Presentation Guidelines

Presenters MUST be at the corresponding session room **at least 15 minutes prior** to the beginning of the session. The chair will confirm your attendance before starting the session.

Presentation File

- Each presentation file MUST be prepared in **pptx** or **pdf** format.
- The slide dimension of your presentation should be set to widescreen (16:9).

Equipment for presentations

- A projector and a computer will be ready in each session room.
- Presenters can use the PC provided in each session room, but it is recommended to bring your own PC(make sure the PC is compatible with HDMI). Interval between sessions is a good time to check your equipment and coordinate with your chair. If you are not able to bring your own PC, please send your presentation file to the following address (iwac2024@enri.go.jp) by **Friday, November 15th**.
- Contact the event staff for any technical issues.

Time keeping

- Each presentation has a 30-minute time slot with 25 minutes for presentation and 5 minutes for Q&A.
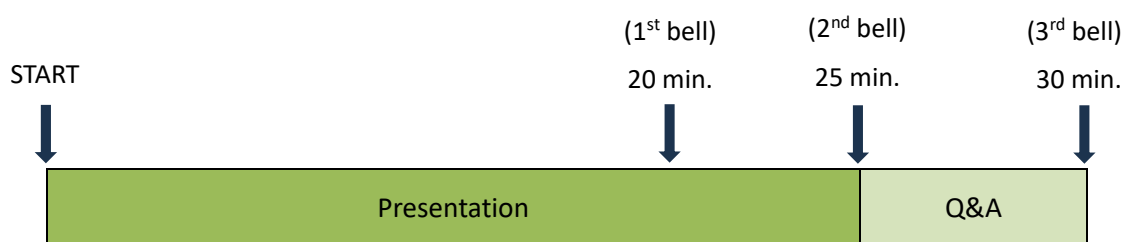
Letter of Certificate

- If you need a "Letter of Certificate" from the IWAC2024 organizing committee, please email to the following address: iwac2024@enri.go.jp
- If you need a signature from the chair of your session, please coordinate with the appropriate chairs directly.