

Instructions for Oral Presentations

Please review the following carefully to ensure your readiness and avoid problems.

A. Presentation Time

General presentation: 20 minutes total.

Invited/Guest presentation: 20/40/60 minutes total. (It depends on session.)

Bell (timer setting) common rule:

- 1st 2 minutes before the end of presentation.
- 2nd At the end of presentation
- 3rd At the end of discussion

A total of 20 minutes is taken for one frame.

For example; Presentation: 14min. / Discussion: 4min. / Extension: 1min. : Total 20min.

Time allocation depends on session.

The general oral presentation shall be 13 minutes for presentation, 6 minutes for question and answer, 1 minute for change (total 20 minutes).

B. Equipment and Materials

1. The Ceramic Society of Japan(CerSJ) will provide the following:
 - 1-1. LCD
 - 1-2. Connection cables (mini D-sub 15-pin terminal (male))
 - 1-3. Monitor switch
 - 1-4. AC power for PC (table outlet).
2. **Presenters should prepare the following:**
 - 2-1. If you plan to use the LCD: A PC (with mini D-sub 15-pin video output terminal (female))
 - 2-2. Connection adaptor if your PC is not equipped with a mini D-sub 15-pin terminal (female),
***Particularly if you use an ultrathin laptop computer or a Macintosh.**
 - 2-3. Data for presentationPlease prepare ppt file and pdf file with USB flash memory for troubleshooting measures.

C. Flow of Preparation and Presentation

As a seat for the next speaker will be provided, please be sure to be seated there before your turn and be ready for your presentation. Please allow enough time for preparation.

1. Start up PC and open presentation files.
2. Connect cables (to PC) before presentation.
3. Switch output mode to external video output.
4. Select your video output.
5. Give presentation.
6. Disconnect cables from PC upon completion of the presentation.

D. Points to be checked, Notes

1. Please check how to change the your PC screen output mode to external video output in your PC operating manual. The procedure for Windows and Mac OS differs, and also it depends on your PC model and OS version.
2. Please check the screen resolution of your PC (XGA, SXGA, SXGA+, WXGA, etc). The LCD projectors used in the meeting can display up to XGA (1024 x 768 pixels). SXGA or higher resolution and WXGA for wide displays may not be displayed properly.
3. Please familiarize yourself with the operation of the presentation software (such as PowerPoint).
4. Please be aware that some types of PC (including some with a Macintosh) do not recognize the video output mode unless the LCD connection is made before the PC is started up.
5. There will be no audio connection. Please turn off all sound from the PC during preparation and presentation.
6. Please check that there is sufficient PC power and deactivate the power-saving function so that your PC will not shut down during your presentation.
7. The society will not provide PCs for presentations.
8. You are responsible for all operations, including connecting your PC to the monitor switch and selecting your video output.
9. No extension of your presentation time due to problems with your PC will be allowed. Please also bring USB flash media sheets for your presentation in case you have problems with your PC.
10. The Ceramic Society of Japan (CerSJ) will not provide the preview room.
Please confirm the connection and projection for LCD with your PC in the spare time of the meeting place (morning, the lunch break, break time)