

SINGAPORE INTERNATIONAL WATER WEEK 2024 WATER CONVENTION INSTRUCTIONS FOR POSTER PRESENTERS

This guide provides you with instructions for your poster 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 payment is received.
- Input the promo code sent to you earlier to enjoy your presenter discount.

2. DIGITAL POSTER *Mandatory

Deadline: 31 May 2024, Friday 11.59pm SGT

- If you have yet to submit your digital poster, please do so via link [here](#).
- All digital posters will be printed out and installed by the Secretariat. There is no need for you to bring your physical poster onsite.
- All digital posters must meet the following requirements:
 - File must be submitted in PDF Format
 - A0 size (841 mm x 1189 mm)
 - Portrait Orientation - Poster should fill the entire page.
 - White Background
 - Minimum resolution of 300 dpi to ensure clear graphics and high resolution during print.
 - File size no larger than 14MB.

3. POSTER SESSION

Details of the Session are as follows:

Date: 19 June 2024 (Wednesday)

Time: 4.00pm – 6.00pm

Venue: Main Corridor, Level 3, Sands Expo and Convention Centre

- Please be at your poster at least 5 minutes before the start of the Poster Session.
- During the Poster Session, all digital posters will be printed out and installed. Please refer to point 2 above for more details on poster artwork submission, file requirements and deadline.
- All posters are grouped by the theme. Please refer to the poster listing board to locate your poster.
- Should you wish to place any brochures and name cards, there will be one A4 sized holder installed alongside your poster.
- You will present your work to a panel of judges assigned to your poster, do note that the judges may visit your poster at any time during the Poster Session. Please remain by your poster until the end of the session.

3. POSTER SESSION (Continued)

- All authors who are present for the Poster Session are eligible for the Best Poster Awards. The Best Poster Awards will be determined by a combination of the scores from the judges and votes cast by the conference delegates.
The posters will be scored by the judges on the following three criteria's:
 - Poster Content (40%) - Originality, Innovation, Methods, Relevance to theme
 - Poster Presentation (30%) - Structure, Appeal of Overall Layout & Design, Effectiveness of Communication
 - Author (30%) - Knowledge of The Subject, Passion & Engagement
- In addition to judges' scores, the conference delegates will be given 3 votes each to vote for their favorite posters.
- Do note that scores from the judges will constitute 70% and votes cast by conference delegates will constitute 30% to form the overall score for each poster.
- The poster with the highest score for each theme will be awarded the Best Poster for the theme. The poster with the highest overall score will be awarded the Best Overall Poster for SIWW2024 Water Convention.
- Student posters with the highest score for each theme will be awarded the Best Student Poster for the theme. The student poster with the highest overall score will be awarded the Best Overall Student Poster for SIWW2024 Water Convention.

3. BEST POSTER PRIZES

Authors with the best posters will receive a certificate and the following prizes:

BEST POSTER AWARDS	PRIZES
Best Overall Poster	iPhone 15 Pro 128GB
Best Overall Student Poster	Book Voucher worth £250 from IWA Publishing
Best Poster for each theme (Total of 5 Themes)	iPad Air 256GB Wifi Only
Best Student Poster for each theme (Total of 5 Themes)	Book Vouchers worth £150 each from IWA Publishing

- Do note that all the Best Poster Awards will be given out during the Water Convention Closing Plenary. Details of the Closing Plenary are as follows:

Date: 21 June 2024, Friday
Time: 3:30pm - 4:00pm
Venue: Room 9B, Level 3, Sands Expo and Convention Centre
- It is mandatory for all winners of the Best Poster Awards to be present at the Closing Plenary to be entitled to the prizes, unclaimed prizes will be forfeited.