AUV 2016 ORAL PRESENTATION GUIDELINE

DATE AND TIME OF YOUR PRESENTATION

• Please refer to the Preliminary Program announced on the workshop webpage for DATE and TIME of your presentation. (http://www.auv2016.org/)

• Be sure to be in the room for your presentation at least 15 minutes before the session starts. Notify the session chair or the assistant in the meeting room when you come in.

• You are advised to bring your own laptop, please connect your laptop for test projection before the session starts.

• If you wish to check your presentation (test run) you will need to come either in the morning or during the break prior to your session.

SPEAKING TIME AND EQUIPMENT

• Each speaker will have 15 minutes for presentation including 3 minutes for discussion.

• LCD projector and a back-up Windows PC (Windows 7 English) will be provided in the meeting room.

• D Sub and HDMI connector cables will be provided for projectors. If your laptop uses other types of connectors, you should bring an adapter.

• If your presentation includes sound, HDMI or stereo mini plug can be used to connect the laptop to the speaker system. If your presentation includes sound, please inform the session chair or the assistant in the room before the session starts.

• If you wish to use the PC in the session room, we request that you bring your presentation material on a USB Flash Drive.

• Windows PC in the session room will run on Windows 7 English, with following applications installed.

PowerPoint 2013

Adobe Reader

Microsoft Office 2013

• Reminder - For the presenters from outside Japan, please remember to bring your own power adapter. (AC100V, 50Hz.)