JpGU Meeting 2021（May 30 – June 6）
Uploading Additional materials: Manual

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Created by Meeting Organizing Committee

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1. For Presenters

Thank you for registering to participate in JpGU2021 and uploading e-posters and on-demand videos/movies. This is a guide for uploading Additional materials.
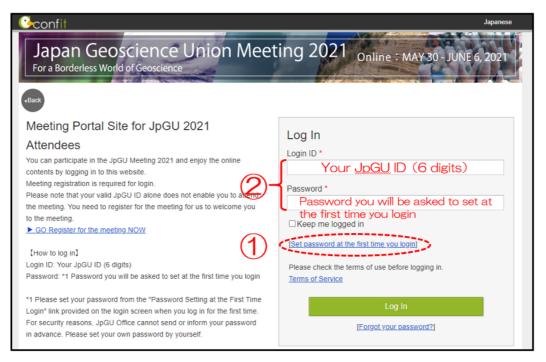
2. Additional materials (Supplemental information)

- You can upload **from May 21 (F), 2021.**
- You can upload up to 10 files of 10 MB or less (PDF, JPEG, JPG, PNG, GIF formats), each.
- You are free to choose any file name for the materials you upload.
- It is not possible to prohibit others from downloading. Please use your own judgment when setting security settings for files.
- If you use movies as the additional materials, upload the created movies to YouTube or other media, and publish the movies with reference to "B-2. Publishing procedure of movies" (p.8-11).
- Display period will be one year after the meeting end.
- If you are unable to make an oral presentation via Zoom due to connection problems, you can use this service.
- Please note that if you upload only additional materials for your poster presentation, we may not be able to issue a certificate of presentation.

3. How to upload/publish "Additional materials"
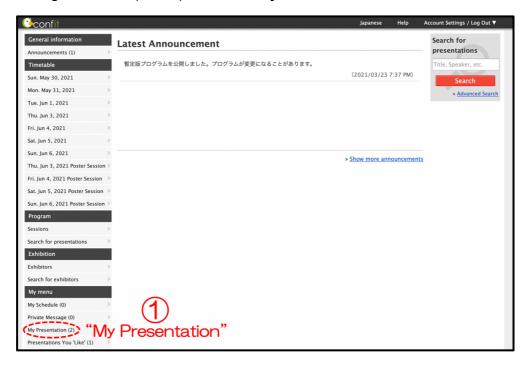
A. Login to the Meeting Portal site "Confit"

- All participants who completed their registrations by May 19 (W) can login at the Meeting portal site (Confit, https://confit.atlas.jp/guide/event/jpgu2021/top) from May 21 (F). You can register after May 21 until June 5 (S), but you will be able to login to Confit only after 15:00 JST on the next day of the registration (excluding weekends and holidays).
- Please set your password from the ① **"Set password at the first time you login"** link provided on the login screen when you log in for the first time. After that, please log in with your ② **JpGU ID (6 digits)**.
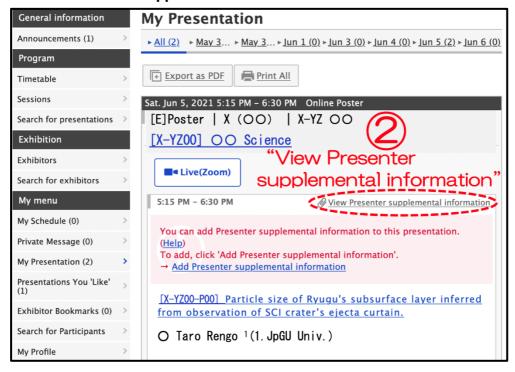
B. Uploading/Publishing procedure
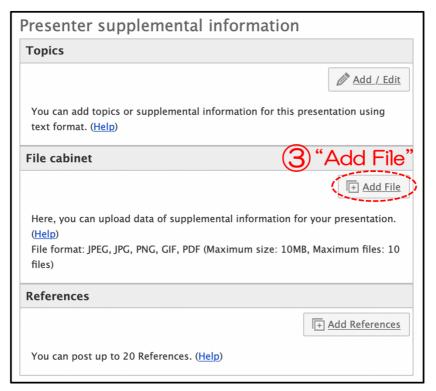
B-1. Uploading/Publishing procedure of pdf・image files

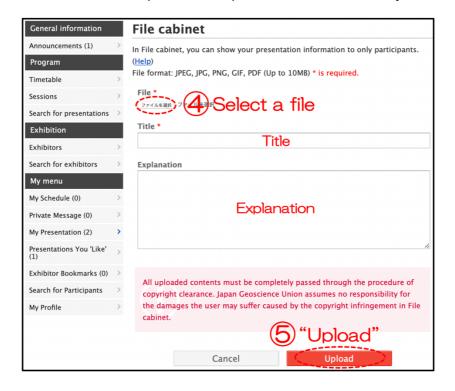① After login to Confit, please proceed to **"My Presentation".**

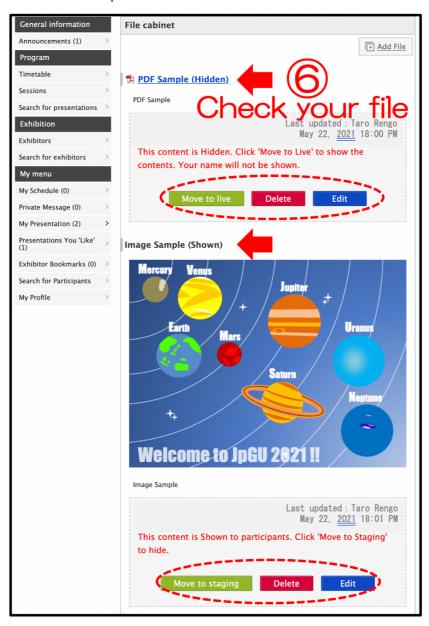② Click **"View Presenter supplemental information"**.

