

WRRmod2021: Instructions for workshop organizers

Please follow these instructions carefully:

By June 15th

1. Please consider early-bird registration to WRRmod2021 via our website:
<https://www.wrrmod2021.org/registration-fees> (Early bird ends June 15th)
2. Encourage your fellow workshop organizers, presenters, and tentative attendees to do the same

By June 20th:

3. By default, we will assume you are using the provided Zoom platform for the workshop. However, you are free to choose and run your workshop on another platform. Please consider your options and make a choice. We will provide a meeting link to workshop attendees at a later stage.
4. Prepare an updated workshop description and upload via conftool (<https://www.conftool.org/wrrmod2021/>). To do so,
 - a. account for comments by the reviewers,
 - b. account for changes in scheduling (max. 5h). See <https://www.wrrmod2021.org/program> for the latest version of the program
 - c. adhere to the original template (<https://www.wrrmod2021.org/submissions>)
 - d. As an additional third page, please add
 - i. A 1-line indication of the platform of choice for your workshop (e.g., “I will use the Zoom platform provided by WRRmod2021”, “I will use my own MS Teams account to organize our workshop”, or a similar indication.)
 - ii. A 5-line summary of the workshop goals and plans so we can advertise your workshop to tentative attendees ahead of the seminar.

WRRmod2021: Instructions for plenary talks

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By June 15th:

1. Please consider early-bird registration to WRRmod2021 via our website: <https://www.wrrmod2021.org/registration-fees> (Early bird ends June 15th)
2. Encourage your fellow authors to do the same

By July 31st:

3. Prepare an updated abstract and upload via conftool (<https://www.conftool.org/wrrmod2021/>). To do so, account for comments by the reviewers and adhere to the original template (<https://www.wrrmod2021.org/submissions>)
4. Prepare a video of your oral presentation according to the instructions added below. Your video should not exceed 20 minutes.

WRRmod2021: Instructions for poster presentation

Please follow these instructions carefully:

By June 15th:

1. Please consider early-bird registration to WRRmod2021 via our website: <https://www.wrrmod2021.org/registration-fees> (Early bird ends June 15th)
2. Encourage your fellow authors to do the same

By July 31st:

3. Prepare an updated abstract and upload via conftool (<https://www.conftool.org/wrrmod2021/>). To do so, account for comments by the reviewers and adhere to the original template (<https://www.wrrmod2021.org/submissions>)
4. Prepare your poster as a pdf and follow these instructions:
 - a. Use the template provided on the WRRmod2021 website: <https://www.wrrmod2021.org/submissions>
 - b. Use portrait orientation (height longer than width)
 - c. Due to the virtual format of the seminar, you can use up to 2 pages
 - d. Make your poster attractive. Avoid text and use large figures to convey your message and follow additional guidelines in the template mentioned above
5. [OPTIONAL] If you want, you can prepare a video of a short presentation to advertise your work. If you do, please follow the instructions below. Your video should not exceed 3 minutes.

Making your video

1. Recording settings
 - a. Use the default frame size setting or, alternatively, ensure a minimal size of 800x600 pixels.
 - b. Use the default frame rate setting or, alternatively, set the video frame rate to 20fps or higher.
 - c. With PowerPoint:
 - i. Record video and audio following these instructions:
<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
 - ii. Save the presentation as an *.mp4 file
 - d. With Zoom: Record video and audio following these instructions:
<https://www.recmaster.net/how-to/how-to-record-a-presentation-on-zoom>
 - e. With MS Teams: Record video and audio following these instructions:
<https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>
2. After recording:
 - a. Save your video as an *.mp4 file
 - b. Watch the video on your own device, check against the maximum time length (poster: 3 min, plenary: 20 min), and check for quality issues
 - c. If the video is acceptable, name the file “WRRmod2021_<ID>.mp3” where
 - i. <ID> is the unique 3-digit number of your submission as listed on <https://www.conftool.org/wrrmod2021/>.
 - ii. For example, “WRRmod2021_165.mp4” is a valid file name.
 - d. Send the *.mp4 file to wrrmod2021@eawag.ch . You can use direct email or use a service like WeTransfer (<https://wetransfer.com/>)