



Instructions for Poster Presenter

1. Registration for presenting author

Register to secure your slot by **21 May 2021**

- a. Register using the registration link sent to you via email by **21 May 2021**.
- b. Fill in the biodata section and upload a photo of yourself (*file size limit: 1MB*) in the online registration form as the details will be used to introduce you during the event.
- c. Do note that the link is your personal link and is non-transferable. If your colleague is presenting on your behalf, email the Water Convention secretariat at waterconvention@siww.com.sg and we will assist accordingly. Co-authors/additional participants are required to register as a general delegate.

2. Poster (PDF)

Submit your e-poster by **21 May 2021**

- a. The 1-page poster should be submitted in **PDF format** via the registration portal by **21 May 2021**.
- b. The Poster PDF file should be named as **Poster [Abstract ID] - [Presenter First and Last Name]**, e.g. Poster 123456 - Alex Parker.
- c. Poster specifications
 - **PORTRAIT** layout.
 - White background only.
 - Minimum resolution of 300 dpi to ensure clear graphics.
 - File size limit of 14MB
 - Click [HERE](#) for the poster template.
- d. Posters containing commercial content will be rejected.

3. Poster Pre-recording

Submit a video recording of your poster presentation by **21 May 2021**

- a. Please upload a 10-minute recorded video of yourself presenting the poster onto a **sharing service** (e.g. [Dropbox](#), [Google Drive](#), [OneDrive](#)) and set the privacy status of the file to public. Kindly copy and paste the sharing link into the registration portal by **21 May 2021**.
- b. The video file should be named as **Poster [Abstract ID] - [Presenter First and Last Name]**, e.g. Poster 123456 - Alex Parker
- c. The video recording will be hosted on the virtual platform, alongside your e-poster throughout the event.
- d. Video recordings containing commercial content will be rejected.
- e. Guidelines on video recording
 - Appended below (*Annex A*) is a sample image of how you should be filmed.
 - Ensure that the video quality is clear and not grainy, with audible audio.
 - Avoid windows and lights behind you.
- f. Video recording tools
 - A free Zoom account can be used to record yourself presenting. Here are the [INSTRUCTIONS](#) and [TUTORIAL VIDEO](#).

Annex A



4. Full Paper (Optional)

Submit your full paper by 21 May 2021

- a. Submit your full paper in **PDF format** to waterconvention@siww.com.sg by **21 May 2021**.
- b. The full paper should be named as **Full Paper [Abstract ID] - [Presenter First and Last Name]**, e.g. Full Paper 123456 - Alex Parker
- c. Full paper submissions will be considered for publication in IWA's Journal of Water Practice & Technology and authors whose full papers have been selected will be notified by IWA Publishing after the conference.
- d. Click [HERE](#) for the full paper template.

5. Poster Session (for Presenters)

Poster session will be held live on 23 June to 1 July 2021 between 6:00pm and 6:30pm Singapore time.

- a. As a poster presenter, your assigned date will be shared later once the full line-up of posters is confirmed.
- b. Poster Judges will be assigned to evaluate your poster during the live session.
- c. Poster Judges will be able to communicate with the poster presenters by voice and video during the poster session. Delegates will only be allowed to post questions in the chat box moderated by the poster presenter.
- d. Your poster will be evaluated based on the following criteria.
 - Criteria: Novelty of work, Importance of work & potential impacts, Organisation and structure of poster content, Clarity of presentation during poster session and Relevance to Water Convention themes.
- e. All presented posters are eligible for the Best Poster Awards and the winners will be determined by the scores from the judges and notified after the event.
- f. Best Poster Awards Categories:
 - 1 Best Poster Award
 - 4 Best Poster Runners-up Awards
 - 5 Best Student Poster Awards