Instructions for Oral/Poster Presentation at Annual Conference of Japan Society on Water Environment (JSWE)

1. General Information

(1) We notify presentation date and time, by sending an e-mail to registered address at the end of December. The presentation time schedule will also be available on the JSWE web site after late December.
(https://www.jswe.or.jp/eng/event/lectures/2022en.html)

(2) Please clarify the following points in the presentation:

  a Necessity of the study
  b Review of the studied area and originalities of the presentation
  c Illustration of important results
  d Interesting views
  e Values of the provided views
  f Outlook for the future

(3) The presenters should consider the degree of specialty of the attendees. Please prepare a presentation that is easy to understand and avoid becoming redundant.

(4) Regardless of whether on-site participation is possible or not, all speakers (including representative presenters of poster presentations) are required to register as participants.

2. Oral Presentation

(1) As a general rule, oral presentations will be made at the on-site venue and will be delivered online (via web conferencing system by Zoom) in real time.
Presenters are encouraged to participate on-site as much as possible to have meaningful discussions at the venue.
If oral presenters cannot make presentation on-site, online presentations will be accepted. In that case, presenters should inform to JSWE secretariat (nenkai@jswe.or.jp) their presentation number, name of speaker, presentation title and reason for not being able to participate on-site, in advance.
Presentation time for general oral presentation is 15 minutes. Please keep time, 10 minutes for presentation and 5 minutes for discussion.

(2) Presentation would be made using PPT file. PDF file converted from PPT also could be used.

Presentation files should be prepared in Microsoft PowerPoint (PPT) and presented on a PC for presentation (Windows 10, Office 365) provided at each presentation room.
PPT files should be no larger than 30 MB in size, named "Presentation Number_ Name of Speaker" and submitted by March 13 via the pre-submission form (URL for this form will be notified by early March).
PPT files submitted in advance will be transferred by the Annual Conference staff on the PC for presentation.
If you are unable to submit the PPT file in advance, please bring a USB memory and copy the PPT file to the PC for presentation by yourself.
To prevent viruses from infecting the PC, please check your media for viruses in advance using security software with the latest virus definition data.
Except in case of emergency, personal PCs will not be accepted as they will interfere with the progress of the conference.

(3) The presenter should be in the presentation room at least 10 minutes prior to the presentation.
The operation check of presentation files is not available at the presentation room. If you need to check the operation of animations, etc., please go to the "Preview Room" in advance.

(4) For on-site presentations, please open your own PPT file saved on the PC for presentation and start the slide show.
The Annual Conference staff will handle the online delivery operation via Zoom, so presenters do not need to share their PPTs to Zoom.
For online presentations, please install the latest version of Zoom in advance, join the Zoom meeting of the session you are presenting, and share your own PPT file.

(5) The presentation file should be prepared with consideration of the following points:

  a. Explanatory time for each page may be approximately 1 minute.
  b. Each slide should deal with one theme, and please avoid too much content.
  c. Simple graphs and illustrations are preferred rather than tables and formulas.

d. The first slide should show the presentation title.

e. Itemized conclusions in the last slide help the attendees to understand the points of the presentation.

f. It is desirable to mark page numbers clearly.

(6) The PPT file saved on the pre-submission form and was the presentation PC will be deleted after the Annual Conference. The Annual Conference staff will be responsible for deleting the files.

(7) If a presenter who is scheduled to make an on-site presentation is unable to participate on-site because of infectious disease etc., please contact JSWE secretariat (nenkai@jswe.or.jp), as soon as possible (preferably by the day before the presentation), indicating the presentation number, name of speaker, title of presentation, and reason for not being able to participate on-site.

In cases where it is possible, the presentation will be switched to an online presentation.

This switch may not be possible depending on the timing of the notification and the judgment of the Annual Conference Committee.

3. Poster Presentation

(1) Poster presentations will be consisted of web viewing of the pre-submitted poster and the on-site core time presentation on the day. There will be no online distribution on the day of the event.

(2) PDF files (mandatory) and audio files (optional) should be submitted by March 2 JST 13:00 via email to Conference committee (acposter@jswe.or.jp).

From March 9 to the end of the Annual Conference, participants can view the posters, and comments and responses for the posters can be posted on the web. Presenters of posters with comments listed are requested to list their responses.

(3) PDF files for web posting (mandatory) must be 5 MB or less, and audio files (optional) must be in MP3 format, 3 minutes or less, and 3 MB or less, one file each. No format is specified, but the presentation number, name of presenter, and presentation title must be clearly indicated.

(4) Posters should be within 175cm height x 85 cm width. The shape, number of sheets and the size of each sheet is no object as long as the posters are within this size. However, please be sure not to let posters fall down or block a passage. The committee will provide the necessary equipment for attaching posters.

(5) Designated Day and Time.

a. General poster session

The poster session will be held in the first day and the second day. For the presenters designated for 1st day(Classification J-Q), posters should be set up by 13:00 on the 1st day and should be taken off before 17:30 on the same day. The core time is from 13:30 to 15:00.

For the presenters designated for 2nd day(Classification A-I), posters should be set up from 8:00 to 10:00 on the 2nd day and should be taken off before 15:30 on the same day. The core time is from 10:45 to 12:15.

b. Kurita award

The poster session for JSWE-KURITA Best Presentation Award (applicants who passed preliminary selection only) is on the 2nd day. Posters should be set up from 8:00 to 10:00 on the 2nd day and should be taken off before 15:30 on the same day. The core time is from 10:45 to 12:15.

c. Lion award

The poster session for JSWE-LION Best Student Poster Presentation Award is on the 1st day. Posters should be set up by 13:00 on the 1st day and should be taken off before 17:30 on the same day. The core time is from 13:30 to 15:00.

d. Please make sure to be in front of your poster during the core time for the presentation and discussion.

e. The awardees can repost their posters in designated place for commemorative photography etc., in the morning of 3rd day.

(6) For poster presentations, if on-site participation is not possible, only web viewing and comments of pre-submitted files will be available.

Please use the comments section of the web viewing system for questions and answers.