Instructions for Poster Presenters:

The 19th IWA Leading Edge Conference on Water and Wastewater Technologies 2024 will be a physical conference where authors will display their posters in person.

As you prepare for your presentation, please note that **you are requested to submit the files below.** Guidelines on uploading the files are included at the end of these instructions. Please upload your files **not later than 14 June.**

1. Poster Printout (to be brought with you to the conference in Essen for display)
2. Digital Poster (a PDF file to be uploaded in your account: here.)
3. Recorded video with presentation slides (Optional)
4. Full paper (If you wish to publish your paper in the IWA Journal).

Guidelines for preparing the files:

1. Poster Printout
Ensure you print out your poster in **portrait format** with the following dimensions:
(A0 format, 120cm high x 80cm wide, vertical). A poster template has been provided on the conference website. Please note that it is this printout that you will carry to Essen for display during the conference.

2. Digital Poster (PDF File)
Please upload the **one-page digital poster PDF** file in your account. Please access your account here.

3. Recorded Video with Presentation Slides (Optional)
Though this is not mandatory, IWA would like to encourage you to submit a pre-recorded presentation before you come to the conference. After the conference, your presentation will be made available in IWA's content management system. It will form part of the rich content presented at the renowned IWA conferences and be available for future reference by IWA members and other researchers. It will be a backup file in case of any travel delays.

When preparing your video please take note of the following:
1. The video must be **three minutes maximum** and must include a PowerPoint of not more than **four slides**.
2. The presentation can be recorded by any of the co-authors.
3. Make sure your recording includes both your PowerPoint presentation, and you speaking with it.

4. The file format should be MP4 format.
5. A preferred presentation template for you to use in your video has been provided on the conference website.
6. If using your own template, remember to include a title slide.
7. Add your contact information to the last slide. This will enable delegates to contact you with questions or comments during and after the event.
8. Videos featuring a product/service/technology must be informational rather than promotional. Presentations that appear to be a sales pitch will not be included in the IWA content management system.
9. Media that is identified as obscene, provocative, inaccurate, or otherwise containing objectionable content will not be included in the IWA content management system.
10. Try to record from a location with no background noise, with enough natural light or with additional lighting options available. Avoid windows & lights behind you. Good light in front of you provides a better image.
11. Ensure you keep some blank space in the right-hand corner of your slide where the video of you presenting will be located. See more information on this below.

There are several video conferencing tools available to easily record a presentation. These methods allow you to show your face via webcam and display your slides as you talk.

Our recommended approach to record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone, is to record the presentation using Zoom, available to users on most platforms and in most countries. Recordings are possible even with the free Zoom account.

- Instructions for using Zoom can be found at: [Local Recording – Zoom Help Centre](#).
- The following video also has some good tips on how to record your presentation: https://www.youtube.com/watch?v=WmMSXOQVQs4

Should you be unable to use Zoom, you may use any other meeting software if you get a good quality recording, and your final file is in the MP4 format.

The recording must show your face while you are presenting. The face must be displayed on the top right-hand corner of the slides that you are displaying as shown in the picture below.
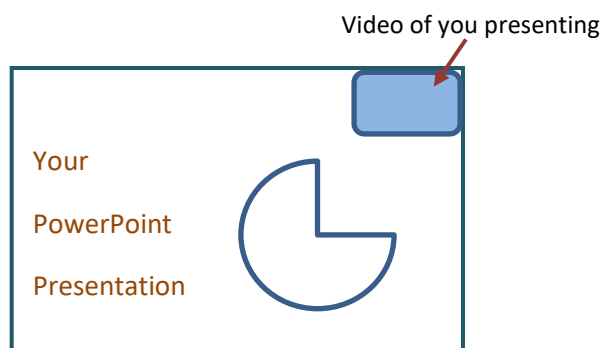
Video of you presenting

Your

PowerPoint

Presentation

4. Full Paper

As a presenter in this conference, IWA Publishing is giving you the opportunity for possible publication of your work. You are thus highly encouraged to submit your full paper even though it is not mandatory. This will be reviewed for possible publication in one of the IWA Scientific Journals and the final decision on journal publication lies with the journals' Editor-in-Chief. Please submit your papers by 14 June 2024.

An overview of the IWA Publishing portfolio can be found at iwaponline.com/journals. To prepare your WWCE paper for submission, please firstly consider the **Aims and Scopes** of each journal to determine the journal that is best suited for your research. This can be found under 'Journal Information' on each of the journal's homepages. Once you have selected the journal where you would like your paper to be considered, please review the **Information for Authors** where you can find detailed guidance for preparing your submission, including the article template.

Please ensure you check the following:
- Review the **Ethics Policies and Guidance**
- Indicate the journal where you would like to have your paper considered
- Provide institutional email addresses for **all authors** and identify the corresponding author

The IWA Publishing team will coordinate the upload of your submission to the peer review system on your behalf, and you will receive an email notification to facilitate approval of your submission. **Please note that publication will be done after the conference.**

Uploading your Files:

Please use the following naming convention for your files:
- PowerPoint presentation: AbstractID – Lastname.pptx. (e.g., 45673-Smith).
- Video recording: AbstractID – Lastname.mp4.

The AbstractID is the unique number that was assigned when your paper was accepted.

To upload your files, please follow the steps below:
- Login into your profile/account here.
- Enter your username **[Persons.Email]** and password **[Persons.Password]**
- Once logged into your Profile click the **'Your Submissions'** tab on the left-hand side.

- **Click on the pencil icon below Actions** which takes you to Page 1 (Abstract Submission Page). **Click Next** to continue to Page 2 (Submission Procedures).
- Scroll down to "**Upload Paper/Full Poster/Video/PowerPoint**" click **Attach** to upload your presentation, video recording, and full paper.
- Scroll down further and click **Biography** and **Picture** to upload your files, respectively.

Please upload your files not later than 14 June 2024.

Important notes:
The specifications given above will be checked at the time of submission and files that do not comply will not be accepted. You will be notified in this case.