Stockholm Junior Water Prize

The Stockholm Junior Water Prize was established in 1997 and is an annual competition open to young people between the age of 15 and 20, who have conducted water-related projects focusing on local, regional, national or global topics of environmental, scientific, social or technological importance. As a result of the competitions, thousands of young people around the world develop personal interests, undertake academic study, and often pursue careers in the water or environmental fields. The award includes a USD 5,000 award and a crystal sculpture of H.R.H. Crown Princess Victoria of Sweden in the fashion of the planet. Stockholm International Water Institute administers all the Stockholm Junior Water Prize and awards and serves as its secretariat.
Here is a step by step list of your commitments – from the National Competition to the International Final. Use it to get a quick overview.

1. Initiate the National Competition
   Consider:
   • The general timeline.
   • Marketing of the National Competition.
   • Who shall be in the national jury?
   • Date for the National Competition.
   • Organisation of the ceremony.

   Information required by SIWI:
   • Date of the National Competition.
   • Contact person (name, email address and phone number).
   • Names and title of the members in the national jury.

2. Ensure the competition requirements are fulfilled
   Consider:
   • Age restrictions for the students.
   • English skills required.
   • Content and presentation of the competition entries.
   • The jury criteria.

3. Pursue marketing and sponsorship
   for the National Competition
   Consider:
   • Information about the National Competition to media, schools and government.
   • Production and distribution of the marketing material.
   • How to find and use sponsor and partnerships.

4. Arrange the final of the National Competition
   Consider:
   • All competitions entries must be original.
   • A minutes of meeting in English must be completed by the National Jury.
   • Appointing the national winner during an event.

5. Make preparations for the International Final
   Consider:
   • Make sure all necessary documents are ready
   • Visa (if required).
   • Liability release.

   Information required by SIWI:
   • Facts about the national winners.
   • A short text for the International Final catalogue.
   • Final minutes of meetings from the national jury meeting.
   • Liability release confirmation.
   • A PDF of the written project in English.
   • Name and contacts to the person who has translated the project.
   • Travel information.
Your way to a successful assignment

The Stockholm Junior Water Prize is more than just a competition, it is also a major event which has a long-term, human and environmental impact.

This handbook contains information on your responsibilities as a national organiser and how to best carry out your assignment. We are grateful for your involvement and will do all we can to support you.

The information in this handbook is presented in five parts. The terminology list will assist you with explanations of some of the words used in within. A checklist is also available to quickly brief you on the different steps.

For more information on the background of the Stockholm Junior Water Prize, please visit www.siwi.org/stockholmjuniorwaterprize.

With regards from Stockholm International Water Institute.
H.R.H. Crown Princess Victoria, Patron of the Stockholm Junior Water Prize
Some useful information before we start

About the competition
The Stockholm Junior Water Prize (SJWP) was founded by the Stockholm Water Foundation as a complement to the world renowned Stockholm Water Prize. In 1995 and 1996 the SJWP was awarded in Sweden only. It has been an international prize since 1997, and is awarded to young students between 15 and 20 years old for outstanding projects aiming at improving livelihoods and ecosystem health in the water environment. The Stockholm International Water Institute (SIWI) administers these activities on behalf of the Stockholm Water Foundation.

The competition seeks to raise young individuals’ commitment in the common water environment, on local as well as global levels.

The competition entries may originate in natural sciences or social studies. But they can just as well emanate from subjects such as sports, health, art, music or drama. The international winner receives a USD 5,000 award and a glass sculpture. But just taking part is what really matters.


About the benefits for your country
The heart of SJWP lies in the dedication of the young participants. But the competition also has an impact on a larger scale. It is a chance for your country to be seen and represented through their work, and it raises awareness on water and environmental issues among the younger generations.

What it takes though, is firm dedication from you as a national organiser. For example, a pro-active media approach will better the chance for your national activities to be covered by newspapers, magazines and television and radio stations in your country.

The International Final is held at the World Water Week in Stockholm. It is an event where people from all over the world meet. This generates many opportunities for networking and exposure. The efforts of your country will be highlighted globally.

This is where it all begins.

About the International Final in Stockholm
During the time in Stockholm, winners of the National Competition receive an opportunity to meet and learn from the present leaders of the global water community. They can make life-long friendships with people from all over the world who share a passion for water.

All finalists from participating countries will take part in the International Final during the World Water Week in Stockholm. Here, they will actively join the global conference through a variety of arranged activities. This includes meeting with researchers, politicians and media.

