# HOW TO PREPARE YOUR ONLINE 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

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 "**PO_YourFaimiiyName_Affiliation**" in advance (or When you login WebEx).
Ex.) PO_Yamada_UTokyo

The presentation slides will be shared using the screen sharing feature of WebEx. The slides will be projected on the screen at the Face to Face room through a projector.

The presenter's video and audio will be output to the Face to Face room via WebEX.

Video and audio from the Face to Face room will be output to the online presenters via WebEx.

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

**<span style="color:red">Capturing or recording of presentations is strictly prohibited.</span>**

We will conduct a WebEx connection test on Monday, November 14, between 15:30 and 17:00 Japan time. If you wish to participate, please connect to the following address.
https://utelecon.webex.com/utelecon-jp/j.php?MTID=mf047665a26ce45c34cc86ee674228742
Meeting Number: 2514 784 0441
Password: QKfDgyss473