INSTRUCTION FOR PRESENTERS

All presenters are required to submit Poster file in advance, attend short oral presentation in Zoom Meeting (Oral Introduction Presentation), and poster viewing session (Q&A Time) in Zoom Breakout room. Confirm your presentation number and the session time in the attached program. Please carefully read the following instructions and prepare your presentation accordingly.

1. **PRE-SUBMITTED POSTER**
   a) Submit poster file by 24th June 2022. The poster should be made using template file "Instruction & Template for Poster_WET2022-online" in our website, and converted to PDF file. Optionally, an additional audio file in the specified format (mp3 format, within 3 Mb, within 3 minutes) can be submitted. These files will be posted on the website of this conference.
   b) Presenters and participants can access pre-submitted individual posters and audios from this website (accessible from 4th to 10th July, comments and answers can be posted).

2. **SHORT ORAL PRESENTATION**
   a) Prepare your PC, install the latest version of Zoom and make presentation slides for share screen in Zoom (See Presenter's Manual in our website).
   b) Your display name in Zoom should be "presentation number_family name_affiliation". For example, if your family name is "HATA", affiliation is "JSWE" and your presentation number is 1A-4-e, the display name should be "1A-4-e_HATA_JSWE".
   c) Strictly keep presentation time shorter than THREE (3) minutes. Session chair may interrupt your presentation if it is time.
   d) All questions and discussions should be made at the poster viewing session (Q&A Time in breakout room). No time for questions and discussion in the short oral presentation is given.
      If you need assistance, please ask WET2022-online staff by chat, or email (wet@jswe.or.jp).

3. **POSTER VIEWING SESSION (Q&A Time in breakout room)**
   a) After the oral presentation time, there will be several cycles of breakout rooms.
   b) In the designated cycle (Q&A Time), presenters need to be in the designated breakout room.
   c) Make presentation again, or discussions, presenter can share the screen of breakout room whole time during the cycle.
   d) During other cycles of your designated cycle, you can visit other breakout rooms as you like.
   e) Since PDF file can adjust magnification, you may find it easy when explaining it to your audience. However, this does not preclude the use of the Power-point presenter tool.

4. **INFORMAL DISCUSSION ROOM (SpatialChat)**
Informal discussion room for free discussion will be held continuously during WET2022-online.
Registered participants in WET2022-online can participate concurrently.