

UCEC2017 INSTRUCTIONS FOR ORAL PRESENTATION

1. TIME & VENUE

All oral presentations will be held at the building 4 in Kyoto University of Foreign Studies.

Please confirm the date, time and room for your presentation by the attached program.
Please also be sure to be at your session room 10 minutes prior to the session.

2. TIME ALLOWANCE FOR PRESENTATION

30min is allocated for each presenter; 20min of presentation followed by 10min of Q and A period.

Please ensure that your presentation does not run over the allotted time.

3. PRESENTATION SYSTEM

Each oral session room is equipped with a microphone, a laser pointer and a fixed LCD projector.

All oral speakers are required to submit presentation data <by Wednesday, September 20>

How to submit: to be informed in the next announcement.

For the data format, please be sure to follow the guidelines below.

<IMPORTANT>

This is to ensure beforehand that your data will be projected without any technical errors with our PC.

Without receiving your data by the date above, we will not guarantee if your data function works properly.

*1 Each session room will be equipped with a laptop computer in which *Microsoft PowerPoint 2016* is installed. (OS: Windows 7, English version).

*2 **Bringing your own laptop is NOT acceptable** to avoid causing connection errors between both PC environments. Please either send your data or bring it in USB device.

*3 **Mac is NOT acceptable** to create your PowerPoint data due to risk of failure for reviewing and operating graphical tools in our PC.

*4 Sound system will be available. Please inform to a staff at the room before the session starts.
If your data includes movie, please be sure to submit it to us in advance.

4. CHECK-IN FOR PRESENTATION

We will have your submitted data ready at the session room. If you make any change on your data after September 20, please bring yours in USB device to a staff.

Thank you in advance for your generous understanding and cooperation for the success of UCEC2017!