

23rd International Symposium on Quality Function Deployment



Presentation Guidelines

1. Presentation program

Program will become available and be announced at the end of August.

2. Meeting

Meeting with the session chair will not be held prior to your presentation.

3. Equipment

a) LCD Projector will be available at the venue.

Note: RGB and HDMI can connect to the projectors installed at the venue.

b) PC

Presenters are to bring one's own PC.

c) Machine check

- Check before presentation: There will be 10 minutes break between presentations. Please come to the presentation venue during the break right before the slot you are presenting and follow the instruction of secretariat staff at the venue.

- Check in advance: Presenters may come to the presentation venue in advance for machine check. Available time for the check will be announced when the program finalizes.

d) Back up data

Due to machine failures, there are cases in which presenters may not be able to complete one's presentation successfully. Please make sure to bring USB memory stick that contains your presentation in order to avoid such incidents.

e) Presentation

1. Start up your PC and be ready to start your presentation by the end of the 10 minutes break right before the slot you are presenting. Allotted time is solely for presentation.

2. After the presentation, remove your PC swiftly for the next presenter during the break.

3. Presenter will have 1 microphone. In case needing 2, please use that of the session chair.

4. If you should need any assistance for mechanical operation, please come to the secretariat staff standing by at the presentation venue in advance.

Contact information

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