The finalists take part in daily social, educational, and cultural events: interviews with the international jury, a tour of Stockholm’s archipelago, and of course, the prize ceremony and award dinner.

In short, it will be a memory for life.
Here’s how to do it successfully

The Stockholm Junior Water Prize consists of two parts: the National Competition and the International Final. All participating countries start off arranging their own National Competition. The winner proceeds to the International Final in Stockholm.

Being a national organiser you are responsible in several fields:

1. Initiating the National Competition
2. Ensuring the competition requirements are fulfilled
3. Pursuing marketing and sponsorship for the National Competition
4. Arranging the final of the National Competition
5. Making preparations for the International Final

On the following pages you will find essential information for these five steps. Please read carefully, and use the accompanying terminology list if you need help.
1. Initiating the National Competition

Make a structure
Start off by structuring the National Competition — from start to finish. Consider the following:
• What’s the general timeline?
• How should you market the National Competition?
• Who shall be in the national jury?
• When is the final of the National Competition? And how should this ceremony be arranged?

Identify and inform about the connection between the national activities and the International Final. The name of the National Competition should reflect the connection to the International Final, Stockholm Junior Water Prize. The logotype for Stockholm Junior Water Prize should always be used when marketing the National Competition.

Here are a few examples showing how the National Competition has been named previously...

... in Sweden: Swedish Junior Water Prize
... in Korea: Korean Junior Water Prize
... in Canada: Canadian Stockholm Junior Water Prize

If you have suggestions or inquiries about naming your National Competition, do not hesitate to contact the SJWP secretary in Stockholm.

More about marketing of the National Competition is found in section “3 – Pursuing marketing and sponsorship for the National Competition”.
Put together a national jury

In order to select a winner in the National Competition you must put together a national jury. The jury should include men and women with substantial knowledge of water environment issues. The number of members is set to a minimum of six and a maximum of nine (deviations are possible). The jury should include one representative of an institution of science. The rest of the members should be professors, doctors, Ph.D. students, market/communications directors or environmental directors from industry or educational departments within the government.

The national organiser receives written projects for the national contest. The national jury carries out the evaluation and selection of projects using the judging criteria listed in section “The judging criteria”.

It is absolutely necessary that the national jury and the international jury are using the same judging criteria. The SJWP is an international competition and all competition entries must have an equal opportunity to be evaluated and judged. This is with regard to scientific level, quality, transparency and uniqueness.

In order to select a winner, the national jury must have the possibility to look at a selection of projects together with personal interviews with the finalists. Before the poster display and interviews, the members of the national jury should have access to papers/reports, written by the finalists, describing each of the competition entries.

The paper/report of the selected winner of the National Competition must be translated into English for participation in the International Final in Stockholm. However, the Secretariat in Stockholm wants the original winning National Competition entry written in the original/local language, for back-tracking and filing.

A representative from the national organiser should also be present, but without a voting right, at the jury members’ meetings and interviews. She or he should act as a secretary and take meeting notes. It is necessary that the nominating process, together with the judging criteria, discussions and votes, is documented, quality controlled and transparent. Through the entire jury process, the names of the present and not present members must be listed, for each part of the process. A majority of the jury members should be present to select the national winner.

The time of service in the national jury should be limited. An agreed rotation scheme for the members must be used: 3-year periods with possible renewal for three more years.

As soon as any changes in national jury occur, you should notify the Secretary of the SJWP in Stockholm.
The judging criteria

A project can earn a maximum score of 115 points. A project is judged using six different criteria. A score from 1 to 5 is assigned (1 being the lowest score). The score for each criterion is then multiplied by the factor assigned to each criterion.

1. Relevance
Relevance of the project both in terms of scientific relevance and overall relevance for both environment and society:
- Does the project target an important challenge within the water environment?
- Is the project scientifically relevant (can the scientific level be related to basic, applied research and are the results direct applicable for implementation)?
- Can the project contribute to the improvement of the quality of
  a) environment?
  b) life for people?
- Is the project proposing innovative solutions to unsolved problems?
- Does the project increase the awareness on water issues?
- Does the project integrate environmental and societal issues?

2. Creative ability
Shows the creativity of the project in relation to:
- how to pose a problem
- how to solve a problem
- analyzing data
- experiments or investigations
- how to mediate and make the affected parties aware of the problem.

