentations should be in English. No interpretation services will be available.

**Equipment:** An overhead projector and computer projection system will be available for prepared transparencies or PowerPoint presentations.

**Meeting with Session Chair:** Session chairpersons may contact authors/presenters before the meeting in order to discuss the time schedule, rules of procedure and other technical matters. If this is not done, authors will meet with the chairperson in the meeting room 10 minutes before the session begins.