

# Guidelines for the Submission of Abstracts and Technical Papers

For the 33rd Annual CWWA Conference and Exhibition



**COLLECTIVE REGIONAL ACTION**  
Toward a Climate Resilient,  
Water Secure and  
Zero Waste Caribbean

## WELCOME REMARKS

The Caribbean Water and Wastewater Association (CWWA) is delighted to be hosting its 33rd Annual CWWA Conference and Exhibition in the beautiful twin island Republic of Trinidad and Tobago. The Association last hosted the event in Trinidad in 2016, at the Hyatt Regency Hotel in Port of Spain. This year we are returning to the Hyatt Regency for what we anticipate will be another productive engagement leading to further enhancement of the regional water and sanitation sectors.

The 2024 Conference theme: **‘Collective Regional Action Toward a Water Secure, Climate Resilient and Zero Waste Caribbean’** brings focus to the need for enhanced regional collaboration to advance action and develop effective solutions to address the main sectoral challenges. The Thematic Areas for the technical papers seek to highlight the main challenges, strategies and interventions within the water and sanitation sectors. The Technical Sessions of this year’s Conference is scheduled for the period 22nd – 24th October 2024. We look forward to your submissions.

## THEMATIC AREAS

The Thematic Areas are listed below:

- Thematic Area I: Water Security in an Uncertain Climate
  - Dry Season and Drought Planning, Management and Mitigation.
  - Fostering an enabling environment for IWRM: From Policy to Practice
  - Sustainable use of Water-Related Ecosystems
  - Incorporating Climate Change Predictions and Modelling into Regional Water Management
  - Climate Resilient Infrastructure and Appropriate Planning Framework
  - Water Conservation: Stakeholder Involvement and Appropriate Technology
  - NRW Reduction – Limiting the Losses and Advancing a Smart Network
  - Artificial Intelligence: Shaping the Future of Water and Resilient Infrastructure (cloud -based platforms, Water Resources Management, Predictive Maintenance for Water Supply, Optimising Energy Usage in Water Treatment and Distribution etc.)
  - Case Studies: Community Based Interventions for Enhanced Water Supply
- Thematic Area II: Water Quality: Human Health and the Environment
  - Water Safety Standards: Monitoring, Prevention and Response toward eliminating Water Borne Diseases and Other Threats
  - Knowledge Management for Water Quality Standards: Gaps, Current Practices and Advances in the Region
  - Effects of Climate Change on Water Quality and Health
  - Emerging Technologies and Methods for Water Quality Monitoring and Management
  - Standards in Utility Water and Wastewater Treatment Systems
  - Protecting the Quality of Source Water: Polluter Pays Principle and Other Regulatory Systems

- Thematic Area III: Efficient and Effective Wastewater Management
  - Wastewater Treatment and Reuse: taking ‘WASTE’ out of Wastewater
  - On-lot Septic Systems: Methods, Systems, Use and Successes
  - Nature Based Wastewater Management: A Regional Approach
  - Case Studies: Appropriate Greywater Collection, Treatment and Reuse Systems
  - Case Studies: New and Emerging Technology in Wastewater Treatment
  - Agricultural and Industrial Wastewater Management
  - Smart Urban Spaces: Incorporating Wastewater Reuse
  - Wastewater Monitoring as a Sentinel for Disease
  
- Thematic Area IV: Regional Solid Waste Management: Reducing Our Waste Footprint
  - Creating an Enabling Environment for Waste to Energy Plants
  - From Source to Disposal - Waste Minimization, Treatment and Reuse
  - Case Studies: Hazardous Waste Management Systems
  - Advances in Regional Recycling and Associated Technologies
  - Alternative Renewable Energy from Solid Waste
  - Landfills a Necessary Problem: Air Pollution and Leachate Management
  - Solid Waste Management: Policy and Planning for the Local Context.
  
- Thematic Area V: Regional Sector Governance and Financing
  - Institutional Reform for Effective Governance
  - Model for Co-Investment in Infrastructure for Water and Sanitation
  - Building Social Resilience at the Community and Institutional Levels
  - Case Studies and Opportunities for Utility Twinning: Water Operator Partnerships (WOPs) and Sanitation Water Operator Partnerships (SWOPs)
  - Business Continuity for Utilities
  - Utility Benchmarking: A Necessary Tool for Decision Making and Change Management
  - Cost Reflective Water Tariffs – Economic Good vs. Human Right
  - Fostering Coherence between Water and Sectoral Policies
  
- Thematic Area VI: General Topics
  - Social Media and Community Engagement as a Tool for Enhanced Sector Awareness
  - Post Disaster Assessment and Recovery
  - Risk Management: Increasing Resilience and Reducing Vulnerability
  - Preparing for and Learning from Emergency Response
  - Creating a proactive and effective Health, Safety and the Environment Culture within the Water and Sanitation sectors in the Caribbean.
  - Flood Management – Wetlands, Stormwater Retention/Reuse, Green Infrastructure and Other Solutions
  - Advancing Social Equity in Climate Resilience: Breaking the Barrier for Marginalized Groups, Small Island Developing States and Low Income Countries

## DATES TO REMEMBER

### Submission Deadlines:

Deadline for Abstract submission **28th June 2024**

Notification of successful acceptance of Abstract **19th July 2024**

Full Paper Submission **16th August 2024**

Final Presentation Submission **4th October 2023**

## CALL FOR ABSTRACTS

Authors wishing to present a paper should submit an abstract of no more than 300 words for consideration. Abstracts should be written in standard English and include the following:

- Paper Title,
- Thematic Area,
- Author/s Name/s
- Full Contact Details (including Affiliations).

