

Instructions for Presenters

All presenters are required to put up their posters before the oral presentation. Confirm your presentation number and the session time in the attached program. Please carefully read the following instructions and prepare your presentation accordingly.

1. Oral introduction presentation

- a) Prepare your presentation slides using Microsoft Powerpoint. Laptop Windows PCs equipped with Office 2013 are prepared in the presentation rooms. Macintosh PC's are not available.
- b) Bring your USB flash memory file for the presentation, if needed. We strongly recommend that you bring your file in more than one USB flash memories just in case.
- c) Your family name and presentation should be your presentation's file name. For example, if your family name is "WATANABE" and your presentation number is 1A-22, the file name should be "1A-22watanabe".
- d) Strictly keep presentation time shorter than FOUR minutes. Session chair may interrupt your presentation if it's time.
- e) All questions and discussions 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 an earlier time, or 10 minutes before your session starts.

If you need assistance, please ask WET2018 staff in the session room.

2. Poster viewing session

- a) Size of the poster board is 200 cm height and 120 cm width. Please make sure your poster fits in the poster board.
- b) Tapes are available at the poster session rooms. Pushpins cannot be used (hard boards).
- c) Put/remove your poster according to the following schedule:
For presenters on July 14th (1st day)
Put up your poster by 14:00 on July 14th.
Please DO NOT remove your poster before the second session ends (18:20) on July 14th.
Please remove your poster by 20:45 on July 14th or between 7:50~8:00 on July 15th.

For presenters on July 15th (2nd day)
Put up your poster after the second poster session ends (18:20 on July 14th) or between 8:00~ 8:30 on July 15th.
Please DO NOT remove your poster before the second session ends (13:10 on July 15th).
Please remove your poster by 15:15 on July 15th.

Note that remaining posters after the designated time will be disposed by WET2018 staff.

3. WET Excellent Paper Award

The awardees of WET Excellent Paper Award for WET2018 will be nominated from the full papers submitted by WET2018 presenters on or before June 29th, 2018 through JWET online submission site. The submitted full papers are reviewed through regular reviewing process. The awardees of WET Excellent Paper Award for WET2018 will be invited, give award lectures and receive the certificates on the Opening Ceremony of WET2019.

4. WET Excellent Presentation Award

The awardees of WET Excellent Presentation Award will be announced at the Closing Ceremony on 15th July (from 14:10).