3. Methodology
- Is there a clearly defined idea on which a result can be achieved?
- Is the problem well defined?
- In what way has it been limited?
- Has the work been planned accordingly?
- Is there adequate information upon which to draw conclusions?
- Have the possible misinterpretations of the data been taken into consideration?
- Are there any new questions or suggestions for continued research?

4. Subject knowledge
Is the student familiar with literature and ongoing research in the field?
- Upon what sources has the work been based?
- Is the list of references satisfactory?
  (Have the references really been studied?)
- To what extent have sources of popular science been consulted?
- Is the author familiar with the topic dealt with in his/her work?
- Is the author knowledgeable of ongoing research in the field? Terminology?
- Is the author familiar with alternative solutions?

5. Practical skills
- Has the student made the exhibit him/ or herself?
- Has he/she carried out the measurements, etc.?
- What help has been provided by parents, teachers, professionals etc.?
- Has advantage been taken of material available in school?
- From where has the equipment been obtained for the exhibit? Was it self-made?
- How well has available technique been used?

6. Report and presentation
- Can the student present the work in a proper and informative way, both written, verbally and through the exhibit?
- Is the content of the work well structured?
- Is the level of the text, illustrations, diagrams and the language in the written report sufficient?
- Is the display appealing with regards to any special qualities and personal touch?
- Is there a relationship between the display and text material?
2. Ensuring all competition requirements are fulfilled

Inform about the requirements of the students

**Age**
The Stockholm Junior Water Prize is open to students who are 15-20 years of age. They must attend secondary school or similar level. University students are not eligible to enter the competition, even if they are younger than 20 years.

The project that the students are competing with must have been created while still in secondary school (or equivalent). If students have just graduated from secondary school, but not yet started university, they are still eligible to enter the competition.

Note that the age criteria apply to both the National Competition and the International Final.

**Number of students**
Projects can be carried out by an individual student or a group of two to three students. Note that no more than three students from your country can come to the International Final.

**University help**
In case the participants receive any technical support from higher educational institutions such as universities, it is important to indicate the extent of external help during the projects under "acknowledgments" in the project report.

**Command of English**
The national jury should appoint winners that have the maturity and ability to compete internationally. This includes the ability to understand and speak English as well as clearly present the competition entry.

Inform about the requirements of the competition entries. The competition entries can originate in natural sciences or social studies. They can just as well emanate from subjects such as sports, health, art, music or drama. Most important is that the competition entries aim at improving the quality of life through improvement of water quality, water resources management, water protection or water and wastewater treatment.

The competition entries can apply these criteria, for example, by focusing on water environment problems or improving water quality or management in schools, communities or water basins.
Presenting your project at the International Final

The competition entry for the International Final must be presented in two parts: a written project with a report and a project display for public exhibition. Everything must be presented in English. Here’s how the competition entry is to be compiled.

**The written project**
The written project must meet the following requirements:

- The winning project must be translated to English, follow these requirements:
- The report must be typed in 12 point using Times New Roman, 1.5 spacing and adequate margins.
- Include page numbers for every page except the title page.
- Together with figures, photographs, tables and annexes, the report must not exceed 20 pages of A4, including the preliminary matters.
- We recommend that the report is divided in accordance with academic writing, and containing information as below.
- The report must be submitted electronically as a pdf document no bigger than 2 MB.

Please note that in case the original document was written in any other language than English, you should submit the original text in addition to the English translation.

**Title page**
Students may design the title page of their report as they wish, but it must contain the following information in an easily legible form: "Entry to the Stockholm Junior Water Prize [year]”, report title, name(s) and country.

**Preliminary Matters**
This refers to the pages between the title page and the first page of the main report. These pages should provide the following (and preferably in the order given):
1. Summary of the project – no more than 1 page in single-space text.
2. Table of contents.
3. List of abbreviations and acronyms that are used in the report.
4. Acknowledgements. It is important to indicate the extent of external help received during the projects.

This information must be included in the 20 pages written project.

**Project Display**
The display should exhibit the essential parts of the work. It should include illustrations and demonstration material. Project displays shall follow the standard dimensions below:

Two posters, each maximum sized 96 cm (wide) x 200 cm (high). The posters must be written in English.

For information on how to display the project in the International Final, see section "Prepare the presentation".

Text for International Final catalogue
Every National Competition entry should be summarised in a very short text in English. The text will be used in a printed catalogue presenting all the projects in the International Final.

