

## **Guidelines for Oral Presentations**

### ***Instructions for Authors***

SB05Tokyo Academic Secretariat

#### **1. Introduction**

The guidelines intend to assist authors in preparing oral presentations at the 2005 World Sustainable Buildings Conference in Tokyo (SB05Tokyo) to be held September 27-29, 2005, in Tokyo, Japan.

English is the official language of SB05Tokyo. Therefore, English should be used throughout your presentation including your slides and other materials for presentation. No simultaneous interpretation services will be available.

#### **2. Oral Presentations in the Breakout Sessions**

Each author's presentation date, time, and venues will be announced on our website in Mid-July. The conveners in each Breakout Sessions will organize presentations and discussions by their own way. The conveners might contact you before the conference to make well focused discussion in the session.

#### **3. Presentation Schedule**

Each Breakout Session has three hours. Breakout Sessions will be held as following time and date.

Tuesday, September 27 .....	1330–1430
Wednesday, September 28 .....	0900–1200
Wednesday, September 28 .....	1530–1830
Thursday, September 29 .....	0900–1200

#### **4. Visual Aid Requirements**

Authors are recommended to present a PowerPoint presentation. Each room will have a projector connected to a personal computer (PC). Authors are requested to submit their Microsoft PowerPoint file in the Speakers' Preparation Room located on the first floor of the conference venue. Submitted files will be transferred to a PC in the designated rooms for the Breakout Sessions. Presentation files in a format other than PowerPoint cannot be used.

Equipment such as a VHS video cassette recorder, an overhead projector or carousel slide projector is not available.

#### **5. Computer Specifications**

Computers in the room of Breakout Session will be running on the Windows XP operating system. Please bring your file on a computer-readable medium such as a floppy diskette, a CD-ROM, or a USB memory device.

If you are using a Macintosh computer or if you would like to present a movie included in your PowerPoint file, you may bring your own computer for presentation. In such a case, please notify the officer at the Speakers' Preparation Room on-site.

Academic Secretariat will delete all the presentation files after your presentation is over, so that no one can misuse them.

## **6. Speakers' Preparation Room**

Speakers' Preparation Room will be located on the first floor of the conference venue. Presenting authors may test-run their material and submit their computer storage media to the Academic Secretariat. The Speakers' Preparation Room will be open from 0730 to the evening during the conference. Requested time of file submission is as indicated below. On Monday, September 26, it will open from 1600–1900.

All authors are requested to submit their files in the Speakers' Preparation Room in advance of their presentation indicated below.

Presentation on Date .....Deadline of test-run and submission

Day 1 (Tuesday, September 27) PM ..... 1200 Tuesday, September 27  
Day 2 (Wednesday, September 28) AM ..... 1800 Tuesday, September 27  
Day 2 (Wednesday, September 28) PM ..... 1200 Wednesday, September 28  
Day 3 (Thursday, September 29) AM ..... 1800 Wednesday, September 28

## **7. SB05Tokyo Academic Program Commercialism Policy**

Commercialism should be avoided in all presentation materials for the SB05Tokyo Academic Program. The inclusion of any commercial information, such as the use of logos, is not permitted.

Any materials which include nonconforming items will be removed after identification by the Academic Secretariat.