**Venue:**
Nihon University, Surugadai Campus  
Building No.5, 2nd Floor, # 524  
8-14 Kanda Surugadai, 1-Chome, Chiyoda-ku Tokyo  
http://www.cst.nihon-u.ac.jp/campus

**Date:**
August 29, 2015

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**Invitation for Registration:**

**A Short Course on Effective Technical Presentation**
by the American Society of Mechanical Engineers, Japan Section (ASME Japan)

You are invited to attend the “Effective Technical Presentation” to be held at Nihon University on Saturday, August 29, 2015 from 10:00 to 17:00.

As an engineer or technical professional, one is often called upon to make technical presentations. These include presentations made during meetings, briefings, sharing of research findings, or those made during education and training courses. The purpose of this course is to provide guidelines in order to plan, prepare, and deliver effective and efficient technical presentations in English.

**Effective Technical Presentations:**

The short course on English presentation, entitled “Effective Technical Presentation” is a course designed to develop presentation techniques, with the aim of offering hints for technical presentation skills.

This course is designed to provide information which systematically takes learners through the key communication and language skills required to make clear, well-organized short and concise presentations, and enables them to develop these skills in realistic ways. The course covers topics such as:

- Planning and creating presentation slides
- Body language and how to keep audience’s attention
- Describing trends, charts, and graphs
- Avoiding common mistakes and errors in English while delivering a presentation

**Language of Course:** English  
**Venue:** Nihon University, Surugadai Campus, Building No.5, 2nd Floor, # 524  
**Access:** By JR Chuo-Soubu Line get off at Ochanomizu station, walk three minutes to the venue.  
By Tokyo Metro, Chiyoda Line, get off at Shin-Ochanomizu station, walk three minutes to the venue.

**Registration Fee:** 4000 yen (General), 2000 yen (Student or ASME member)  
**Application Deadline:** Aug. 24, 2015  
**Lecturer:** Rasoul Aivazi, Dr. Eng.

For registration please email the following information to: aivazi.rasoul@chiyodacorp.com  
Participants are limited to 20 applicants.

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**Application to attend the Effective Technical Presentation Short Course:**

I would like to attend the Short Course on Aug. 29, 2015 at Nihon University, Surugadai Campus.

Name (First name FAMILY NAME):

E-mail address:

Institution/Company name:

Telephone number:

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**Time split of the course:**

- 10:00 – 10:50 Planning presentation slides
- 11:00 – 12:00 Delivering presentation
- 13:00 – 13:50 Improving presentation skills
- 14:00 – 15:30 Sample presentations (attendees would discuss and comment on the sample presentations)
- 15:40 – 16:00 Advice/Direction for handling Q&A after Presentation
- 16:00 – 16:30 Avoiding common errors while delivering a presentation

The course ends here, but we suggest the audience attend the following a brief informational session as well:

- 16:30 – 17:00 Regarding ASME Japan/ ASME membership