

The 9th International Symposium on Water Supply Technology

Short Presentation Guideline

1. Language

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

2. Preparation of the Presentation Data

i. Presentation Slide 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 (1024x768) . 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. Font

Please use the following standard fonts provided:

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
 - ※ 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.

(Connector)



(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

- Allotted time for your presentation: 4minutes
- Please come to the designated stand by seat 10minutes prior to the time of your presentation.

<Poster Session>

1. Date & Time:

November 21 (Wed), 2012, 09:00 – 16:00

November 22 (Thu), 2012, 09:00 – 10:30

2. Location:

November 21st (Wed) Foyer (3F) at PACIFICO YOKOHAMA

November 22st (Thu) Lobby in front of the Main Hall (1F) at PACIFICO YOKOHAMA

(The secretariat will relocate the poster panels to the 1st floor after the session on 21st.)

3. Poster Display and Removal

(1) Display: Please put up your poster with thumbtacks at PACIFICO YOKOHAMA Foyer (3F) between 14:00 and 17:00 on November 20.

(Thumbtacks will be provided at the poster registration counter.)

(2) Removal: Please dismount your poster between 10:30 and 12:00 on November 22 at the lobby in front of the Main Hall (1F) at PACIFICO YOKOHAMA.

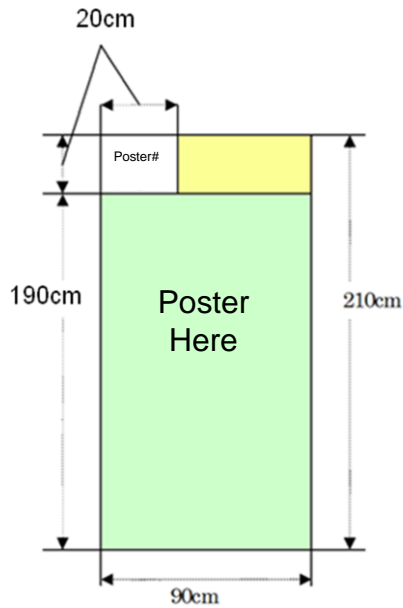
(Posters left after the designated period will be removed and disposed by the secretariat.)

4. Layout and Style

The size of the poster must be 80 cm wide and 120 cm high with reference to the poster template attached in PowerPoint document. Please include an introduction, results & discussion and conclusions typed in Arial script. It is preferable that a font size is larger than 32.

The title should include a presentation title, author's names and affiliations written in English.

A poster display space is 90 cm wide and 190 cm high as shown below. Please display your poster on a panel labeled your poster number at the top left of the panel.



[Please check your poster number on the poster presenters list.](#)

Please note that the official language is English.

5. Poster Presentation

(1) Presentation Period: November 21 (Wed) 12:00 – 12:45

- The presentation (incl. Q&A) will be done in front of the poster.

(2) Presentation Method

- The presenters are asked to stand by the poster and be ready for the questions.
- The language used for the presentation is English. However, the use of Japanese is allowed depending on the person to whom you respond.

Should you have any question, please contact secretariat below:

The 9th International Symposium on Water Supply Technology

Call for Papers Desk

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