Important Information for Final Presentations

(FY2022.8)

2022 / 8 / 8

Department of Civil and Environmental Engineering

Graduate School of Science and Engineering, Saitama University

[A] Notice

A.1) Presentation time for each person will be as listed in the following table. <u>Extension of presentation time is not allowed for any reason.</u>

	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 will listen to other students' presentations through ZOOM <u>and not at the presentation venue</u>. Once the preceding presentation begins, the presenter shall come to the lounge next 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 your screen using "Share Screen" option in Zoom. Moreover, if you want to share sound for any video(s) embedded in your presentation, make sure to check "Share sound" when you select 'Share Screen' as highlighted below.
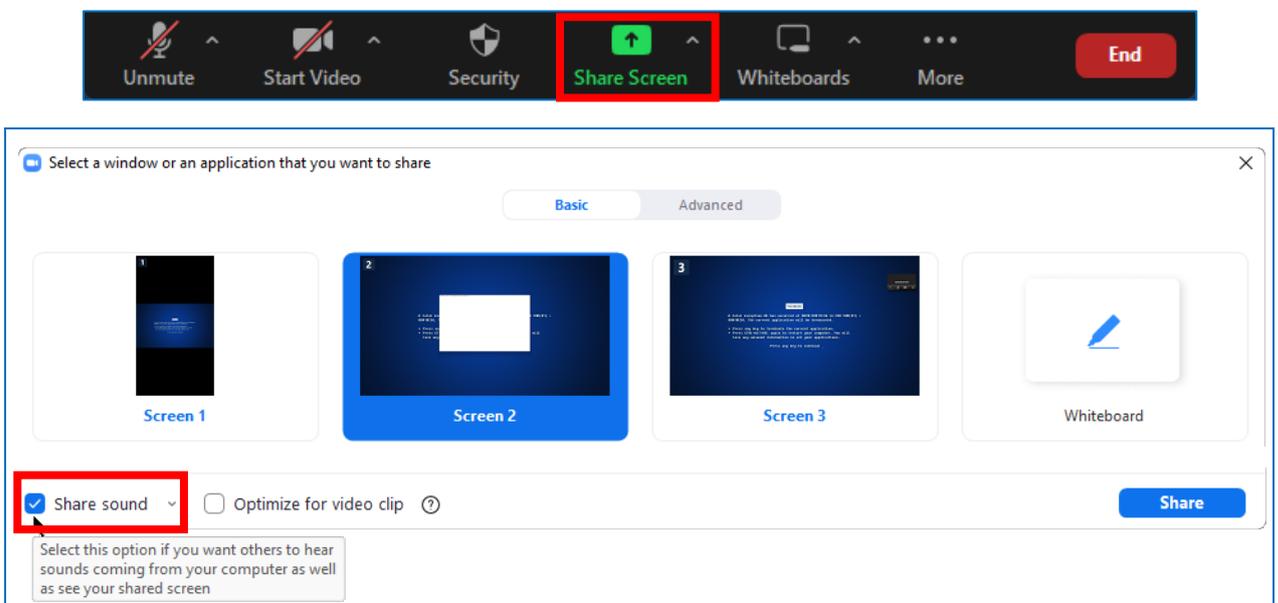
A.4) The presenter shall give student ID, name, and presentation title when starting the presentation.

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) If your body temperature exceeds 37.5°C or you feel unwell after waking up on the day of the presentation, you should refrain from coming to the university and must inform your supervisor and Fukahori (fukahori@mail.saitama-u.ac.jp) or Goit (chandra@mail.saitama-u.ac.jp) as soon as possible. In such case, we would reconsider how you can do your final defense in case you cannot present on August 22. The most important point is your health and to prevent the spread of COVID-19 infection.

[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 uploaded latest by 8:00 AM on the day of presentation. Details on how to upload the file will be provided separately. The name of the file to be uploaded should be as ["your student ID number" + "your name".pptx] (e.g., s20me150JohnDoe.pptx). Moreover, you should check whether your file can be displayed and run in the PC properly during the designated timeframe for checking.

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 before leaving the podium for the convenience of the next speaker.