



International Convention on QC Circles 2013 - Taipei Presentation Guidelines

1. Presentation program

- Presentation Schedule/Program will be announced before the end of July.

2. Presentation

- 15 minutes will be allotted for presentation and 5 minutes for Q&A, for a total of 20 minutes per slot.
- Presentations will be carried out under the instruction of the session chair.
- Commentaries and feedbacks on the presentation will not be offered.

3. Language

- Delivery of the presentation should be in **Chinese** or **English**.
- Chinese and English, simultaneous interpretation, will be available throughout the program.

4. Presentation materials (Power Point, etc.)

- You are asked to prepare the materials in **English**.
- There is no page limitation; however, please keep in mind the presentation must be completed in 15 minutes.
- In order to prepare for unexpected presentation equipment failures, you are asked to bring back-up data in a CD-ROM.

5. Equipment

- **Please bring your own PC.**

*We do not recommend to use MAC series computer, because it may not be compatible with projector equipment.

- PC and projector will be connected by cable (Mini D-SUB 15 pins).
- One LCD projector, one rostrum and two microphones will be available for each presentation in each stream.
- Equipment should be operated by the presenters themselves.
- Please deactivate the security function on the PC and presentation data, as it may cause trouble in data projection.



6. Machine check

- The connect ability of your PC and the projector can be checked before the presentation. The details of the machine check (time/venue) will become available along with the program announcement in the end of July.