Instruction for Oral Presentation

1. Guidelines of Presentation Data and Uploading

We recommend you make your slides with aspect ratio of 16:9 by Microsoft PowerPoint. The name of the file should be labeled with the session number and your name as follows:

e.g. Session 1_HiroshiNakata.pptx

To ensure that the program runs smoothly, all speakers are requested to upload presentation data to the designated Dropbox by April 14th(JST). The secretariat will provide the URL in March. As your backup, all speakers are requested to bring the data on a USB memory stick or their own PC. If you would like to use Macintosh, your own PC or special software except PowerPoint (e.g. Google Slides) for presentation, please inform the secretariat in advance.

2. Time Allocation

	Presentation	Discussion	Total
Keynote (Session 1)	**35 min.**	**5 min.**	**40 min.**
Keynote	**25 min.**	**5 min.**	**30 min.**
Invited papers	**15 min.**	**5 min.**	**20 min.**
Regular	**12 min.**	**3 min.**	**15 min.**

Caution

We will ring a bell as a caution only for the Regular Papers * **No caution** for Keynote and Invited Papers.

After a lapse of	Number of bells	Meaning
0-10 min.	**Once**	**presentation**
10-15 min.		**QA session**
15 min.	**Twice**	**Quit the discussion**
Every 1 min.	**Once**	**warning**

3. Equipment for Presentation at the symposium venue

At the symposium venue, please visit "Speaker's Check-in" for confirmation no later than 1 hour before your session starts (8:30 am for the speakers of Session 1). All speakers are requested to visit "Speaker's Check-in" even if you use your own PC for presentation.

The "Speaker's Check-in" will be open during the following hours:

April 16 (Tue.)	April 17 (Wed.)	April 18 (Thu.)
8:30 am - 6:00 pm	**8:30 am - 4:30 pm**	**8:30 am - 3:00 pm**

The secretariat will provide a PC in a symposium room. Symposium room is provided with Windows laptop computer which Microsoft PowerPoint is installed (OS: Windows10, English version; Software: Microsoft PowerPoint 2021) and projector.

*Macintosh is not available. If you must use it, please bring your own PC.

**Please note that the projectors are connected to computers via an HDMI plug. If your PC does not use this type of plug, please bring the necessary adaptor with you.

***All presentation files will be removed from our PC after the sessions finish.

****Your material may be reviewed by only PMJ Program committee members.