



SINGAPORE INTERNATIONAL WATER WEEK 2024 WATER CONVENTION INSTRUCTIONS FOR ORAL PRESENTERS

This guide provides you with instructions for your oral presentation at the SIWW2024 Water Convention. For clarifications, please email the Water Convention Secretariat at waterconvention@siww.com.sg.

1. REGISTRATION *Mandatory

Deadline: 19 April 2024, Friday 11.59pm SGT

- If you have yet to register for the Water Convention, please click on [link here](#) to register.
- Registration is complete only when full payment is received.
- Input the promo code sent to you earlier to enjoy your presenter discount.

2. PHOTO AND BIOGRAPHY SUBMISSION *Mandatory

Deadline: 19 April 2024, Friday 11.59pm SGT

- All presenters are required to submit your Photo and Biography through the portal.
- To submit, click [here](#) using your login credentials.
- Please note the dimension of the photo should be 120px x 120px, and biography should be not more than 100 words.

3. UPDATED EXECUTIVE SUMMARY

Deadline: 1 May 2024, Wednesday 11.59pm SGT

- If you wish to submit an updated executive summary, click [here](#) using your login credentials.
- Executive summaries of all oral presentations will be included in the Final Programme.

4. UPDATED ABSTRACT

Deadline: 3 June 2024, Monday 11.59pm SGT

- If you wish to submit an updated abstract, click [here](#) using your login credentials.
- Abstracts of all oral presentations will be uploaded to our Online Programme at <https://business-matching.siww.com.sg>.

5. ORAL PRESENTATION SLIDES *Mandatory

Deadline: 3 June 2024, Monday 11.59pm SGT

- Presenters are required to submit their powerpoint slides through our portal.
- To submit, click [here](#) using your login credentials.
- Oral Presentation Slides must meet the following requirements:
 - 16:9 ratio and in PowerPoint (.pptx) format
 - If there are videos and/or animation in the presentation, please ensure that the video format is embedded within the PowerPoint.
 - All fonts should be embedded in the presentation slides.
 - Please send us a copy of your file in MP4 format to waterconvention@siww.com.sg, this will serve as a backup.

6. PRESENTATION INSTRUCTIONS

- Refer to the Online Programme (<https://business-matching.siww.com.sg>) for the date, time and venue of your presentation.
- Please arrive at the session room 10 minutes before the start of your session to test your slides and meet with the Session Chairs.
- Your presentation should be no longer than 15 minutes and **must** be conducted in English. A laptop and preview/comfort monitor will be provided for your presentation.
- Please refrain from making any politically or racially sensitive remarks during your presentation.
- We advise you to bring a backup copy of your presentation in a thumb drive. If your presentation includes videos, please save the video in the same file location. Videos that are not saved in the same file location as the main presentation slides may not feature properly.
- If you require any assistance during the event, you may approach the Secretariat at the Speakers' room located at **Level 3, HELICONIA 3410B**.

The opening hours of the Speakers' Room are as follows:

Date/Day	Operating Hours
18 June 2024 (Tuesday)	8.00 AM to 6.00 PM
19 June 2024 (Wednesday)	8.00 AM to 6.00 PM
20 June 2024 (Thursday)	8.00 AM to 6.00 PM
21 June 2024 (Friday)	8.00 AM to 4.00 PM