

Instruction for Oral Presentation at the ANQ Congress 2016

This is an instruction for oral presentation at the ANQ Congress 2016. Please read the following instruction carefully and prepare to make your presentation wonderful!

(1) CONTACT to SESSION CHAIRPERSON

Before starting your session, please contact your session chairperson because the chairperson will introduce you in the session.

(2) YOU HAVE 25 MINUTES

You have 25 minutes for your presentation including questions and answers. We suggest 17–20 minutes for talk and the rest 8–5 minutes for Q&A. Standard schedule is 25 minutes for each talk and Q&A as follows.

Presentation = talk + Q&A

DO NOT EXCESS 25 minutes for your talk. The session chair may stop you if your talk is not finished after 25 minutes past.

(3) AVAILABLE FACILITIES

The programme committee prepares one set of PC + LCD projector for each session room. If you would like to use LCD projector, please bring your presentation in the form of Power Point or PDF file on a memory stick.

The LCD projectors are the standard type that is expected to connect standard video port of PC.

(4) PLEASE PREPARE HANDOUTS

We strongly recommend preparing handouts, such as a copy of the Power Point file, summary of the papers, etc., for the audience of your talk. Since the congress-proceedings are provided by USB, the audience has little chance to know your research precisely. The handouts may help the audience to understand your research. It may be enough to prepare 30 handouts, although there may be some exceptions. There are no facilities of copy machine at the congress cite, so please make copies before the joining the congress.