It is important that the text is brief. It has to be understood by people with no or little knowledge about the water field. The same goes for the header (which doesn’t have to be the same as the project’s name).

Note that the text will not be considered by the jury – it is merely for information. The international catalogue will be used during the World Water Week and as in marketing the SJWP for sponsors and partners.
3. Pursuing marketing and sponsorship for the National Competition

Prepare the marketing
The promotion of the National Competition should start in September-October at latest. It ends with the final of the National Competition, which usually occurs between March and the beginning of June the following year. In the time leading up to the final you are responsible for spreading the message about the Stockholm Junior Water Prize nationally. To media, to schools and to the government.

The main reasons for seeking media coverage are that it:
• Builds national awareness of the Stockholm Junior Water Prize.
• Increases student participation in the National Competition, particularly if youth- or education-oriented media shows interest.
• Positions and strengthens your organisation as national supporter of science, education and young people.
• Draws attention to important water issues.
• Helps your sponsors justify their support and enhances their own environmental commitment.

SIWI offers useful information on how to promote and market the National Competition. This is found in the Communication Guide for the Stockholm Junior Water Prize.

Marketing material that should be produced and distributed includes posters, brochures or web sites.

The trademark/logotype of the Stockholm Junior Water Prize should be presented by the national organiser in conjunction with promotional material and the National Competition. SIWI can provide high resolution logotypes for print and web placement and can offer advice on logo usage. The logotypes are found at www.siwi.org/SJWP/login

The logotype may not be altered in any way, shape or form. Please also see Communication Guide for the Stockholm Junior Water Prize for guidelines on how to use the trademark.
Find and use sponsors and partnerships

Since the establishment of the international competition in 1997, the Stockholm Junior Water Prize Global Sponsor is ITT Corporation.

Besides this, you are responsible for finding sponsors and partners within your country. They should be environmentally responsible companies, according to the SIWI sponsor policy (see website: http://www.siwi.org/SJWP/login)

There could be different categories of sponsor- and partnerships in relation to the amount of money provided. It’s up to you to decide how to categorise the different types of cooperation and what every part gains from the deal. Possible partners could be companies, the Swedish Embassy in your country, your national ministries of education or environment.

To establish a good relation with a sponsor or partner, a document, which clearly states the rights and responsibilities of the signing parties, should be written. Points 1-2 on the list below are strongly recommended to be included in a sponsor/partner document. The other points should be regarded as advisory.

Advantages for the sponsors and partners

1. Right to use the Stockholm Junior Water Prize logotype in marketing and public relations after co-ordination with the national organiser.

2. Exposure in text and/or with logotype:
   - In the International Final catalogue for the Stockholm Junior Water Prize and the national catalogue presenting the national finalists.
   - On the International Final poster.
   - In press releases and articles that will cover the National Competition.
   - On other similar national occasions when the Stockholm Junior Water Prize is mentioned.
   - On the national organiser’s website and on the SIWI website, www.siwi.org/SJWP/nationalorganisers

Repay the sponsors

It is important to maintain a good relationship with the sponsors.

We recommend that you send all printed material where their logo is displayed as well as any press that might be of interest. Send them an annual report of the events with pictures from the National Competition and the International Final.

Sponsors could also be invited to events as guests, hosts or speakers at the national final. Create an event for sponsors only where they can meet and make new business opportunities/contacts. And you as national organiser can present this year’s event, media cover etc.

This way it’s easier for the sponsor to see the benefits of their donations. And to make the cooperation last in the long run.
Think outside the box

Sponsoring can be about more than money. Think broader and use your imagination. Maybe your sponsors and partners also can supply:

- hotel accommodation for the students
- travels and transportation
- technical equipment: computers, cell phones etc.
- software
- premises
- printing services
- catering
- PR services
- books about the water field.

Motivate the sponsors/partners to make their own arrangements in accordance to the National Competition. Some suggestions:

- Invite clients to the final of the National Competition (the number guests allowed depends on the degree of the sponsorship).
- Arrange a VIP event before or after the final of the National Competition. The event could be a mingle while looking at the posters or an award lunch/dinner.
- Arrange one activity/study tour for the finalists during a half day in connection to the final of the National Competition (costs in connection to this event will be additional).
4. Arranging the National Competition

Wrap it up
The National Competition should close sometimes between March and the beginning of June. It should end up with a national final. Here, the national jury carries out the selection of projects using credible judging criteria according to the list in section "The judging criteria". It is your responsibility to distribute the criteria list in advance to the jury. A minimum of five persons from the jury must be present at the time of the selection.

