



TECHNICAL GUIDANCE

UPLOADING PRESENTATION MATERIALS

10th WORLD WATER FORUM

To ensure a smooth and efficient process for managing presentation materials, we have devised a simple yet effective system for uploading your content. Please follow the guidelines outlined below to successfully upload your materials for each session:

- I. Receipt of Upload Link:**
 - You will receive a unique upload link via email for each session you are scheduled to speak at.
- II. Single Session Upload:**
 - Please note that each link is designated for the upload of materials for a specific session. If you are speaking in multiple sessions, you will receive a separate link for each session.
- III. Accessing the Upload Platform:**
 - Upon clicking the provided link, you will be redirected to the designated drive where you can upload your presentation materials.
- IV. Naming Convention:**
 - It is imperative that you adhere to the specified naming convention for your materials. Please name your file in the following format: Session Code_Speaker's First name_Last name_Title.
 - For example: T2A4_Daniel_White_WaterSupplyManagementPractice
- V. Deadline for Upload:**
 - Please be aware that all speakers are required to upload their materials no later than the 17th of May 2024.
 - This deadline ensures that all presentation materials are adequately prepared for each session.

By following these guidelines, we can ensure the seamless organization and availability of presentation materials for our sessions. Should you have any queries or require assistance, please do not hesitate to contact us.

Additionally, the secretariat for programme & session are located at the following rooms:

- **Mengwi 3&5, Ground Floor, BNDCC 2**
- **Bougainville, 1st Floor, BICC**

Operational hours: 08.00-18.40 WITA

During the Forum Week, if you encounter any issues with the uploading system or have any questions, please don't hesitate to visit us at the secretariat for immediate assistance.

We extend our gratitude for your cooperation and valuable contributions.