

Instructions for Oral/Poster Presentation at 58th Annual Conference of Japan Society on Water Environment (JSWE)

1. General Information

(1) We notify your presentation date and time, by sending an e-mail to the registered address at the end of December. The presentation time schedule will also be available on the JSWE website after late December.

<https://www.jswe.or.jp/eng/event/lectures/2023en.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 easy to understand, and avoid redundancy.

(4) All speakers (including representative presenters of poster presentations) are required to register as participants.

(5) Please be careful not to use other people's works without permission, for example, by clearly citing the source of the work as a quotation.

2. Oral Presentation

(1) 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 a PPT file. PDF files converted from PPT are also acceptable.

Presentation files should be prepared in Microsoft PowerPoint (PPT) and presented on a PC for

presentation (Windows 10 or above, Office 365) provided at each presentation room.

PPT files should be named "Presentation Number_ Name of Speaker" Please bring your PPT on a USB stick and copy the PPT file to the PC in the meeting room by at least 10 minutes before your session. Please follow the instructions of the conference staff concerning the file copy.

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 session.

(4) Please open your own PPT file saved on the PC for presentation and start the slide show.

(5) The PPT file saved on the presentation PC will be deleted after the Annual Conference. The Annual Conference staff will be responsible for deleting the files.

(6) 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.

3. Poster Presentation

(1) Poster presentations will be consisted of posting of poster and the core time presentation on-site on the designated date and time.

(2) Posters should be within 175cm height x 85 cm width. The shape, number of sheets, and 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.

(3) Designated Date and Time.

a. General poster session

The poster session will be held on the first and second days. The designated date will be indicated in the program.

For the presenters designated for the first day, posters should be set up by 13:00 on the first 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 the second day, posters should be set up from 8:00 to 10:00 on the second day and 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 the 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 the 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.

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

(5) The awardees can repost their posters in designated places for commemorative photography etc., on the morning of the third day.