HOW TO PREPARE FACE TO FACE PRESENTATION

For the general presentation, the 20 minutes time slots should be divided into 15 minutes of presentation and 5 minutes of questions.

WebEx meeting will be used for hybrid conference style. Please download and install WebEx from the following link before the conference.
https://www.webex.com/downloads.html

Note that you must install **WebEx meeting**, even if you come to the venue to present.
Also, be sure to bring your own PC with Internet access.

WiFi will be available at the conference room. However, for your security reasons, if you do not intend to use it, you will need to prepare your own mobile router, etc.

The URL to connect to the session will be posted on the presentation program to be released. The presentation program of the conference will be sent by e-mail from conference secretary at a later date.

Please change the WebEx name to **"PF_YourFaimiiyName_Affiliation"** in advance (or When you login WebEx).
Ex.) PF_Yamada_UTokyo

The presentation slides will be shared using the screen sharing feature of WebEx. Note that your PC will not be connected directly to the projector via an HDMI cable.
Your voice via a microphone provided at the room will be output to face-to-face audience at the room, and will be delivered to the online audience via WebEx.

Any template for power point will not be provided. You can use any format of 4:3 or 16:9.