

Important Information for Final Presentation (FY2016)

3 Feb 2017

Department of Civil and Environmental Engineering
Graduate School of Science and Engineering, Saitama University

1. Notice

- 1) Presentation time for each person is tabulated in the following table. The extension of presentation time is not allowed for any reason.

	Presentation	Discussion	Total	Bell Timing
Master Thesis	12 min.	6 min.	18 min.	First bell: 2 min. before the end of presentation
Undergraduate	7 min.	3 min.	10 min.	Second Bell: The end of presentation Third Bell: The end of discussion

- 2) The presenter shall be seated in the front row of the venue before the beginning of the preceding presentation.
- 3) The presenter shall give student ID, name and presentation title when starting the presentation.
- 4) Presentation shall be concluded when you hear the second bell.

2. Facilities [IMPORTANT!]

The room is equipped with a projector and a PC for presentations. The following points shall be noticed. Presenters are strongly recommended to check that the presentation file works correctly using the facilities at least one day prior to presentation.

1)

- The presentation file should be saved as “your student ID number” + “your name”.pptx (e.g. s14me150JohnDoe.pptx) on the desktop before your presentation. The deadline of copying your file to the PC for presentations is according to your presentation schedule. If your presentation is in 1st or 2nd session (before noon), you must copy your file to the PC before 8:40 AM. If your presentation is in 3rd or later session (after noon), you must copy your file to the PC before 12:40 PM. You should check whether your file can be displayed and run in the PC properly.
- The presenter is requested to close his/her presentation window and return to the desktop before leaving the podium for the convenience of the next speaker.

- 2) **Microsoft PowerPoint 2013** is installed in the PC for the presentation. Using a file in earlier formats (for example, PowerPoint 2003 or 2007) may cause trouble when running it in PowerPoint 2013. Make sure that the presentation displays properly on the screen with the software.