

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 2016 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 family name. For example, if your family name is "WATANABE" and your presentation number is 1A-22, then the file name must be "1A-22watanabe".
- 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.

Please ask WET2017 staffs in the session room for assistance.

2. Poster viewing session

- a) Size of the poster board is 176 cm height and 86 cm width. Please prepare your poster to fit in the poster board.
- b) Push pins are available at the poster session floor.
- c) Put/remove your poster according to the following schedule;
For presenters on July 22nd (1st day)
Stick up your poster by 14:00 on July 22nd.
Please DO NOT remove your poster before the second session ends (19:00 on July 22nd).
Please remove your poster by 20:00 on July 22nd.

For presenters on July 23rd (2nd day)

- Stick up your poster after the second poster session on July 22nd
or between 8:00 ~ 8:30 on July 23rd.
Please DO NOT remove your poster before the second session ends (13:30 on July 23rd).
Please remove your poster by 15:00 on July 23rd.

Note that remaining posters after the designated time will be removed and disposed by WET2017 staffs.

3. Fullpaper Submission Due (Extended)

If those who wish to submit fullpaper on WET2017, the submission due is extended to July 30, 2017. We strongly encourage you to submit your presentation as a fullpaper.

4. WET Excellent Paper Award

The awardees of WET Excellent Paper Award for WET2017 will be nominated from the fullpapers which are submitted by WET2017 presenters by JULY 30, 2017 through JWET online submission site. The submitted fullpapers are reviewed through regular reviewing process. The awardees of WET Excellent Paper Award for WET2017 will be invited, give award lectures and win the award at the Opening Ceremony of WET2018.