



**ENVIRONMENTAL &
WATER RESOURCES
INSTITUTE**

EWRI CONFERENCE/WORKSHOP PROPOSAL PREPARATION GUIDANCE

EWRI of ASCE is often requested to host a conference, workshop, or other such event. To allow proper evaluation of such requests, please include the following in the proposal:

- Type of Event
- Name and Theme
- Dates
- Venue
- Background
- Potential Partnering Organizations
- Potential Cooperating Organizations
- Leadership
- Scope
- Topics
- Venue
- Projected Attendance
- Participants
- The Program (format/events/features)
- Proceedings
- Publicity
- Planning Schedule
- Budget

Event Proposals should be submitted to EWRI/ASCE, Event Proposal, 1801 Alexander Bell Drive, Reston, VA 20191, by fax at 703-295-6371, or by email at ewri@asce.org.