

CIRP LCE2017 – Instructions for Speakers

Please follow the items outlined below when preparing your equipment.

A. Equipment for Presentation:

- Only LCD projector is available for your presentation.
- You can use either of your own laptop personal computer (PC) or PCs prepared by the conference organizers. For the latter case, we provide a PC in each session room, which is equipped with Windows OS (ver. 7 or 8.1) and Microsoft Office 2013. If you want to run presentation software on Mac OS, you are recommended to bring your own laptop.
- In case of any trouble, please be advised to bring your USB memory stick to install backup data of your presentation.
- Both VGA (D-sub 15 pin) and HDMI cables are available for connecting your laptop PC to the LCD projector.



B. Checking the connection to LCD projector:

Please check the connection between your PC and LCD Projector during the break time before your session. We do not provide any preparation room.

C. How to start your presentation:

The session chair will introduce you at the beginning of your presentation. After this introduction, you can start your presentation. Please follow the notification of a presentation timetable. You have 15 minutes for your presentation and 5 minutes for discussion. You will hear rings to indicate the time to end the presentation and discussion.

One Ring 2 min. before the end of presentation: 13 min

Two Rings to end the presentation: 15 min

Three Rings to end the discussion: 20 min

We look forward to your presentation in Kamakura.

Sincerely yours,

Shinsuke Kondoh, Ph.D.

Program Chair of the 24th CIRP Conference on Life Cycle Engineering