



Subject : 6th World Water Forum – Organisation of your sessions

Dear Regional or Cross-Continental Coordinator,

The International Forum Committee would like to thank you once again for coordinating a number of regional sessions.

As a Regional or Cross-Continental Session Convener, you will need to register online for the 6th World Water Forum and collect your entry pass from the general welcome desk in Parc Chanot, the Forum venue. Please note there will also be a second welcome desk dedicated to session speakers where they will be able to obtain further information regarding Forum sessions.

You are kindly requested to arrive at your allocated room fifteen minutes before your session is due to commence. You will find the date, room name and timing of your session in the official Forum programme that will be available online shortly.

A steward will be allocated to each conference room to welcome you upon your arrival. In addition, each room will be equipped with the following:

- A screen
- A video projector
- A computer
- Microphones

Please note that we have done our best to accommodate any additional logistical requirements that you requested in your session proposal.

The International Forum Committee requests that you send your final presentation in a Powerpoint (PPT) format before the 29th of February to your respective IFC contact person. You will find attached a PPT template for this purpose and we recommend that do not include more than five sentences per slide. Please place the logos of your organisations in the final slide of the template.

Due to the number of panelists presenting, we would like to remind you to respect the time allocated to your session. We strongly urge that you request all speakers to comply with this time constraint. If sessions are delayed, we will be obliged to interrupt them in order to ensure that the Forum keeps to schedule.

We also request that you allocate a designated reporter for the session and communicate the name of this person in advance.

The information contained in this letter will also be sent to the Target Session Conveners.

We look forward to welcoming you to Marseille. Please do not hesitate to contact us should you require any additional information.

Yours sincerely,

François LACROIX
Director of Programmes