



Instructions for submitting a paper to an IWA conference

1. Registering your profile

If you do not have a profile at the IWA Conference Editorial Manager Website, you will need to create one. To do this, please click on Register on the top left menu and follow the relevant instructions.

If you also want to be added to our Reviewer Pool – that will be used to review papers submitted to IWA Conferences – go to “Institution Related Information” and select ‘Yes’ to the question “Available as a Reviewer?”. Please choose the topics that you want to review by clicking “Select Personal Classification” which is under Areas of Interest or Expertise”.

Once the form is completed, your logging and password will be sent to your email account.

If you can not create a profile is because you already have one. Please go back to the Register page, click on “Forgot Your Password?” and follow the instructions.

2. Submitting your paper

On the top left menu of the IWA Conference, click on Login, enter your username and password and click on Author Login.

Once in the Author’s Main menu, click on Submit New Manuscript – under the heading New Submission.

Choose the category you want to submit your paper to: Outline for Poster Presentation, Outline for Oral Presentation or Full paper.

Enter the full title of your paper

Include the details of the co-authors and indicate who is the corresponding author by clicking at the box when necessary. If the person submitting the paper is the corresponding author, you will not have to tick the box. You can rearrange the order of authors by using the up and down arrows situated on the first column of author’s table.

At the Section/Category, please select the relevant conference to which you submit your paper.

Enter your abstract

Enter the Key Words



Select the classification of your paper: look for the name of the conference you want to submit your paper and expand the conference (by clicking on + sign) to see the topics classification for the conference you are interested. Select the classification relevant to your paper under the conference name by ticking on the white field. Please note that you can ONLY SELECT ONE CLASSIFICATION for each paper you submit.

Select a Region of Origin for your paper.

Upload your paper.

Once your paper is uploaded you will need to approved it.

Click 'Next' at the page where you uploaded your paper.

Click Build PDF for my approval

Click at 'Submissions Waiting for Author's Approval'

Wait until the status of your paper (right at the table) reads 'Needs Approval'

By putting the mouse on the Action Link (left at the table) click on View Submission

Open the file and MAKE SURE that everything is correct

If the information in the file is correct, close the file and go back with your browser to the approval page.

IF THE FILE IS CORRECT, click on approve submission

IF THE FILE IS NOT CORRECT, click on edit submission.

PLEASE NOTE THAT ONCE THE PAPER IS APPROVED, IT CAN NOT BE AMMENDED.

VERY IMPORTANT: Make sure that you “APPROVE SUBMISSION” to be able to complete the submission process. Please contact us if you don't receive manuscript number assigned to your paper within two weeks after your submission.

3. Contacting us

If you have any problem with your submission, please contact us on:

iwa-conferences@iwahq.org