
CONFERENCE ANNOUNCEMENT & CALL FOR CONTENT

February 13-16, 2024
Portland, Oregon
Oregon Convention Center

SUBMITTAL DEADLINE: September 14, 2023
TO SUBMIT: www.wef.org/UtilityManagement

This conference is jointly sponsored by the Water Environment Federation (WEF) and the American Water Works Association (AWWA) and is held in cooperation with the Pacific Northwest Clean Water Association (PNCWA).

The Conference Planning Committee is soliciting abstracts, pre-conference workshops, and session proposals for The Utility Management Conference™. Water and wastewater leaders, managers and professionals will gather to hear the latest approaches, practices, processes, techniques, case studies, and research in all aspects of utility management.

Authors are encouraged to submit abstracts on topics addressing water and wastewater management. Utility led presentations are encouraged. Topics to be covered at the conference include but are not limited to:

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| 1. Business Practice Optimization / Change Management | 11. Asset Management and Capital Program Frameworks |
| 2. Benchmarking & Performance Measurement | 12. Cybersecurity |
| 3. Customer Service / Customer Experience / Customer Assistance Programs | 13. Utility Sustainability, Environmental and Regulatory Issues |
| 4. Communications and Public Involvement | 14. Data Management & Systems |
| 5. Diversity, Equity, and Inclusion | 15. Optimization of Operation & Maintenance |
| 6. Digital Transformation including AI and ChatGPT | 16. Alternate Project Delivery / PPP / Procurement |
| 7. Financial Resilience including funding mechanisms, Rate and Fee studies, and Affordability. | 17. Risk Management / Resilience / Emergency Preparedness / Safety & Security |
| 8. Utility Leadership / "Leadership Stories" | 18. Strategic Planning and Implementation |
| 9. Workforce Development / Succession Planning / Knowledge Management | 19. Utility Collaboration & Regionalization |
| 10. Integrated Water Management / One Water | 20. Other |

Session/Utility Leader Forum and Workshop Proposals: The following pages go into detail on what is expected for a workshop or session/Utility Leader Forum proposal. For each, the description should be no longer than 9,000 characters (approx. 1000 words).

After Selection: All submitters will be notified of their placement in the technical program in November 2023. Per WEF's policy, selected abstract authors are required to submit manuscripts prior to the deadline for inclusion in the conference proceedings. Session and workshop proposal submitters are not required to submit manuscripts.

Presenters are expected to register for the Conference and pay the appropriate registration fee. No travel or assistance funds are available for speakers.

For reference ahead of all submittals, the Conference Planning Committee will be reviewing submitted abstracts and proposals using the criteria below.

ORIGINALITY - The paper should deal with new concepts or novel applications of established concepts.

STATUS OF THE PROJECT - The abstract should establish that the project is well-developed and should present data or results to support the hypothesis. Data should have been subjected to preliminary analysis, at a minimum.

TECHNICAL CONTENT - Objectives and scope of the project should be stated. The nature of the data and data sources used and general procedures/analytical framework used should be presented.

BENEFITS AND SIGNIFICANCE - Actual benefits, widespread applications, and lessons learned should be reported.

QUALITY - The adequacy of an abstract is considered indicative of the quality of the final paper or poster and of the presentation at the conference. Authors should prepare their abstracts with care, paying attention to style, organization of the abstract, and accuracy of the data presented.

UTILITY LEADERS AS AUTHORS AND CO-AUTHORS - The abstract should reflect, to the extent feasible, active engagement of utility leaders as lead authors or co-authors on the paper.

**All abstracts, session, and workshop proposals must be submitted online
no later than midnight Eastern time on September 14, 2023.
To submit: www.wef.org/UtilityManagement**

For more information on submitting content and accepted presenter requirements,
please see the WEF Speaker Information page: www.wef.org/sc-speaker-information

For questions or additional information, please contact:
Water Environment Federation
Education & Training – WEF/AWWA The Utility Management Conference 2024
Email: UtilityMgtConf@wef.org
Phone: 703-684-2400 x7450

Submitting a Session or Utility Leaders Forum Proposal

Submittal Deadline: September 14, 2023

Submit Online at: www.wef.org/UtilityManagement

Session proposals can be presented in different formats from the traditional podium presentation, such as a panel discussion, and interactive discussion. Utility Leaders Forum bring together a formative panel discussion on a particular topic or topics. We are open to innovative formats and encourage creativity. Utility presenters are encouraged along with facilitated, interactive dialogue.

