

WET2023-online Instructions for presenters

1. Zoom Pre-Connection Test for WET2023-online

a) Prepare your PC, install Zoom of the latest version and make a slide for testing of share screen in Zoom.

b) Participate Zoom Pre-Connection Test at the specified time.

Please see attached file “Guidance for Zoom Connection Test for WET2023-online” for details.

Also see Presenter’s Manual in our website, available soon.

<https://www.jswe.or.jp/extra/wet2023-online/program.html>

2. Poster File Submission

a) Presenters are required to submit the following poster file by 23rd June 2023 to wet@jswe.or.jp, as an email attachment.

b) The poster should be made using template file “Instruction & Template for Poster_WET2023-online” attached herewith, be converted to PDF file (within 3Mb) without setting security.

c) Optionally, an additional audio file can be used for poster viewing. If you submit an audio file in the specified format (mp3 format, within 3 Mb, within 3 minutes), it will be posted together with the PDF.

Audio files that do not follow this format will not be posted.

3. Oral Introduction Presentation (On the day)

a) Prepare your PC, install Zoom, make presentation slides for share screen in Zoom and login.

(See Presenter’s Manual in our website, available soon).

b) Your display name in Zoom should be “presentation number_familyname_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 discussion should be made during the Q&A session (in breakout room).

No time for questions and discussion will be given during the short oral presentation.

If you need assistance, please ask WET2023-online staff by chat or email (wet@jswe.or.jp).

4. Q&A Session (In breakout room, On the day))

a) After the oral presentation time, there will be 4 cycles of Q&A Session. Please enter in the breakout room with the name of your lecture number at the designated cycle. For example, if your presentation number is 1A-4-e, your breakout room is breakout room “e” at cycle “4” of session 1A.

b) Make presentation again, or discussions in the breakout room.

You can share your screen whole time in your designated Q&A Session breakout room.

c) In this session, you can use both pre-submitted Poster manuscript and PPT files for this session as you like.

d) 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.

5. WET Excellent Paper Award

The WET Excellent Paper Award will be given for outstanding papers submitted to JWET (Journal of Water and Environment Technology). The awardees of WET Excellent Paper Award for WET2023-online will be nominated from the full papers submitted by WET2023-online presenters on or before June 9, 2023, through JWET online submission site.

The submitted full papers are reviewed through regular reviewing process.

The awardees of WET Excellent Paper Award for WET2023-online will be invited to WET2024, where they will give award lectures and win the award.

6. WET Excellent Presentation Award

Presenters who submitted the poster manuscript by 24th June 2023 will be eligible for the award.

The awardees of WET Excellent Presentation Award will be announced at the closing ceremony on 9th July 2023.

7. Informal discussion room

Informal discussion room for free discussion will be held continuously during WET2023-online.

Registered participants in WET2023-online can participate concurrently.

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