

## **42nd WEDC INTERNATIONAL CONFERENCE**

**ONLINE: 13 –15 September 2021**

**Equitable and Sustainable WASH Services:  
Future challenges in a rapidly changing world**

### **Preparing presentations**

**If you have been invited to submit a presentation, you should prepare a *narrated* PowerPoint using the template provided on the website. This should last no longer than 10 minutes. The PowerPoint should then be exported as an mp4 video file and submitted online through the WEDC Conference System. During the conference sessions, the video files will be streamed, followed by a live interactive question and answer discussion with the authors.**

#### **About the template**

The PowerPoint template is set to a widescreen format (16x9) available on the website. The pixel ratio is 1920 x 1080. The font is Arial.

To export as an mp4 file, choose 'Export' and ensure mp4 is visible from the drop-down list of options. Make sure that you select 'Presentation quality' (not 'Internet quality').

When using the template please do not edit the header, the footer or the font. When it comes to submission of the presentation, please upload mp4 file only. If you have difficulty exporting the presentation as an mp4 file, contact Rod Shaw, the Conference Manager he will see if he can export the file for you.

#### **Presentation tips**

Preparing the presentation for narration and recording is an important consideration before you start. Make sure you don't simply read the text on your PowerPoint. There is an opportunity for you to engage your audience as you speak by showing photographs, illustrations or other imagery. If you are showing graphical information, make sure you explain it clearly to help you get your points across.

The participants will have access to the abstract of your presentation, so your presentation should focus on emphasizing important points or raising matters which will lead to discussion, rather than repeating the information in the abstract. At the beginning of the presentation, outline very briefly how it is structured and what the purpose of it is. Keep any background information on your topic short and to the point.

If you are uncomfortable about speaking directly into a PowerPoint, make notes for each slide, or even write out a transcript of what it is you want to say. Be careful, however, if you are narrating from a script, so that the narration sounds as natural as possible, compared to the way you speak and interact with others in person. You may choose to show yourself presenting your slides if you wish, by using thumbnail video files. This is not mandatory, however.