

Instructions for Oral Presenters

Updated on Aug 25, 2025

Presentation Guidelines

- All presenters are asked to bring their own laptop for use during their session, or to bring their presentation on a USB drive.
- Each conference is equipped with a monitor that can be connected via HDMI. Please ensure your laptop has an HDMI port or bring an appropriate adapter.
- Presentations should be prepared using a Microsoft PowerPoint in widescreen format (16:9) for optimal display on the monitors. All rooms are equipped with monitors in 16:9 ratio. Slides in 4:3 are acceptable but may appear with borders or be scaled.

Before Your Session

- Arrive at your presentation room at least 10-15 minutes before the scheduled start time of your session.
- If you plan to use your own laptop, test the HDMI connection in advance (no later than the break time before your session) with the support staff.
- If you are using a USB drive, please allow time to copy your file to the session room computer.

Additional Information

- Staff will be available to assist with basic connection issues, but presenters are responsible for ensuring their own laptop compatibility and readiness.
- We appreciate your cooperation in helping us deliver a smooth and engaging experience for all attendees. If you have questions, please contact us at arn10@mail2.adm.kyoto-u.ac.jp.