

Information Processing Society of Japan
Kansai Branch
Fundamentals of Presentation Skills for International Conferences
(REMOTE TRAINING PROGRAM)
November 25, 2023

11/25	Schedule
9:15-9:20	Orientation: <ul style="list-style-type: none"> - Self-introductions - Purpose and Goals - Activities
9:20-9:25	Explanation of Presentation Flow <ul style="list-style-type: none"> - Expectations of Presenters and Audience Members - Equipment and Other Logistics
9:25-10:15	Lecture/Presentation <i>(abbreviated summary of pre-course lesson)</i> <ul style="list-style-type: none"> - Fundamentals of Presentation
10:15-12:15	Presentations: Presenters 1~3* (Flow for each presenter) <ul style="list-style-type: none"> - Presentation - Question and Answer - Peer Critique - Instructor Evaluation
12:15-13:00	Lunch
13:00-16:50	Presentations: Presenters 4~8* (Flow for each presenter) <ul style="list-style-type: none"> - Presentation - Question and Answer - Peer Critique - Instructor Evaluation
16:50-17:00	Summary <ul style="list-style-type: none"> - Q&A - Review of Common Problems, and their Solutions

**Timing of presentations depends on number of trainees*