

Oral Presentation Guidelines

April 21, 2023

It is our pleasure to welcome you as a speaker at the 21st Symposium on Organic Chemistry: the Next Generation in Nagoya. To ensure the smooth progression of the program and provide enough time for questions and answers, please strictly adhere to the allotted time.

Instructions for oral presentation

<Slide preparation>

- Presenters will have **15 minutes for presentation and 10 minutes for discussion.**
- Prepare your PowerPoint slides in either 4:3 or 16:9 aspect ratio.

<What to bring>

- **Your own laptop with an HDMI port.** If your PC does not have an HDMI port, please bring your own converter.
- USB memory stick with your presentation data for backup. In case of trouble, two reserve PCs (Windows 10 Professional, PowerPoint 2021 and Macintosh OS 11.4 Big Sur, PowerPoint 2021) will be available. Note that these are used only as backup and do not guarantee a correct display of your presentation file.

<On the day of your presentation>

- **Disable sleep mode, screen savers, and virus scans in advance.**
- There is no reception for presenters.
- **Bring your laptop to the projection desk during the break before the session of your presentation.** Presenters for the first session in the morning or afternoon are asked to bring a laptop 15 minutes before the session starts. The projection desk is located at the right side of the screen.
- Once your laptop is connected to the mixer, please do not shut it down. Hand it over to the projectionist in slideshow mode.
- Your presentation slides will be projected both to the screen (at the venue) and the webcast computer (for online) from your computer via the HDMI connection.
- Please operate your own computer on the stage. Indicating figures and slides for questions is recommended during discussion.
- Your computer will be returned from the projection desk after the session of your presentation is finished.
- You are asked to be familiar with the external output switching method for your own computer before coming to the symposium. For Windows users, there may be a need to switch to external output using the Fn key.

The symposium is managed by the symposium organizers and students without outside vendors. We appreciate the cooperation of all presenters to ensure a smooth operation. If you have any questions, please contact Shinichiro Kamino (skamino@dpc.agu.ac.jp), who is in charge of the venue, or the secretariat (jisedai21@p.kanazawa-u.ac.jp) by email.