

## **Toshiba Scholarship Mid-Year Meeting** **Instructions for Preparing Presentation**

**Tool :** Microsoft Powerpoint

**Language :** English (both presentation material and oral presentation)

**Number of Pages :** 10 pages of Powerpoint slides

**Top Page:** Name of University (Vietnam National University, Ha Noi University of....)

Title of the research work

Name of the presenter

Type of the postgraduate course

Affiliation

Name, title and signature of the supervisor

### **Other pages should contain the following:**

- Purpose of the research
- Research schedule
- Positioning of the work in the related field
- The essence of the research work being done by the presenter
- Originality of the work  
(What the original contribution of the presenter is.)
- Difficulties being faced in the current research work, if any

### **Preparing Powerpoint slide**

- Font should be bigger than 20 point in size
- Each page should be simple, preferably with graphics and charts

### **Rehearsal :**

- Each student should submit his/her presentation draft to his/her research supervisor or equivalent person in advance to be checked and the draft should be improved.
- Each student should do rehearsal of presentation in advance to supervisors or other people appropriate.

### **Submission:**

Note that the Powerpoint file should be submitted to Toshiba after the presentation in electronic file.