

## **Guidelines for Oral Presentation Using LCD Projector (MS Power Point)**

All oral presentations will be performed using the **LCD projector (MS PowerPoint)**. Speakers should read the following guidelines carefully.

### **1. What should you bring?**

Please bring the media (**USB flash memory**) on which your presentation file (prepared by MS power point) is saved. To avoid the infection by computer viruses from data storage media to the meeting-room PC or from the meeting-room PC to the data storage media, **please use the WRITE-PROTECT USB flash memory** when you copy the file to the meeting-room PC.

### **2. What are prepared in the meeting room?**

- a) In the meeting room, an LCD projector, a notebook PC (**Windows PowerPoint 2016** has been installed, USB2.0) and a laser pointer are provided.
- b) The operating system (OS) of the provided notebook PC is **Windows 10** (Other OSs such as Windows Vista, Windows XP and Macintosh etc. are not available).

### **3. Preparation for presentation**

- a) **Presentation file prepared by Windows PowerPoint 2016 or older versions on USB flash memory**

Please copy the presentation file from the medium onto the provided notebook PC in the meeting room **by 8:50 am** for the morning session speakers and **by at least 10 minutes before the session** for the afternoon session speakers.

- b) Please follow the instructions of conference staffs concerning the file copy.
- c) The size of presentation file copied onto the provided notebook PC should be **less than 100 MB**. Animated pictures prepared by MPEG are available. The name of the copied file on the provided notebook PC should consist of the presentation number without hyphens and speaker's name as follows;

[Example] (2-A-15-3) The azo dye degradation using the white rot fungi, ○Hanako NENKAI and Taro GAKKAI (Nihonmizukan Univ. Eng.)

In this case, the file name is "2A153HanakoNENKAI".

### **4. Deletion of presentation file**

The presentation files on the provided notebook PC will be deleted after your presentation by the annual conference organizing committee.