

INSTRUCTION FOR PRESENTERS

All presenters are required to attend short oral presentation in Zoom Meeting (Oral Introduction Presentation) and poster viewing session in Zoom Breakout room. 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 PC, install Zoom and make presentation slides for share screen in Zoom. (See Presenter's Manual in our website).
- b) Your display name in Zoom should be "presentation number_family name_affiliation". For example, if your family name is "IGUCHI", affiliation is "JSWE" and your presentation number is 1A-15, the display name should be "1A-15_IGUCHI_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 discussions should be made at the poster viewing session (in breakout room). No time for questions and discussion in the short oral presentation is given.

If you need assistance, please ask WET2020-online staff by chat, or email (wet@jswe.or.jp).

2. POSTER VIEWING SESSION (in breakout room)

- a) Poster manuscript for **WET Excellent Presentation Award** should be made in A3 size in pdf file. The file size of this poster should be 3Mb or less.
- b) After the oral presentation time, move to the breakout room with the name of your lecture number.
- c) Make presentation again, or discussions in breakout room. You can share your screen whole time in breakout room.
- d) In this session, you can use both Poster manuscript for WET Excellent Presentation Award and PPT files for this session as you like.
- e) 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 presenter tool.