

Instructions for Poster File Preparation for Poster Presentation at Annual Conference of Japan Society on Water Environment (JSWE) as of February 2nd

These instructions are for all the poster presenters, including applicants for the annual conference-best presentation award (Kurita award) and the best student poster presentation award (Lion award). All the presenters are required to submit the following two files by February 26th.

Required poster files:

(i) A PowerPoint File in one page with narration within 3 minutes; within 6MB

Use the template file for PowerPoint and refer to the "Procedure for making a poster with narration" below.

Posters without narration data are also accepted in case it is technically difficult.

(ii) A PDF file in one page without narration; within 2MB

Please use the "print" command for converting to a PDF file, and do not set security on PDF.

The narration part of File (i) and File (ii) will be uploaded to online poster-viewing system before the conference. The File (i) will also be available during the conference by auto-playing on the Zoom meeting room.

Deadline: 13:00 JST, February 26, 2021.

Please send the files to the JSWE secretariat (acposter@jswe.or.jp) by email. The title of the e-mail should be "Presentation No._Your name" (e.g., "P-A-00_TaroMizukan").

Templates

Kurita award	https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Kurita_E2020.pptx
Lion award	https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Lion_E2020.pptx
Other poster	https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Ippan_E2020.pptx

Authors must take responsibility for the contents of their manuscript. However, if the contents are advertising or inadequate for the academic conference or out of compliance with this instruction, the manuscript should be rejected or corrected as requested.

Procedure for making a poster with narration

【Required environment】

- Computer installed with one of the following versions of Microsoft PowerPoint
 - Windows : PowerPoint 2010, 2013, 2016, 2019, Office365
 - Mac : PowerPoint 2016, 2019, Office365
- Internal or external microphones for voice recording

【Procedure】

An example is shown below for PowerPoint for Microsoft 365 (Windows) and PowerPoint 2019(Mac). Please refer to the following pages for other versions.


<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

<Windows>

1. Make sure that your PC is ready for voice input. Click "Start" → "Settings" → "System" → "Sound" and then make sure that your microphone can recognize your voice.
2. Make a one-slide-poster using the poster template **described above** by PowerPoint. Font size should be larger than 12 points. Please make sure it is an A4 horizontal slide.
3. Once your poster is complete, switch to the presenter's view by clicking the "Slide Show" tab at the top of the screen and then clicking "Record Slide Show".
4. Make sure that the microphone is turned on and the camera is turned off. Click the "Record" button to start recording. After you have orally explained the contents of your poster within 3 minutes, click "Stop" to end the recording.
5. Select the "Slide Sorter" from the "View" tab and check the recording time indicated at the bottom right of the slide.
6. Run the slideshow as usual and check your narration.
7. If there are no problems with the recording, save the file as "Presentation No. _Presenter Name.pptx" (e.g., P-A-00_Taro Mizukan.pptx).

<Mac OS>

1. Make sure that your PC is ready for voice input. Click "Preferences" → "Sound" → "Input" and then make sure that your microphone is detected and can respond to your voice.
2. Make a one-slide-poster using the poster template **described above** by PowerPoint. Font size should be larger than 12 points. Please make sure it is an A4 horizontal slide.
3. Once your poster is complete, switch to the presenter's view by clicking the "Slide Show" tab at the top of the screen and then clicking "Record Slide Show".
4. Recording will start automatically after switching to the presenter's view. Please start oral explanation of the poster within 3 minutes and then press "End Show" to finish.
5. Check the recording time indicated at the bottom right of the slide.
6. Run the slideshow as usual and check your narration.
7. If there are no problems with the recording, save the file as "Presentation No. _Presenter Name.pptx" (e.g., P-A-00_Taro Mizukan.pptx).

Poster ID: **P-A-00** Title (Center alignment, large font or Gothic style, right/left margin >30mm) 

Affiliation1 ○ Name of presenter, Affiliation2 Name of Co-author 1, Affiliation3 Co-author2*

Fill out your poster number (Gothic style, 20pt)

Author information in English:
1) Left alignment
2) Mark ○ in front of the name of the presenter.
3) Mark * after the name of corresponding author.
4) Write affiliation before name of author. If the same affiliation continues, write affiliation only before the first author.

Ex.)
1. Introduction
2. Materials and Methods
3. Results
4. Discussion
5. Conclusions

- Please set the slide size as "Widescreen" (33.867 cm × 19.05 cm (16:9)).
- The poster should be 1 page.
- Please don't edit the "Slide Master".
- The title and author information should be placed in the upper yellow area (3 cm).
- Fill out your poster ID number (Gothic, 20 pt) at the upper-left corner.
- The main contents should be placed on this white area.
- Use the font sizes larger than 10 points.

※Please check the "Instructions for poster file preparation" for details.
https://www.jswe.or.jp/event/lectures/pdf/PlInstructions_E2020.pdf


Required poster files:
1) **A PowerPoint File in one page with narration within 3 minutes; within 6MB**
Make the presentation slide following this template and paste the narration data referring to the "Procedure for making a poster with narration" in the above instruction. Posters without narration data are also accepted in case it is technically difficult.

2) **A PDF file in one page without narration; within 2MB**
Please use the "print" command for converting to a PDF file, and do not set security on PDF.

The narration part of File1) and File 2) will be uploaded to online poster-viewing system before the conference. The File (i) will also be broadcasted during the conference by auto-playing on the Zoom meeting room.

Deadline: 13:00 JST, February 26, 2021.
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Normal poster session 55th Annual Conference of Japan Society on Water Environment, 2021.3.10-12, Kyoto

Poster ID: **K-00** Title (Center alignment, large font or Gothic style, right/left margin >30mm) 

Affiliation1 ○ Name of presenter, Affiliation2 Name of Co-author 1, Affiliation3 Co-author2*

Fill out your poster number (Gothic style, 20pt)

Author information in English:
1) Left alignment
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3) Mark * after the name of corresponding author.
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Candidate poster for JSWE-KURITA Best Presentation Award 55th Annual Conference of Japan Society on Water Environment, 2021.3.10-12, Kyoto

Poster ID: **L-00** Title (Center alignment, large font or Gothic style, right/left margin >30mm) 

Affiliation1 ○ Name of presenter, Affiliation2 Name of Co-author 1, Affiliation3 Co-author2*

Fill out your poster number (Gothic style, 20pt)

Author information in English:
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2) Mark ○ in front of the name of the presenter.
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Candidate poster for JSWE-LION Best Student Poster Presentation Award 55th Annual Conference of Japan Society on Water Environment, 2021.3.10-12, Kyoto