

Guidelines for Preparation of Technical Paper Presentation

at WATMAN International Conference 2020

ABSTRACT

Each paper should be provided with an Abstract of about 150- 200 words, reporting concisely on the purpose and results of the paper.

Abstracts must clearly define the objectives, status, methodology, findings, and significance of the investigation or study. Submissions on hot topics, regulatory issues and new water or wastewater technologies are especially welcome.

The communicating author designated on the abstract submission form will be notified by email.

When submitting an abstract, you will be required to further categorize your submission by one of the following focus areas:

Please mention the subject of E-mail as "Submission of manuscript to WATMAN 2020".

Research and Development	Training
Design and Technology	Planning
Operations and Maintenance	Fundamentals
Case Study	Regulation
Modelling	Communication and Public Outreach
Construction	Management

PAPER PREPARATION GUIDELINES

Presentation Duration is 15 minutes. Limit the number of slides prepared to honour time constraints. The slides should discuss the procedure and main findings in sufficient detail for others to understand, interpret and verify, if desired so, the work.

Paper Title and Author Data

The following Information should be placed at the top of the first page:

- Paper title: 16 point Times New Roman bold, centered
- Author listing: 12 pt. Times New Roman, bold, centered Author names; department or college; university or company; city, state and zip, country. Authors with the same affiliation must be grouped together on the same line with affiliation information following in a single block.
- E-mail id: Times New Roman, 10 points, below the Author listing.
- Corresponding author: Please clearly indicate who is responsible for correspondence for abstracts and presentation at all stages. Please ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. The corresponding author should be identified with an asterisk and footnote.

Submission language: English

The official language of WATMAN International Conference 2020 is English. It is within the Advisory Committee's prerogative to return papers that do not conform to the instructions for paper preparation, as well as papers that do not fit the scope of the conference, prior to refereeing.

Structure of the Paper

The papers should contain, in the following order:

• Title	• Materials and Methods
• Authors	• Results and Discussion
• Affiliations	• Conclusions
• Abstract	• Acknowledgements
• Keywords	• References
• Introduction	• Tables, Figures with appropriate captions

PowerPoint PRESENTATION GUIDELINE

Designing a great multimedia presentation is an art in itself. Following are few the guidelines that might be good to keep in mind when creating the presentation. You will find the following tips most relevant for the 15minute presentations. The step-by-step points are specific to Microsoft PowerPoint.

Slide Design

- Keep it simple - keep your colour scheme as well as your tables and graphs simple and well balanced – this is important if you don't have a lot of time to explain tables and graphs in great detail.
- Check if your organisation has a slide template; some companies and organisations like to keep the appearance of their presentations consistent.
- Balance text and graphics; a photo image often personalises a presentation, however, too many can detract from it.
- Use contrasting colours for text and background to ensure your text is legible.
- Be creative, but avoid the overuse of clip art and animation. It detracts from the focus of your presentation, and the audience will walk away remembering the animation, not your main message.

Font Size

- Use sans serif fonts (e.g. Calibri or Arial). A sans serif font is one without the bits on the end of the letters e.g. Times New Roman. These types of fonts are easier to read on-screen and from distances.
- If you are in a large lecture theatre, you may have to increase your font size. The text should be large enough to be seen by the people in the back row.
- Font size should never be smaller than 20pt.
- When using unusual or decorative fonts remember to embed them so they are saved within the slides: File> Save As> Tools> Save Options> Embed fonts in the file> click OK and continue saving normally.

Presentation Slides:

- To keep the presentation focused on your main messages, don't have too many slides.
- Aim for an average of one slide per minute:
- some slides take longer to present, particularly graphs and tables
- aim for a maximum of 15 slides for a 15 minute presentation.
- Use a minimum of 30 seconds per slide, to make sure the audience has had enough time to grasp the key concepts.

Point to Remember: If your slides were viewed (e.g. downloaded from the website) without your presentation, would they portray the main messages?

Try to Stick to the Following “666 Rule”

- 6 bullets per slide
- 6 words per bullet
- 6 bullet slides in a row (max)

Technical Specifications

- Presentations containing pictures and multimedia can be quite large, and it can be important to compress the file size: select any of the pictures, Format> Compress Pictures> you can choose to compress just that picture or all pictures> click OK.
- You can save your presentation to the web: File> Save & Send> Save to Web> specify a Web server> Save As.
- If your presentation contains movies or sounds, these files won't be saved in the presentation. You will need to save the original source in the same folder or on the same USB memory stick you save your presentation on.
- During your presentation you can move among your slides by typing in the number of the slide and pressing Enter. To apply slide numbers go to Insert> Slide Number> select Slide number and Footer> Apply to all.

Slide Content

- Your first slide should include: – the title of your presentation
 - your name
 - your organisation
 - the date and event you are presenting at.
- Focus on your audience and what they would like to hear in a short presentation, often it may be the results of what you have done which of most interest (more information about the background literature etc) should be available in the paper/extended abstract you have prepared if people want further information.
- Keep the information on each slide concise. Use dot points where possible.
- Keep abbreviations and acronyms to a minimum. Always write the full name out of an acronym the first time you use them.
- Have a concluding slide that covers the key “take-away” messages.
- Present research implications for the specific audience.
- Include a slide with your contact details at the end of the presentation.

Trouble Shooting

- Bring your presentation on multiple forms of media to avoid conversion problems:
 - USB memory stick
 - Cloud (e.g. Dropbox)
 - External Hard Disk
- Before your presentation check your slides on the computer you will be using. Check for inconsistencies as well as formatting and spelling errors. Note that some decorative fonts may revert to a default font.
- Keep an eye on the audience's body language, it will let you know to move on or create more interest and excitement.
- Become familiar with the location in which you will give your presentation. How big is it? Will you need to raise your voice? Can the lighting be changed for your particular needs?

Submission of Manuscripts through E-mail

Authors can submit the manuscripts in advance through E-mail for faster processing of the paper and printing. Manuscripts can be sent through E-mail as an attachment to: info@watertoday.org or editor@watertoday.org While sending through E-mail please follow the instructions.

Please mention the subject of E-mail as "Submission of manuscript to WATMAN 2020".

*All participants must register for WATMAN International Conference 2020 and are responsible for their travel and lodging expenses. Registrations are open.