



Jadavpur University
Centre for Quality
Management System,
(CQMS), Kolkata,



Indian Institute of Science
Center for Sustainable
Technology (CST),
Bengaluru, India



The Energy and
Resources
Institute
New Delhi, India



ISWMAW



Japan Society of
Materials Cycle and
Waste Management



National
Productivity Council



Korean Society of
Waste Management,
Republic of Korea



Consortium of
Researchers in
International
Collaboration

Under the Aegis of: **International Society of Waste Management, Air and Water (ISWMAW)**

Tel : +91 (033) 24146207 / +91 (033) 24572488 / 24572628 / +91 (0) 9830044464 / +91 (0) 9874384611 / (0) 9433304703 (HQ) / +91 7207895682 (Hyderabad)
Conference email: iswmaw@gmail.com / conference.iconswm@gmail.com; Website: www.iswmaw.com; www.iconswm.com

GUIDELINES FOR TECHNICAL SESSIONS

(for Session Chair, Co-Chair)

Technical Sessions (TS) presentations of 12 min each [(10 min of presentation + 2 min Q&A)].

Plenary sessions: Each speaker 15 minutes. depending on the session duration.

Chairs & Co-Chair are requested to kindly contact Hall Management Team in specific Hall

- **Chair: opens the session** by presenting all speakers, introducing the next speaker in one or two line, wraps up the whole sessions by listing the key scientific results, research and implementation needs at the end of the session.
- **Co-Chair** : Monitors the time of each presentation, opens the ground for Q&A, lists the key scientific results, research and implementation needs and helps the Chair to wrap up.
- Be sure that there is one program schedule, hard copies of this guidelines and the presenter's certificates on the table for the use by the Chair/ Co Chair in session. Kindly control the session's timing. Distribute certificates at the end.
- **Time**: Take assistance from the Hall management Team for time keeping to show **Cards: 2 Minutes, & Time Over at 10 mins (15 minutes for plenary).**
- **Summary**: Kindly prepare a session summary or outcome of the session in 3-5 bullet point and should be handed over to the Hall Management Team. This will help in preparation of the final document for valedictory.
- **Q&A** : At the end of the session
- **Excellent presentations** :Identify 1 or 2 excellent presentations, if at all there. Please fill the rating forms and handover to the hall manager. There could be a possibility that none of the presentations found suitable for recommendation.
- **Handover the certificate** to the presenters after his/ her presentation. Kindly conclude the session in 1 minutes.
- **Please note**: Time keeping is extremely important. Clearly announce the time for presentation and Q&A to the presenters and audience for cooperation.

Organizing Partners:



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GUIDELINES FOR HALL MANAGEMENT

(for the Hall Management Team)

- **Documents:** 3 copies of programme schedule, copy of **Proceedings – Abstract** book, 2 copies of **Printed display - '2 minutes'** and **Time Over at 10 mins/(15 minutes for plenary)**. Blank A4 sheets, presenter's & Chair's /Co-chair' certificates, copies of guidelines. Small biodata of the Chairs.
- **PPTs in laptop:** Make sure that all the session wise ppts are copied in the laptop in the morning of the 24th Nov (between 11 am and 2 Pm) in respective halls in session wise Folders, the ppt file name should be, **TS No._1st author surname_Paper title**. Keep one copy of the **Proceedings : abstract Book** hard copy.
- **Check Equipment working:** Make sure that all the electronic equipment, the Laptop, Charger, Projectors, Screen, Pointer, Microphone, chordless Microphone and sound system are working.
- **Presence of Session Chair / Co Chair & Presenter :** Make sure that all the presenters, Chair / Co Chair are present in the **Hall** well in advance (10 minutes before the session starts).
- **Audience:** Make sure there are audience,
- **Introduce:** Hall manager introduces Chair/ Co Chair in 30 seconds. Requests the Chair to start the session. Collect the **bullet points/ summary in five lines** from the Chair and handover to Mr Suresh at the end of the day to assist the assigned team in preparing the final document for valedictory.
- **Time keeping** is very important activity. HMT will give signal by displaying **2 minutes** at 8 mins and **Time Over at 10 mins / (15 minutes for plenary)**. Organise the QA session and take chordless microphones to the persons asking question at the end of the session. **Please note:** Time keeping is extremely important. Clearly announce the time for presentation and Q&A to the presenters and audience for cooperation.
- **Certificates :** Make sure that the presenter's /Chair's /Co-chair' certificates are given.
- Kindly take **group photographs** of, 1) Chair, Co-Chair HMT, and hall managers, presenter and , and the audience present in the room at the end of each session. **In photo session request the cormembers if any.**
- Take photo of each presenter . Instruct photographer. In absence of the photographer, please take the pictures in your smartphone. Handover all the photos taken in mobile to Ms. Ipsita Saha or Ms. Suparna Bhattacharyya.
- **Help the Chair/ Co chair, the presenter and the audience** to organise the session within time.
- **Each day** on 15th, 16th at 7 pm and on 17th at 1.00pm, please meet at ISWMAW office for 15 minutes for **discussion to resolve issues, if any.**

