14th Conference of the UK Water Network On Potable Water Treatment and Supply
Guidelines for Digital Poster Presentations

The conference participants are invited to present a digital poster presentation on their work and most recent research advances in potable water treatment and supply.

With the conference taking place online, the poster presenters will be required to submit their digital poster presentation **as a three-minute recorded presentation.**

The recorded digital poster presentation will be made available online prior to the event and accessible the week prior to the conference, during the event and on the members area of the UK Water Network after the event.

A jury, composed of water professional and researchers will vote for the best digital poster presentation, with the prize being awarded during the conference.

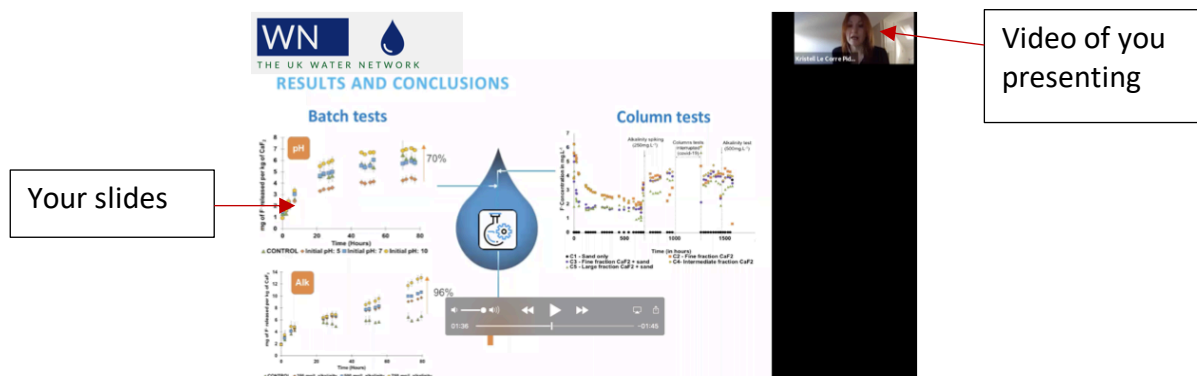**Below are instructions on preparing your digital poster presentation.**

The **digital poster presentation** is a short video presentation that can be recorded by any of the research co-authors. It must be **three minutes maximum**, and must include a PowerPoint of not more than **four slides prepared using the attached template ensuring you keep the title slide for clarity purposes**.

We recommend to record your video from content displayed on your computer screen and voice recorded via the computer microphone. For this purpose, we recommend to record the presentation using Zoom. Zoom is available to users on most platforms and recordings are possible even with the free Zoom account. Instructions for using Zoom can be found at: Local Recording – Zoom Help Center.

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

Some specific notes to prepare your presentation

1. Make sure your recording includes your PowerPoint presentation, and you are speaking with it.
2. Do 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.
3. Ensure you keep some blank space in the right-hand corner of your slide(s) where the video of you presenting will be located (see illustration below).

For videos to be verified by the organisers, please submit:

    (i)   **Your video recording;**
    (ii)   **A copy of you PowerPoint slides.**

You can submit your documents using a sharing platform of your choice (Dropbox, WeTransfer, Google Drive etc.) to: Kristell Le Corre Pidou, k.s.lecorrepidou@cranfield.ac.uk by Wednesday 15th September 2021.