

Instructions for presenters

All presenters must stick up your posters prior to the oral presentation session.

Confirm your presentation number and the session time in the attached program.

Please carefully read all the following instruction and prepare your presentation accordingly.

1. Oral introduction presentation

- a) Prepare your presentation slides with Microsoft Powerpoint.
Laptop Windows PCs equipped with Office 2013 are prepared in the presentation rooms.
Macintosh PC is not available.
- b) Bring your presentation file by USB flash memory.
We strongly recommend you bring your file in more than one USB flash memories just in case.
- c) The file name should be your presentation number and your name.
For example, if my name is "SANO" and my presentation number is 1A-18, then the file name must be "1A-18sano".
- d) Strictly keep presentation time shorter than 4 (four) minutes.
Session chair may interrupt your presentation when 4 min passed.
- e) All the questions and discussion should be made at the poster viewing session.
No time for questions and discussion in the oral presentation.
- f) Install your presentation files to the PC in the session room at earliest occasion, at least by 5 minutes before your session starts.
Ask WET2015 staffs in the session room for assistance.

2. Poster viewing session

- a) Size of the poster board is 150 cm height and 80 cm width.
Prepare your poster to fit in the poster board.
(please be careful that the allowable width is shorter than that of A0 sheet).
- b) Push pins is available at the poster session floor.
- c) Put/remove your poster according to the following schedule;
For presenters on August 5th (1st day)
Stick up your poster by 14:00 on 5th.
Remove your poster right after the second session ends (18:30).
For presenters on August 6th (2nd day)
Stick up your poster after the second poster session (after 18:30) on 5th,
or between 8:00 and 9:00 on 6th.
Remove your poster by 14:00.
Note that remaining poster after the designated time will be removed and disposed by WET2015 staffs.

3. WET Excellent Presentation Award

The awardees of WET Excellent Presentation Award will be announced at the closing Ceremony on 6th June (from 14:15).

Thank you very much for your cooperation.