

## WET2014 Instructions for presenters

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

Confirm your presentation number and the session time in [the 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 2010 are prepared in the presentation rooms. Macintosh PC is not available.
- b) Bring your presentation slide file by USB flash memory. We strongly recommend you to bring your file in more than one USB flash memories as a precaution.
- c) The file name should be your presentation number and your name. For example, if my presentation number is 1A-18, then the file name must be "1A-18sano".
- d) Strictly keep presentation time shorter than 4 (four) minutes. Session chair may interrupt your presentation after 4 minutes.
- 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 WET2014 staffs in the session room for assistance.

### 2. Poster viewing session

- a) Size of the poster board is 200 cm height and 100 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 28th

Put your poster between 1:00 and 1:30 pm on 28th (1st day)

Remove your poster right after the second session ends (6:00 pm).

For presenters on 29th

Put your poster after the second poster session (after 6:00 pm) on 28th,  
or between 8 am and 9 am on 29th (2nd day)

Remove your poster by 2:15 pm

Note that remaining poster after the designated time will be removed and disposed by the WET2014 staffs.

### 3. WET Excellent Presentation Award and WET Excellent Research Award

The awardees of WET excellent presentation awards and WET Excellent Research Award will be announced at the closing Ceremony on 29th June (14:15~).