It is very important that you make sure that all competitions entries are submitted as original documents. Any form of plagiarism will disqualify the national winners from the International Final. We encourage you to make sampling of the competition entries. There are services on the Internet that allows you to easily verify if a text is copied. Turnitin, SafeAssign, Plagiarism Detector, Text Guard and PlagAware are some of these services you can use.

Please note that the national jury must complete a minutes of meeting (MoM) in English from the final jury meeting when the winner is chosen. This must be included when you submit the winning project to us. The information shall contain the following:

• Name of all members in the national jury that attend the final jury meeting.
• Number of projects in the whole National Competition and number of projects in the national final.
• Short summary of the 2-3 projects that are finally discussed as possible winners.
• Title of the winning project and name of the student/students responsible for it.
• The MoM must be signed by the Chairman of the national jury and the secretary (normally the national organiser).

Make it a ceremony
SIWI gives you the freedom to organise the final of the National Competition. Consider both economic and practical aspects. It is our hope that the final will be a festive event; a ceremony where students, parents, teachers and sponsors could meet. If you decide not to arrange a ceremony, then it is still your responsibility to have the national jury deciding on a winning competition entry and notify the students behind the project. This winning project will then be your country’s contribution to the International Final.
5. Making preparations for the International Final

Submit all necessary information
The International Final, including the prize award ceremony, will be arranged in Stockholm, Sweden during the World Water Week. All national winners will be invited to Stockholm for one week.

You must submit to us all the information described in the Stockholm Junior Water Prize registration form. This includes:
• The short text for the International Final catalogue.
• Information about the national winners.
• Minutes of meeting from the final national jury meeting.
• A pdf of the written project (maximum weight: 2 MB).
• Name and contact information to the person/s responsible for translation of the written project and project display to English.
• Travel information for all people coming to Stockholm (flight numbers, times of arrival, etc.).
• Liability release confirmation

The information is crucial for the preparations of the International Final and all information needs to be filled out before the deadline. SIWI will send you an e-mail with information on when you must submit the information. We will also provide you with information on the International Final such as the programme and FAQ:s. Note that this information must also be submitted to the national winners.

Shortly after the deadline for submission of projects the international jury begins reviewing the projects. The reviewing process has three phases and ends with the International Final:
• Reviewing of the written reports.
• Interviews with the students and discussing the projects at the exhibition in Stockholm.
• Rendering final decision based on the judging criteria.

The international jury includes experts within the field of water and by committee consensus appoints the winner of the International Final. The Stockholm Water Foundation Board appoints the jury members.

Clear before coming to Stockholm
As stated previously, projects can be carried out by an individual student or a group of two to three students. Note that in any circumstance no more than three students from your country can come to the International Final.

Make sure all documents are ready
Visa
If visa is required for any of the students travelling to come to Sweden this has to be arranged well ahead of departure. SIWI can send a formal letter of invitation for the national winners, if needed. This has to be communicated at the same time as the information of the project is submitted. Note that SIWI cannot speed up any processes that the Swedish embassies may have for issuing of visas.

Liability release
In addition, all national winners and their parents will have to sign a liability release form. This can be downloaded from www.siwi.org/SJWP/login and should be provided to the finalists and their parents.

You are responsible for translating the liability release form in case the applicants do not have proficient English. You are also responsible for collecting all the signed releases and approve this with us when you fill in the registration form.
**Representatives: national organiser or responsible person in Stockholm**

Only one (1) representative may register to the World Water Week representing the national organisation at Stockholm International Water Institute’s expense.

If the national organiser is unable to attend, a responsible person must represent the national organisation instead; preferably a family member or a teacher or a member of the national organisation. This person must take on the same responsibilities as the national organiser representative. Additional students/project team members must not be sent as responsible persons. You are responsible for informing additional accompanying person about the procedures and programme in Stockholm.

The representative (national organiser or responsible person) must be able to communicate in English. The representative is also responsible for guiding the students to/from Stockholm, and help them if anything unforeseen takes place.

Additional representatives must register as World Water Week participants on the World Water Week website: http://www.worldwaterweek.org/registration

Note that SIWI takes no responsibility for this.

Persons (family, teachers) who only wish to attend the Stockholm Junior Water Prize Award Ceremony, can be invited free of charge to the SJWP Award Ceremony if SIWI is notified in advance. Please send us a list of the people wishing to attend the SJWP ceremony.

