

**Information Processing Society of Japan**  
**Kansai Branch**  
**Fundamentals of Presentation Skills for International Conferences**  
**(REMOTE TRAINING PROGRAM)**  
**November 6, 2021**

11/6	Schedule
9:15-9:25	<b>Orientation:</b> <ul style="list-style-type: none"> <li>- Self-introductions</li> <li>- Purpose and Goals</li> <li>- Activities</li> </ul>
9:25-9:35	<b>Explanation of Presentation Flow</b> <ul style="list-style-type: none"> <li>- Expectations of Presenters and Audience Members</li> <li>- Equipment and Other Logistics</li> </ul>
9:35-10:15	<b>Lecture/Presentation</b> <i>(abbreviated summary of pre-course lesson)</i> <ul style="list-style-type: none"> <li>- Fundamentals of Presentation</li> </ul>
10:15-12:15	<b>Presentations: Presenters 1~2*</b> (Flow for each presenter) <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Question and Answer</li> <li>- Peer Critique</li> <li>- Instructor Evaluation</li> </ul>
12:15-13:00	<b>Lunch</b>
13:00-16:50	<b>Presentations: Presenters 3~6*</b> (Flow for each presenter) <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Question and Answer</li> <li>- Peer Critique</li> <li>- Instructor Evaluation</li> </ul>
16:50-17:00	<b>Summary</b> <ul style="list-style-type: none"> <li>- Review of Common Problems, and their Solutions</li> </ul>

*\*Timing of presentations depends on number of trainees*