

# Oral Presentation Guideline

Ver. 1

## 1) Visual aids

- Please use a PC projector in the conference room.
- Please use your own PC for your presentation. (There is none PC in the conference room.)
- Please come and check your PC setting during a break time before starting your session by connecting with the PC projector in advance.
- If you need any assistance, please ask our room staff before starting your session.

## 2) Others

- In the conference room, please take your seat at "Next Speaker"-signed seats.

## 3) Presentation time

- Each presentation has 15 min including Q&A.
- Please make your presentation in 12 min., and 3 min. for Q&A.