# The 9th International Symposium on Water Supply Technology

# Oral Presentation Guideline

1. **Language**
   English or Japanese (Simultaneous interpretation into Japanese/English will be provided.)

2. **Preparation of the Presentation Data**
   i. Presentation Slides should be made in English regardless of the language spoken to present it.

   ii. Specifications of Presentation Slides
   There will be a computer ready for presenters in each room. The computer operates by Windows7 and compatible with Power Point2003/2007/2010. The size of monitor is XGA（1024×768）. All presenters are requested to make sure that the slides operate under the specifications below:
   - OS: From Windows XP to Windows 7
   - Application: Power Point2003/2007/2010
   - The maximum size of the file should be 10MB
   - The circumference of images larger than the screen resolution above cannot be shown. Please leave enough margins on the fringe.
   - When submitting your data to the secretariat, please make sure that your data is stored in the folder which indicates the presentation number and the name of the head presenter (Ex. O1-20 Garman). In case you bring your own PC, please save the folder to your desktop.

   iii. FontPlease use the following standard fonts:
   Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia.

   iv. To speakers those who want to present movies or sound data
   Please bring your own notebook PC by which your sound or movie data can be presented.

3. **How to Submit your Presentation File**
   You can submit your Power Point Slides in the dates and location below:
   - Location: Data Desk, Room 316 at Conference Center (3F) of PACIFICO YOKOHAMA.
   - Method:   Store your file in a USB Flash Drive and bring it to the operator at Data Desk. (CD-R and CD-W are acceptable up to 8MB.)
   - Dates & Time:
   November 20 (Tue)          9:00– 17:00
   November 21 (Wed)          9:00 – 12:00
     ※ We ask for your kind cooperation to submit your presentation slides during these hours for smooth operation of the conference.
     ※ For the convenience of the chair as well as the translator, we may ask you how to pronounce your name correctly.
     ※ As we cannot prepare any Macintosh computer, please bring your own Macintosh notebook.
     ※ In case you use your own PC for presentation, please bring along an AC adapter. D-sub 15 pins (mini) cable is available. If your PC's output is not compatible with a Dsub-15 pin like VAIO or Macintosh PC etc., please obtain your own adaptor for connecting to Dsub-15.

(Connecter)



(Connecting cable with Dsub-15 pin)



### 4.   Presentation Style

Only computer presentation (shown on one screen) will be available to speakers. Videos may be presented as part of oral presentations, but must be viewable by computer and linked to the PowerPoint presentation file. Please operate your presentation set up by the operator using a remote mouse, keyboard or numeric keypad at the podium.

### 5.   Presentation Time

i.   Allotted time for your presentation: 18 minutes (Presentation: 13 min. Questions and answers: 5 min.) Please come to the designated stand by seat 10 minutes prior to the time of your presentation.

Should you have any questions, please contact secretariat below:
The 9th International Symposium on Water Supply Technology
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