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7TH INTERNATIONAL CONFERENCE ON SOLID WASTE MANAGEMENT, 7TH ICONSWM 2017
Venue : PJTS Agricultural University, Rajendranagar, Hyderabad, India, December 15 - 17, 2017



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GUIDELINES FOR ORAL PAPER PRESENTERS

(for the Speakers/ Plenary Speakers/ Presenters)

- **Your ppt in laptop:** Make sure that your ppt with specified file name is copied in the laptop in the Hall. Contact Hall Management Team (HMT) member. Kindly do not handle the laptop in absence of the HMT. the ppt file name should be, *TS No. _1st author surname_Paper title*.
- Please **report at the hall** to HMC at least **10 minutes before the session** starts and kindly wait for your turn for presentation,
- **Time keeping.** HMT will display for keeping time and signals, **2 Minutes** at 8 mins and **Time Over at 10 mins/(15 minutes for plenary)**. Kindly finish your presentation within 10 minutes for technical sessions and 15 minutes in Plenary sessions so that the session can be organised within time else other presenters will not get chance for the presentation.
- **Respond to the QA** session. Kindly be specific to the question asked. If necessary, you can discuss on the same in the break time. Please attend the Q&A session at the end of the session. Listen to all the speakers to encourage each other and learn.
- Don't forget to take the **presenter's certificate**. In case there is any mistake in the certificate, contact the Registration Desk for correction.
- Kindly **participate in the group photographs** at the end of each session.

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GUIDELINES FOR POSTER PRESENTERS

(for the poster presenters)

- **Prepare and bring printed poster for display:** Make sure that your poster has been prepared by you and printed in colour in specified size and bring it to the venue.
- **Display your poster in place:** Display the poster in the specified location before 1.30 pm on 15th December.

Guidelines for Preparing Poster:

- **Excellent posters** will be selected from the posters by experts. The exhibition requirements are as follow. A template has already been sent to the poster presenters in mail.
- **Size:** Make poster with A1 size and print in colour on mat finish art paper. Flex print is also welcome.
- **Write poster in English.** Use readable font size namely, Times New Roman, Arial. Pay attention to aesthetic of layout. Avoid spelling mistake.
- The poster should be concise, keep to the point and reflect core research.
- **The content** should include but not limited to: A. Study background or theory; B. Purpose of study, hotspots or Research questions; C. Outline of methodology; D. Conclusion.
- Participants can take their poster back when the conference is finished.
- **Be available near the poster on 15th and 16th Dec:** You can explain to the audience who will visit. During the day a group of assessors will visit there. Contact Technical Desk, in case of any help.
- **Poster presenter's certificate:** Don't forget to take the poster presenter's certificate from the registration desk on 17th Dec. In case there is any mistake in the certificate, contact the Technical Desk for correction.
- **Group Photographs :** Kindly participate in the group photographs of all the presenters with the technical desk on 15th Dec for all poster presenters with core group members.

7TH INTERNATIONAL CONFERENCE ON SOLID WASTE MANAGEMENT, 7TH ICONSWM 2017
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GUIDELINES FOR TECHNICAL DESK

(for the Technical Desk)

- **Make sure that all the HMT members are available** in all halls. In case of any absence, please assign some competent person.
- **Documents** : Make sure that Technical Desk have five copies of hard copy of Proceedings – Abstract book , Five copies of programme schedule, hard copies of this guidelines, certificates and the Halls have all the matters ready with HMT members. Make sure that all the session wise ppts are copied in the laptop in the morning of the 15th Dec (between 9 am and 10 am) in respective halls in session wise Folders, the ppt file name should be, *TS No. _1st author surname_Paper title.*
- **Documents for inaugural function:** Please handover eight copies of main proceedings and eight copies of Abstract book on the inaugural table on 15th Dec.
- **one laptop and printer** : Make sure that you have one laptop and printer working loaded with the programme schedule, proceedings, guidelines etc.
- **Biodata of the Chair & Co-chair:**Collect the biodata of the Chair/ Cochair. Hand over to HMT.
- **Changes:** Note if any change needed for plenary speakers/ Chair/ Co-Chair/others.Immediately discuss with Prof. Ghosh. For presenters, try to accommodate the change and inform HMT soon.
- **Collect the registration fees** from the foreign delegates, if any.

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