CIRP LCE2026 – 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.
- There is no specific template that should be used for presentation slides.
- 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. 11) and Microsoft Office. If you want to run presentation software (Keynote) 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.
- Only HDMI cable is available for connecting your laptop PC to the LCD projector. USB Type-C and HDMI adapters will be available in each room.

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
Program Chair of the 33rd CIRP Conference on Life Cycle Engineering