

WEFTEC 2020 WORKSHOP SPONSORSHIP MUNICIPAL RESOURCE RECOVERY DESIGN COMMITTEE SELECTION PROTOCOL

GOAL: Identify quality workshop proposals to be sponsored by the Municipal Resource Recovery Design Committee (MRRDC).

The MRRDC WEFTEC Workshops Subcommittee (Subcommittee) is expected to sponsor between five (5) and seven (7) workshop proposals for WEFTEC 2020 in New Orleans, LA. The types of workshops that will be sponsored include:

- Up to 3 fundamental (can co-sponsor if the topic is overlapping with S&YPC or other group/committee)
- Up to 2 research (can co-sponsor if the topic is overlapping with WRF or other group/committee)
- Up to 2 hands on, operation and maintenance related (can co-sponsor if the topic is overlapping with PO&MC or other group/committee)

Protocol:

MRRDC at-large members will be solicited to submit WEFTEC workshop pre-proposals by **Tuesday, July 16, 2019**. Pre-proposals are requested to identify opportunities and/or agreements for joint group/committee co-sponsorship. The one-page pre-proposal form needs to be submitted for each workshop to the people list below in line 1 by COB on **Tuesday, July 16, 2019**. MRRDC leadership reserves the right to directly solicit workshop proposals for specific topics if no complete proposals are submitted on these specific topics.

1. Send the pre-proposal forms to Morgan Brown (mbrown@wef.org) Mary Ann Linder (mlinder@wef.org), and Joe Rohrbacher (jrohrbacher@hazenandsawyer.com)
2. The pre-proposal forms will be reviewed by the Subcommittee using the WEFTEC scoring rubric and ranked to select the top pre-proposals that fit within the criteria identified for the respective year goal (**WEFTEC 2020 there will be a maximum of 7 proposals sponsored by MRRDC**). The Subcommittee will critique and provide required modification such as joint group/committee co-sponsorship, stronger required elements in the pre-proposal, etc.
3. The workshop pre-proposal contact will be notified by **Monday, August 12, 2019** regarding acceptance or rejection of sponsorship approval from MRRDC. *This does not mean that the proposal is accepted for WEFTEC.* It should be noted that workshop pre-proposals that are not selected for MRRDC sponsorship can be submitted directly to WEF, but **NOT** with MRRDC sponsorship.
4. Workshop full proposals should be submitted to the Subcommittee for review by COB **Tuesday, October 15, 2019**. The MRRDC conditional sponsorship letter along with correction recommendations (if any) will be issued after receiving and reviewing the full proposal and will be communicated with the proposal contact of selected workshops by COB **Tuesday, October 29, 2019**. *MRRDC will not issue a sponsorship letter without reviewing the full proposal within the mentioned timeline.*
5. The workshop proposal chair/co-chair shall be responsible for incorporating comments from the Subcommittee into the prescribed WEFTEC format and submit an updated full proposal to the Subcommittee by **Tuesday, November 5, 2019**. Once comments are addressed, MRRDC leadership will send an official committee sponsorship letter directly to the WEFTEC Program staff. The workshop chair is responsible for submitting the final proposal directly to the WEF Program Committee's Workshop Review Subgroup no later than the proposal deadline, set for **Wednesday, November 13, 2019**. The MRDDC leadership will not send the official sponsorship letter until they see the final-final proposal to ensure that all of the changes have been incorporated. A sponsorship letter is not guaranteed until this version is seen.



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6. All WEFTEC workshop proposals (this includes proposals from other committees/groups) will be reviewed and discussed at the WEF Midyear meeting (Feb, 2019). Shortly after the meeting, all submitters will be notified if their workshop is approved for the WEFTEC 2020 technical program. The implementation of the recommended corrections (by MRRDC committee) to the final proposal will be assessed during the overall scoring and proposal review.