With a traditional abstract proposal, the Conference Planning Committee evaluates and places selected, related abstracts together to form a 1.5 or 3 hour session. However, with a session proposal, the Session Coordinator (submitter) is responsible for finding all the speakers to fill 1.5 hours of content/discussion and developing the timing and format of the session as a whole.

As a Session Coordinator, WEF requires that a proposal be completed and submitted for review through the online submittal site, Attendee Interactive (AI). The Conference Planning Committee will review all submittals and announce accepted sessions at the same time as the final technical program in November.

For complete proposals, WEF requires information on the following items:

- ❖ **Session Title**
- ❖ **Selection of Full or Half Session**
 - Full Session: 2.5 hours total; 1.5 hours content, 45 min break, 1 hour content
 - Half Session: either 1.5 hours or 1 hour long (please indicate the length in the description)
- ❖ **Contact Information for Session Coordinator**
 - This person will be WEF's main contact throughout the process and is expected to work with the speakers throughout the development of the content for the program.
- ❖ **Contact Information for Each Session Presenter**
 - The selected speakers should be from different companies, utilities, and organizations. As an example, a successful session would not provide content from speakers who are all from the same company or clients of the same consultant.
- ❖ **Session Description**
 - Should be no longer than 9,000 characters (approx. 1000 words)
- ❖ **Three Learning Objectives**
- ❖ **Session Agenda**
 - Should follow Half- or Full-Session timing listed above
 - Should include title, timing, and speaker for each portion to be included in the public program
- ❖ **Target Audience** (a suggested list will be provided)

Questions about your submittal? Please email: UtilityMgtConf@wef.org

**All session proposals must be submitted online by September 14, 2023
at www.wef.org/UtilityManagement**

Submitting a Workshop Proposal

SUBMITTAL DEADLINE: September 14, 2023

SUBMIT ONLINE AT www.wef.org/UtilityManagement

Pre-conference workshops are additional programs available for conference registrants. A workshop is a *highly* interactive, hands-on, immersive learning experience. This conference features both full day and half-day workshop offerings.

Speakers and facilitators are encouraged to brainstorm and incorporate interactive activities to deliver their subject matter expertise and content in a meaningful way to the participants. As speakers also help facilitate and support the interactive components, plenty of face time, one-on-one, and small group knowledge should be exchanged. **Workshops with interactive components interspersed throughout the session will be prioritized for selection.**

These programs follow strict guidelines so that the highest level of education credits (Continuing Education Units, or CEUs) can be awarded for all workshops. In order to be approved for CEUs, workshop agendas and descriptions must be finalized and submitted to staff abiding by strict deadlines.

As a workshop coordinator, WEF requires that a proposal be completed and submitted for review through the online submittal site, Attendee Interactive (AI). The Steering Committee will review all submittals and announce accepted workshops in November.

For complete proposals, WEF requires information on the following items:

- ❖ **Workshop Title**
- ❖ **Half- or Full-Day Program**
 - Full-day Workshop: 8:30 a.m.-5:00 p.m.
 - Half-day Workshop: 8:30 a.m.-12:00 p.m. or 1:30 p.m.-5:00 p.m.
 - Breaks for all workshops: 10-10:30 a.m., 12 p.m.-1:30 p.m., and 3-3:30 p.m.
- ❖ **Contact Information for Workshop Coordinator**
 - This person will be WEF's main contact throughout the process and is expected to work with the speakers throughout the development of the content for the program.
 - This person will ensure WEF receives all deliverables.
- ❖ **Contact Information for Each Workshop Presenter**
 - The selected speakers should be from different companies, utilities, and organizations. As an example, a successful workshop would not provide content from speakers who are all from the same company or clients of the same consultant.
- ❖ **Workshop Description**
 - Should be no longer than 9,000 characters (approx. 1000 words)
- ❖ **Three Learning Objectives**
- ❖ **Description of All Breakout Group Activities and/or Interactive Components**
- ❖ **Workshop Agenda**
 - Following Full-day or Half-day workshop timing listed above
 - Should include title, timing, and speaker for each portion to be included in the public program
- ❖ **Target Audience** (a suggested list will be provided)
- ❖ **Preferences for Room Layout, Attendance, and More**

Questions about your submittal? Please email: UtilityMgtConf@wef.org

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