

# **MHS2014**

## **Oral Presentation Guideline**

Ver. 1

### **1) Visual Aids Equipment**

- Each session room will be equipped with a PC projector.
- Please take your PCs to conference rooms at least 30 min. before your presentation (before starting your session.).
- Please be sure to preview with the projector for your PCs before your presentation during break (before starting your session.).
- The equipment should be controlled by each speaker. If you need any assistance, please ask our staff.
- When you finish your presentation, please remember to take your PCs with you.

### **2) Others**

- In the conference room, please take your seat at "Next Speaker"-signed seats.

### **3) Time Schedule**

- The time scheduled for your presentation is 15 min. The 15 min. is included a time for Q&A also.
- Please arrange your presentation for a 12 min., and leave 3 min. for Q&A.