Guidelines on Submission of Abstracts and Presentations

Organisations and/or individuals who wish to present at the Asian Water Forum 2018 (AWF) should submit abstracts and presentations in the following manner, so that the AWF organisers can assess submissions promptly and ensure consistency across the sessions.

1.　　Abstracts and Presentations Process

The steps are as follows:

- Express your interest in delivering a presentation by submitting an abstract using the Abstract Submission Form (Attachment 1) to the following session lead conveners, copy AWF secretariat (awf2018@adb.org and rhood.consultant@adb.org) on or before Monday, 2 July:

Lead Conveners	Session Topics
Ms. Neeta Pokrel (npokrel@adb.org) Mr. Stephane Bessadi (sbessadi@adb.org)	Supplying Water
Mr. Christian Walder (cwalder@adb.org) Ms. Jingmin Huang (jhuang@adb.org)	Sanitation and Water Quality
Ms. Pia Corrina Romero Reyes (piareyes@adb.org) Mr. Noriyuki Mori (nmori@adb.org)	Water for Energy
Ms. Michiko Katagami (mkatagami@adb.org) Mr. Sanmugam Ahembaranathan Prathapar (sprathapar@adb.org)	Water for Food
Mr. Geoffrey Wilson (gwilson@adb.org) Ms. Natsuko Totsuka (ntotsuka@adb.org)	Water Resources Management (flood, groundwater, environment)

- The abstract will be considered in the context of the program topics and available time slots.
- During abstract reviews, further contact may be made to seek clarification.
- A decision on your submission will be communicated to you by Tuesday, 17 July; and we will ask you to prepare a PowerPoint presentation.
- Please submit the PowerPoint presentation (complying with the guidelines) on or before Friday, 24 August.
- We encourage the use of photos, video and/or short demonstrations to enhance your presentation. Please let us know if you need any specific requirement for such on or before Friday, 24 August.
- ADB will test the presentation prior to the scheduled session.
- To assist the Chair of your session, please provide a bio of no more than a 100-words with recent photo to introduce you and your organisation.

- If you need any help, our secretariat can assist you. We will have an assigned ADB staff member to manage each session and liaise with all presenters through skype or other means and ensure your comfort with the arrangements.
- We will also share all the abstracts and presentations from a given session with all the participants in the session (assuming we receive everything in a timely manner).
- If needed, we will meet with you during the Forum prior to your presentation and ensure you are familiar with the venue and the session arrangements.

2.   Abstract Submission Form (attached)

You may submit additional information about the organization and products, but the abstract will be the basis for a decision to include in the AWF program.

3.   Presentation Template

For those abstracts that have been accepted and need to be converted into presentations, we have attached a PowerPoint template **(attached)**. This contains the event logo and refers to desirable size font, types and number of points on a slide to ensure the material meets the expectations of the audience.

The time allowance for presentations will be for 15 minutes with the suggested time allocation below:

Coverage of Presentation	15 minutes time frame
What is the innovation or activity and why is it relevant – explain the benefits	4
Explain how it works and illustrate examples of applications in operation	8
Describe required enabling conditions (skills, policy, regulations, mindset or money) and what is needed to scale-up application of the innovation or activity in the Asia and Pacific Region	2
Conclusion and take-away message	1
Total	15

Presentations will be considered AWF knowledge products, and ADB will seek to make them publicly available through its various distribution channels including its website. Authors and/or organizations sponsoring presentations will be asked to give permission for such use.

The focus of the presentation should be on the innovation, technology or information system rather than on a commercial product and its features. Opportunities to discuss specific products will occur through the networking sessions and the concurrent exhibition.