IPSJ ONLINE SEMINAR

Fundamentals of Presentation Skills for International Conferences
November 25, 2023

Guidelines: Course Preparation & Homework Submission

I. General Responsibilities

Please print the Student Manual sent with these guidelines. Prior to the course, you will need to complete the following tasks:

a. Read over the Lecture Guide for *Fundamentals of Presentation*. You do **not** need to answer the questions, just think about these points.

b. Plan and prepare a 5–10-minute (max.) presentation on your *current* work (or, if necessary, your future or previous work).

c. Build a computer slideshow for your presentation (see next section).

d. The "Presentation Preparation Sheet" (next page) might be useful for you. This form is only to help your preparation: You do *not* need to submit it.

e. As much as possible, practice the presentation before the seminar, where your classmates and instructor will act as your audience.

f. During your presentation, avoid word-for-word reading from a script—speak in a relaxed and natural way.

g. Be prepared to answer questions on your topic from your classmates and instructor. Be active, attentive, and energetic in class!

h. **Peer evaluation**: For each classmate you will complete a Peer Evaluation Form (MS Word document sent with these instructions). You can *either* type directly on the form *or* print out the form (one for each classmate), write clearly on the form, and scan it as a PDF file. *Important*: Write your comments *in Japanese*—the instructor will not read them. Then send all forms to the IPSJ office (see e-mail below).

II. Formatting/Submission of Presentation File

a. Prepare your slideshow file using a standard presentation application (PowerPoint, Keynote, Google Slides) that can be "shared" over Zoom.

b. Use as many slides as needed for a 5–10-minute presentation.

c. Aim for high readability of text (short!) and clear display of graphics.

d. **E-mail** to jimu@kansai.ipsj.or.jp by Friday, **November 17**, 2023

III. Documents Sent to Trainees After Course

a. "Full Guide" text of Lectures

b. Presentation Evaluation by Instructor

c. Peer Evaluation by Classmates

Questions? Please feel free to ask any question you have about the course, in English, to: read@athuman.com

Presentation Preparation Sheet

1.   What is the **topic** of your presentation?
(ex: our new product, our section's procedures, our philosophy)

2.   Who will be the **audience** (real or imagined) that listens to your presentation?
(ex: a conference, potential clients, other members of your section/team)

3.   What is the **purpose** of your presentation?
(ex: to present a new product, to train new employees, to report your work to colleagues, to give a report at an international academic conference)

4.   List the **key words** in your presentation.
(ex: "removable," "cost-cutting," "3-dimensional," "free on board," "wireless operation," "inter-node switching," "network configuration")

5.   Describe **visual aids** you will use in your presentation.
(ex: "graph of heat penetration vs. time," "diagram of the circuit," "table comparing new product with old models," "photo of model in actual use")

6.   What presentation words are **difficult to pronounce**?
(ex: "parallel," "rarely," "spectrometry", "chromosomal aberration," "viscosity," "Fourier analysis," "interstitial," "percutaneous")

7.   Sketch a rough outline of your presentation. For this purpose, it's useful to print out a presentation file of several blank slides in "Slide Sorter" view, which shows empty boxes representing your slides.