

member eXchange

Find out more about our members and how they are working towards access to safe drinking water for all rural people

Exchanging ideas and experience is at the heart of what RWSN is about, but the online world is overloaded with content, some of it good, some of it less so. Over the last 6 years, RWSN has run over 120 webinars in 3 languages, but that is only scratching the surface of what is out there and we want to give a platform to our members who are working on rural water at an operational level around the world. The **RWSN member eXchange** is an experiment to see if we can do that. What we would like you to do is:

- ▶ Record a short video or PowerPoint presentation
- ▶ Write a short blog post that links to your film/presentation and provides links so that people can find out more about what you are talking about.

What we will do is:

- ▶ Provide helpful feedback to strengthen your presentation or case study
- ▶ If we accept your final video and post then we will promote through our social media platforms and to relevant RWSN dgroup communities.

In this initial trial we will just be accepting submissions in English, but if it goes well then we will support other languages in a later call. However, if you want to provide subtitles or translation then you are most welcome.

How does it work?

1. Develop your idea of what you want to present

- ▶ **It should relate to rural water supply or rural water resources management.** It can relate to an integrated approach that combines rural water supply with sanitation or hygiene or other types of rural development and environmental management.
- ▶ **You can present a story or case study from your direct experience.** What may seem an everyday experience or challenge in your work will probably be of great interest to other rural water professionals around the world.

- ▶ **You can present an idea, research findings, a new technology or approach.** But please be honest and reflective on its strengths and weaknesses. This is not a commercial advertising platform.
- ▶ **Keep it short and focused.** You probably have 10 or more great ideas. Just present one, as clearly and concisely as possible.
- ▶ **You can get some ideas from the 7th RWSN Forum (2016):**
<https://rwsn7.net/content/>

2. Record your film or presentation

There are different ways you can present your idea, but here are two options:

Film

- ▶ Keep it short: ideally 5 – 10 minutes.
- ▶ It does not have to be professional – with a Smart Phone is fine. Use film to tell your story and show us where you work and who you work with. Make it interesting and engaging.
- ▶ Make sure the audio is clear – use a separate microphone if you can.

Powerpoint Presentation with audio

1. The presentation should be 10-13 minutes long. This will probably work out at about 10 slides + an intro + end slide with contact details (12 in total). You should not use any animations or special effects in your slides.
2. You should pre-record your presentation using the record features in PowerPoint. Instructions on how to do this can be found on the Microsoft Website or searching on YouTube:
 - a. **English:** <https://support.office.com/en-gb/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?>
 - b. **Français:** <https://support.office.com/fr-fr/article/enregistrer-un-diaporama-avec-une-narration-et-un-minutage-des-diapositives>
 - c. **Español :** <https://support.office.com/es-es/article/grabar-una-presentaci%C3%B3n-con-diapositivas-con-narraci%C3%B3n-e-intervalos-de-diapositivas-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?>
3. We recommend you to do a test with the first slide. Record one or two sentences on the first slide and listen. If you are happy with the sound and your voice (see advices on page 2), you can continue.
4. Final check: Watch and listen to your presentation to check that everything sounds as you want it¹.

3. Write your blog post

1. It should be 350-400 words long.
2. A catchy title.

¹ If the sound volume is too loud or quiet then first check the volume setting, as that is more likely to be the problem than the audio recording itself.

3. It should relate directly to your film/video, for example pulling out the top 1-3 key points.
4. A short bio (2-3 sentences) of the speaker(s) and their organisation(s).
5. Web-links to further information, contacts and references.

Your film will be embedded in the blog post.

4. Send to us

1. Send the Film/Powerpoint file (with the embedded audio) via a file-sharing platform² to Sean Furey (sean.furey@skat.ch). Please state which version of PowerPoint you used.
2. Send the blog post in a Word or Text file by email to Sean Furey (sean.furey@skat.ch).

There is no specific deadline

What happens next?

- ▶ We will review your film and your blog post. If we think it is ready then we will schedule your post to be published on the [RWSN Blog](#) and the [RWSN YouTube Channel](#).
- ▶ We will look to publish accepted submissions on a weekly basis in **early 2021**.

Important

- ▶ This service is provided in good faith to RWSN individual members and Member Organisations and based on our limited resources to review and publish material so that we ask for your patience and goodwill.
- ▶ Respect copyrights and intellectual property. If you are using someone else's ideas, technology, published work, photography or images then ensure that you have permission and include the necessary references and citations.
- ▶ Respect others. Views that can be deemed slanderous, derogatory or factually wrong will not be accepted.
- ▶ Being published through the RWSN Exchange does not mean that RWSN, the Secretariat (Skat Foundation) or any of the Executive Steering Committee organisations endorses your organisation, idea, technology or service.
- ▶ The RWSN Secretariat reserves the right to refuse to publish on, and to remove published material from, our platforms without prior consent, notice or justification.

² Examples: Dropbox, GoogleDrive, www.sendbigfiles.com