

Guideline for Preparation of short report

The short report on the NARBO activities is such as image of abstract of research paper as follows.

- The role & status of applicant's organization on the theme (or purport) of the activity,
- The experiences of applicant on the theme (or purport) of the activity,
- Brief description on the theme (or purport) in your country,
- The short report should be prepared in Microsoft Word document using Times New Roman, 11-point font.
- The short report must be in TEXT only without graphs, tables of illustrative material.
- The short report with no longer than 1,000 words (excluding title and author's details) must be written in English. (Approximately 500-1,000 words)
- All abbreviations used should be explained. It is recommended that a minimum number of abbreviations be used in your short report.
- The short report with the application form is requested to submit by the deadline.

For lecturers:

In addition to the short report, lecturers are expected to prepare some as follow;

- Brief biography of the lecture concluded in the one page

Guideline for Paper/Manuscript Preparation and presentations

- Papers/Manuscripts should be prepared in Microsoft Word document using Times New Roman, 11-point font.
- The length of the printed papers should be no longer than 8 pages (A4 style or 9.75" x 6.5").
- Paper/Manuscripts must clearly state the background, introduction, purpose, theory/issues, methodology & methods, results and conclusions of the work and be referenced with appropriate citation. As practitioners of water resources management, the concrete topics are the important.
- Paper/Manuscripts containing illustrations in black and white are preferable.
- The photo use is also preferable. In this case, PDF format is recommended to send the file of paper to the liaison (the recipient organization and the NARBO secretariat).
- Participants prepare the PPT file for the presentation on the contents of paper during the activity.

The recipient organization and leading agencies can use other format on the short report and paper such as the questionnaire style.

Appendix 2.3

The short report should be structured such as following format:

Title of the short report (15 words or less).

Name of applicants, Institutions, addresses, and email addresses.

The content should contain a brief introductory statement of the major of applicants' job and/or role of organization to clarify the relation with the theme of the training.

Also, the hopes of applicants how to use the profit through this training to the work after the training are the most important viewpoint.

If applicants are from the research field, they can describe their research theme, i.e. the brief introduction of research with a summary of the results obtained, followed by a statement or the conclusions etc.