INSTRUCTION FOR PRESENTERS

All presenters are asked to introduce your posters in oral introduction session prior to the poster viewing sessions.

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-19, then the file name must be "1A-19sano".
    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 WET2016 staffs in the session room for assistance.

2. **Poster viewing session**
    a) Size of the poster board is 150 cm height and 90 cm width.
       Prepare your poster to fit in the poster board.
    b) Push pins is available at the poster session floor.
    c) Put/remove your poster according to the following schedule;

       For presenters on August 27th (1st day)

          Stick up your poster by 14:00 on 27th.

          Please DO NOT remove your poster before the second session ends (18:40 on 27th).

       For presenters on August 28th (2nd day)

          Stick up your poster by 9:00 on 28th.

          Please DO NOT remove your poster before the second session ends (13:40 on 28th).

       Note: Posters can be displayed during whole WET2016 conference; remaining poster after 15:00 on 28th will be removed and disposed by WET2016 staffs.