Only the accepted abstracts will be published in the Conference Magazine. The text of the full papers accepted will be archived in CWWA records for access by Conference participants and members of the CWWA. Authors can bring hard copies for distribution at the Conference.

## ABSTRACT FORMAT

- 1) Length: Abstracts are limited to text only and must be no more than 300 words
- 2) Page Size: Letter or A4 paper.
- 3) Spacing and Margins: Double spaced with minimum margins at 2.54 cm (1 inch) all around.
- 4) Fonts: Arial at a size of 12 point
- 5) Digital format: Microsoft Word format
- 6) Language: English
- 7) Emboldments: Apply emboldments, italics, underlining, superscripts and subscripts in your main text as you want it to appear in your final abstract.
- 8) Title: Type abstract title on a line with formatting as it would appear in the final paper
- 9) Topic: Place the thematic area from the list provided above the title
- 10) Keywords: Include four keywords relevant to the subject of the abstract.
- 11) Author: List presenting author first and include affiliation name, address, city, and country
- 12) Consideration will be given to technical content, relevance, originality, and overall abstract quality.
- 13) Authors may utilize the enclosed Abstract Submittal Form

## SUBMISSION OF ABSTRACTS

- 1) No more than two abstracts per person should be submitted.
- 2) All abstracts are to be submitted electronically using the following electronic form:  
[Abstract Submittal Forms](#)
- 3) If you have any challenges submitting via the electronic form, kindly submit using the accompanying MSWord form to [cwwatechnicalpapers@gmail.com](mailto:cwwatechnicalpapers@gmail.com)
- 4) All abstracts will be acknowledged electronically. If you do not receive an acknowledgement within 72 hours of submission, please contact the CWWA Technical Papers Committee via the following email address [cwwatechnicalpapers@gmail.com](mailto:cwwatechnicalpapers@gmail.com) or the Conference Local Organising Committee via [conferencecwwa@gmail.com](mailto:conferencecwwa@gmail.com)

INSTRUCTIONS FOR THE SUBMITTAL OF SELECTED PAPERS AND PRESENTATIONS ARE LISTED BELOW. THIS ONLY APPLIES TO ABSTRACTS THAT ARE ACCEPTED FOR PRESENTATION.

## FINAL PAPER FORMAT

- 1) Length: Paper should not exceed 10 pages including text, photos, and graphics.
- 2) Size: Letter size or A4 paper.
- 3) Spacing and Margins: Double spaced with minimum margins at 2.54 cm (1 inch) all around.
- 4) Fonts: Arial at a size of 12 point.
- 5) Digital format: Microsoft Word or PDF format.
- 6) Language: English.
- 7) Emboldments: Apply emboldments, italics, underlining, superscripts and subscripts in your main text as you want it to appear in your final paper.
- 8) Images: Include all images (diagrams, charts, JPEG and GIF) to email resolution as you would want it to appear in the final publication.
- 9) Title: Type paper title on a line with formatting as it would appear in the final publication.
- 10) Topic: Place the Conference Thematic area selected from the list provided above the title.
- 11) Author: Each paper must be accompanied by names and affiliations of all authors; contact addresses for all authors (including email); a short biography of the presenter containing no more than 80 words; a digital copy of a passport photograph of the author/s.

## FINAL PRESENTATION FORMAT

- 1) Speaking Time: Each presenter will be allocated 15 minutes.
- 2) Question & Answer Session: A Q&A session will be held for 10 minutes at the end of every oral presentation.
- 3) Format: PowerPoint 2013 or a compatible format.
- 4) Audio-visual Support: Technical session rooms will be equipped with a projector, screen, and computer.
- 5) Presentation Specifics: Date, time and meeting room of presentations will be emailed closer to the Conference date.

Submission of Papers and Presentations: All final papers and presentations should be submitted electronically to [cwwatechnicalpapers@gmail.com](mailto:cwwatechnicalpapers@gmail.com)

All submissions will be acknowledged electronically. If you do not receive an acknowledgement within 72 hours of submission, please contact the CWWA Technical Papers Committee via the following email address [cwwatechnicalpapers@gmail.com](mailto:cwwatechnicalpapers@gmail.com) or the Conference Local Organising Committee via [conferencecwwa@gmail.com](mailto:conferencecwwa@gmail.com)

## COPYRIGHT

Authors of Papers that are accepted by the CWWA Technical Sessions Committee must agree to transfer copyright to the Caribbean Water and Wastewater Association. This signifies transfer rights for print and/or electronic publication and production reprints, facsimile, microfilm or microfiche.

## PUBLICATION

The CWWA has partnered with the West Indian Journal of Engineering (WIJE) to publish selected Papers from the 33rd Annual Conference and Exhibition in a Special Issue of the WIJE.

Suitable papers accepted at this year's Conference and Exhibition will be submitted to the WIEJ Editorial Board for review and publication. Selection criteria for publication in the Special Issue will include:

- Innovation and originality.
- Impact and significance.
- Presentation including: paper organisation, methodology, critical analysis, quality, style, sources and language use.

### **West Indian Journal of Engineering**

The [West Indian Journal of Engineering](#) (WIJE) is an international journal which has a focus on the Caribbean region. Since its inception in 1967, it is published twice yearly by the Faculty of Engineering at The University of the West Indies and the Council of Caribbean Engineering Organisations in Trinidad and Tobago.