

Important Information for Final Presentations
(FY2021.8)

2021 / 8 / 12

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

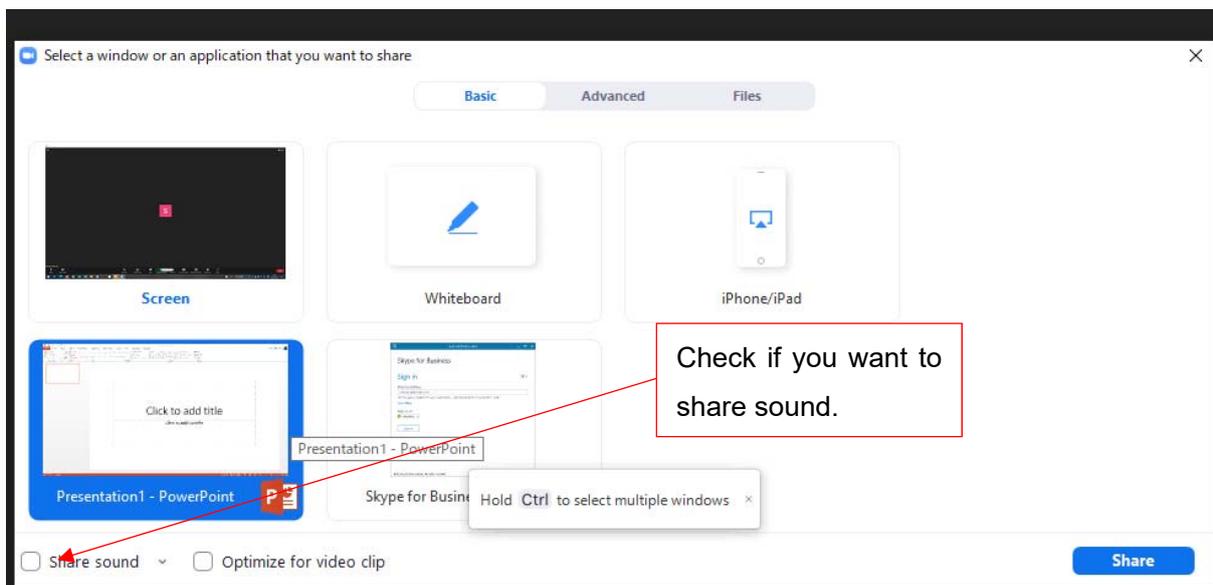
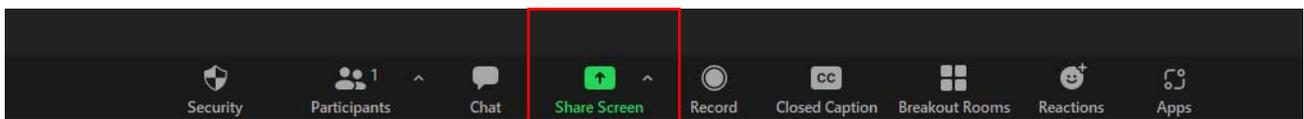
[A] Notice

A.1) Presentation time for each person is tabulated as follows. The extension of presentation time is not allowed for any reason.

	Presentation	Discussion	Total	Bell timing
Master Thesis	12 min.	6 min.	18 min.	<u>First bell</u> : 2 min. before the end of presentation <u>Second bell</u> : The end of presentation <u>Third bell</u> : The end of discussion

A.2) The presenter listens to other students' presentations through ZOOM and not at the presentation venue. Once the preceding presentation begins, the presenter shall move to the lounge adjacent to No. 32 Lecture Room (2F, 2nd Bldg. of the Dept. of Civil and Env. Eng.) and wait for his/her turn to present.

A.3) When you start your presentation, please share ppt screen using "Share Screen" option in Zoom. If you want to share the movie sound in the presentation, please check "Share sound" when you select ppt screen as shown below.



- A.4) The presenter shall give student ID, name, and presentation title when starting the presentation.
- A.5) Presentation shall be concluded when you hear the second bell.
- A.6) The presenter **must wear a mask** when making the presentation. For pointing at the screen during the presentation, the presenter shall use a pointing stick and not the laser pointer or the cursor on the PC screen.
- A.7) All other students who wish to observe presentations shall do so through ZOOM and not at the presentation venue.
- A.8) **When your body temperature exceeds 37.5 °C or you feel unwell after waking up, shall not come to university and please inform Osada (osada@mail.saitama-u.ac.jp) or Asamoto (asamoto@mail.saitama-u.ac.jp) or your supervisor as soon as possible.** The most importance is your health and to prevent spreading of COVID-19 infection. We would reconsider how you can do final defense even if you cannot come to university on the 24th August.

[B] Facilities [**IMPORTANT!**]

The room is equipped with a projector and a PC for presentations. Presentations will be a live broadcast through ZOOM meeting platform by using an external camera, a microphone, and a speaker. Presenters are strongly recommended to understand the setup and check that the presentation file works correctly using the facilities during the timeframe designated for setup checking. The following points shall be noticed.

- B.1) The presentation file should be saved as ["your student ID number" + "your name".pptx] (e.g. s18me150JohnDoe.pptx) on the computer desktop before your presentation. You must copy your file to the PC before 8:45 AM on the day of presentation. Moreover, you should check whether your file can be displayed and run in the PC properly.
- B.2) Microsoft PowerPoint (Microsoft365) 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 the latest version. Make sure that the presentation displays properly on the screen with the software.
- B.3) 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.