

WET2024 INSTRUCTION FOR PRESENTERS

All presenters are required to put up their posters before the oral presentation. Confirm your presentation number and the session time in the attached program. Please carefully read the following instructions and prepare your presentation accordingly.

1. ORAL INTRODUCTION PRESENTATION

- a) Prepare your presentation slides using Microsoft PowerPoint. Laptop Windows PCs equipped with Office 365 are prepared in the presentation rooms. Macintosh PCs are not available.
- b) Bring your USB flash memory file for the presentation, if needed. We strongly recommend that you bring your file in more than one USB flash memories just in case.
- c) Your family name and presentation number should be your presentation's file name. For example, if your family name is "KUBOTA" and your presentation number is 1A-20, the file name should be "1A-20KUBOTA".
- d) Install your presentation files to the PC in the session room at an earlier time, or 10 minutes before your session starts.
- e) Strictly keep presentation time shorter than THREE(3) minutes. Session chair may interrupt your presentation if it's time.
- f) All questions and discussions should be made at the poster viewing session. No time for questions and discussion in the oral presentation.

If you need assistance, please ask WET2024 staff in the session room.

2. POSTER VIEWING SESSION

- a) Size of the poster board is 200 cm height and 90cm width. Please make sure your poster fits in the poster board.
- b) Pushpins are available at the poster session rooms.
- c) Put/remove your poster according to the following schedule:

For presenters on July 20th (1st day)

Put up your poster by 13 : 00 on July 20th.

Please DO NOT remove your poster before the second session ends (16:55) on July 20th.

Please remove your poster by 19:00 on July 20th or between 8:00~8:30 on July 21st.

For presenters on July 21st (2nd day)

Put up your poster after the second poster session ends (16:55 on July 20th) or between 8:30~ 9:00 on July 21st.

Please DO NOT remove your poster before the second session ends (12:55 on July 21st).

Please remove your poster by 14:30 on July 21st.

Note that remaining posters after the designated time will be disposed by WET2024 staff.