

# ISE20 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.
- 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 20 minutes for presentation including 5 minutes for discussion.
- HDMI connector cables will be provided for projectors. If your laptop uses other types of connectors, you should bring an adapter.
- Reminder - For the presenters from outside Japan, please remember to bring your own power adapter. (AC100V, 50Hz.)
- ALL laptops **MUST** have the sleep mode turned **OFF** prior to connecting to the switcher. This will save time at the podium.
- A laser pointer and a lavalier microphone will be provided.