The conference facilitator can help booking hotel rooms/activities for all registered participants. SIWI will not arrange accommodation for any accompanying persons or help with invitation letters. All this will is handled by our conference facilitator through the World Water Week website.

**Costs**

You are responsible for covering the travel expenses for the national winners and their representative to Stockholm for the International Final.

SIWI will arrange for the national winners’ stay in Stockholm, provide them with a programme and pay for their registration, accommodation and food. The representative’s accommodation and other expenses are not covered by SIWI.

SIWI does not cover accommodation costs before and after the official Final Competition programme dates.
Prepare the presentation

In the International Final a table for display material or models will be placed in front of the poster. Note that the floor space is limited – no big objects should be brought. Electrical connections will be provided by the SIWI, if notified in advance.

Electrical equipment such as computers, printers and laser projectors are not recommended. In case the students bring anything valuable they are strongly advised to insure all their equipment. The Stockholm Water Foundation and the Stockholm International Water Institute are not liable for loss or damage!

The international jury will visit each display to discuss the project and interview the finalists. The exhibition will be located in the same venue as the World Water Week in Stockholm, which means that finalists should be prepared to discuss their projects with researchers, politicians and media in English.

Assist the students back home

When the International Final is over, it is your responsibility to make students come home safely from Stockholm. Make sure they can bring all the material back. If your country’s competition entry has been awarded as winners in the International Final, please provide the SIWI with names, addresses and account information of the winners so that we can send them the prize money.
The Prize

The winner of the Stockholm Junior Water Prize receives 5,000 USD and a glass sculpture.

They will also receive an invitation from the Water Environment Federation to the annual WEFTEC conference in the USA.

The international jury may choose to award different projects with Diplomas of Excellence, in which case the recipient receives 500 USD. The prize sums are provided by the Stockholm Water Foundation.

All finalists will receive diplomas and recognition on stage.
The Programme

It is compulsory for all to follow the programme, which includes different educational and social activities. In the exhibition hall the finalists display their posters and the international jury interviews each finalist about their project.

The finalists also take part in the Opening Session of the World Water Week, where they listen to presentations from leading international water and environmental professionals and decision makers.

The highlights of the week are: The Stockholm Junior Water Prize Award Ceremony and dinner, as well as the Stockholm Water Prize Award Ceremony and Royal Banquet in the City Hall.
Further responsibilities

When the agreement between you and SIWI terminate, a new agreement should be signed in the autumn; in the period between the International Final and the upcoming National Competition. This should also enclose a new marketing plan for the next three years.

Also note that you have an ongoing responsibility to provide us with updated information about new sponsors, new members of the national jury, change of contact person or new address, press releases, media coverage and marketing material.

SIWI will provide you with photos from the International Final and the week in Stockholm.
Here is a step by step list of your commitments – from the National Competition to the International Final. Use it to get a quick overview.

1. Initiate the National Competition
   Consider:
   • The general timeline.
   • Marketing of the National Competition.
   • Who shall be in the national jury?
   • Date for the National Competition.
   • Organisation of the ceremony.
   Information required by SIWI:
   • Date of the National Competition.
   • Contact person (name, email address and phone number).
   • Names and title of the members in the national jury.

2. Ensure the competition requirements are fulfilled
   Consider:
   • Age restrictions for the students.
   • English skills required.
   • Content and presentation of the competition entries.
   • The jury criteria.

3. Pursue marketing and sponsorship for the National Competition
   Consider:
   • Information about the National Competition to media, schools and government.
   • Production and distribution of the marketing material.
   • How to find and use sponsor and partnerships.

4. Arrange the final of the National Competition
   Consider:
   • All competitions entries must be original.
   • A minutes of meeting in English must be completed by the National Jury.
   • Appointing the national winner during an event.

5. Make preparations for the International Final
   Consider:
   • Make sure all necessary documents are ready.
   • Visa (if required).
   • Liability release.
   • Register all people to the International Final
   • Responsible person, if other than national organiser.
   • Additional representatives.
   • Family, teachers etc.
   Information required by SIWI:
   • Facts about the national winners.
   • A short text for the International Final catalogue.
   • Final minutes of meetings from the national jury meeting.
   • Liability release confirmation.
   • A PDF of the written project in English.
   • Name and contacts to the person who has translated the project.
   • Travel information.
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