



## The International Water Association

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# GUIDELINES FOR PRESENTERS

PRESENTATIONS AT THE CONFERENCE

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### **Presentations at the Conference**

It is a good idea to give your authors guidelines as to how they should present their papers/poster at the conference. Below are template guidelines for each and how they should up load their presentations at the conference. You can copy and paste this to you website as guidelines for authors.

## Guidelines for the preparation of a poster presentation

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Poster should be a visual representation of reviewed material, which can initiate an informal discussion.

We request that after accepting the invitation to present your work, that you upload a 300 (max.) word abstract through the website.

**Size:** Posters should be 120cm tall and 80cm wide.

### **Layout and Style**

Title - The title should include author's names, affiliations and email address'.

Flow - The flow of the chart should be clear and logical. Individual pages should be numbered

Handouts - Ideally one-page handouts with overview of poster and contact details

Presenter – Have a photograph with a contact detail whilst you are at Congress i.e. email address or mobile number.

Register of Interest - a sheet of paper for people whom would like further details to leave contact details

Submission - At least one author of the poster should be present at conference. Presenters should bring their posters with them to the conference where you will set up your posters according to the number previously given; materials will be available for you to do this. The posters will be dismantled by authors at an allotted time.

## Guidelines for the preparation of a PowerPoint presentation

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Presentations should be a clear representation of the material accepted by the programme committee. Presenters should endeavour to communicate their work with coherence and clarity and be aware of the broad spectrum of delegate languages. Do not stifle your presentation with special effects and full paragraphs of text. Rehearse your presentation and take note of its duration. Please ensure that you save your PowerPoint presentation as a PowerPoint Show (.pps file), it is the only file that can be uploaded.

Length: 20 - 25 minutes plus an additional 5 minutes for Q & A. Language English

File Size: 25mb Max. save as a .pps file.

Layout and Style: Microsoft PowerPoint slides (in landscape format only) should be prepared as follows (according to template available on the website)

Fonts: Standard fonts only, e.g. Times New Roman & Arial

Graphics: Size should be minimal (80 KB – 200 KB). JPEG format only

Movie Clips: *Only* if essential and small

Audio: *Only* if essential and small

Copies: Please note that you need to bring your files on USB memory stick (presentations are to be delivered using Microsoft PowerPoint) to the Speakers Preparation Room THE DAY BEFORE your presentation. The slides will then be preloaded on to the audiovisual company's PC. Presentations should be uploaded via our on-line system.

## At the Conference

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If you have not uploaded your presentation via the website, please bring your PowerPoint presentation to the Presenters Room the day before your presentation. You should bring your PowerPoint file (as a .pps file) on a USB memory stick. The only equipment permitted to be used will be that provided by the event's official audiovisual company. Presenters may not use their own equipment, this includes computers. Speakers are to meet with the session chair and audiovisual technician at the entrance to the session room 20 MINUTES BEFORE the session commences. At this time speakers can familiarise themselves with the room's equipment.