

Guidelines for IZES Oral Presenter

1. Scheduled time is 20 min per one presenter in Session. Please make sure to keep the time.
(Oral presentation 15 min + QandA 5 min)
 - A timekeeper is present in each session.
 - 2 min before the end of presentation; 1 bell rings.
 - Presentation end time; 2 bell rings.
 - QandA end time; 3 bell rings.
2. Presenters can make a presentation without a mask. (An acrylic board is placed on the desk)
3. Presenters operate the computer by yourself.
4. Presenters use a hand microphone and a laser pointer.
5. The electronic file of the presentation must be submitted directly to staff in each presentation room by the morning of your presentation day.
6. The electronic file of the presentation can be accepted in PPT or PDF format.
7. The name of the electronic file is e.g. A12-Z(presentation number)_ZZZZ(presenter's name).
8. If you have movie data, please put it in the same folder and/or insert into the slides (please don't use hyperlink).
9. Your own computers are NOT used in your presentations in principle. If you have a special request to use your own computer, please contact us at izes-abstract@zc.iir.titech.ac.jp prior to the beginning of the conference.
10. We guarantee to delete your file completely in our computer after the conference.