③ Click **"Add File"** in the File cabinet.

④ **Select a file**, enter a title (required) and explanation, and click ⑤ **"Upload"** button.

⑥ **Check your file** in the File cabinet. Click **"Move to live"** to publish the contents to participants. Click **"Move to staging"** to hide (unpublish). You can **"Delete"** files and **"Edit"** their titles and explanations.

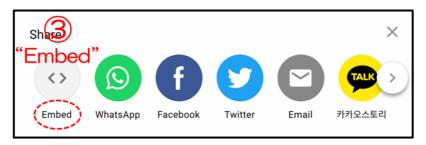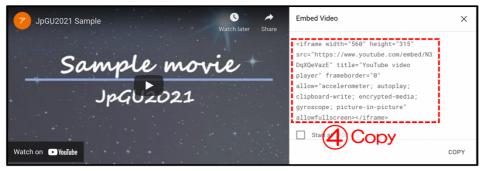## B-2.　Publishing procedure of movies

① Please upload your movies to YouTube or other media. In the following, we will assume that you have uploaded the file to YouTube.

② Click **"SHARE"** on the YouTube screen.

③ Click **"Embed"**.
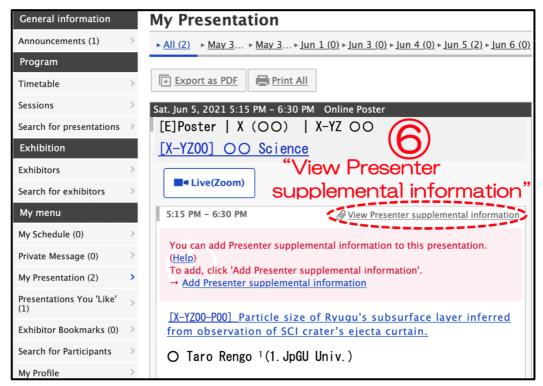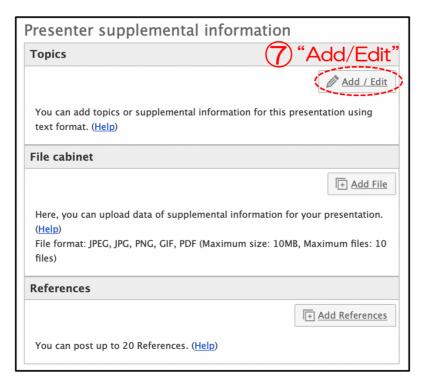

④ Copy the text from <iframe> to </iframe>.

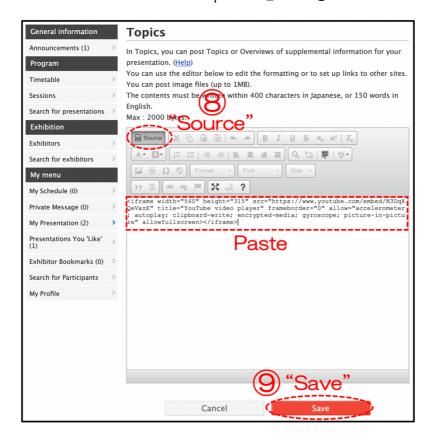⑤ After login to Confit, please proceed to **"My Presentation"**.
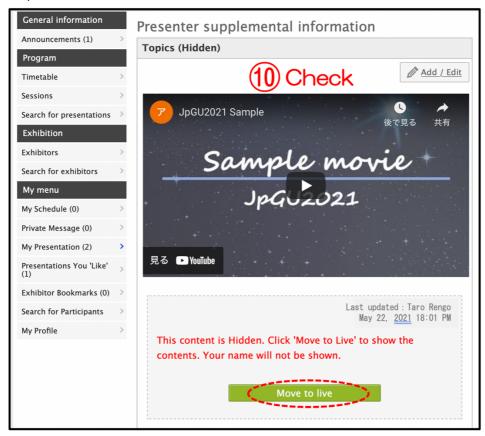

⑥ Click **"View Presenter supplemental information"**.

⑦ Click **"Add/Edit"** in the Topics.

⑧ Click the **"Source"** and **Paste** the text copied in ④ and ⑨ **"Save"**.

⑩　**Check your movie** in the Topics. Click **"Move to live"** to publish the contents to participants.

Click **"OK"** when the message "Are you sure you want to move to live ?" is displayed.

Click **"Move to staging"** to hide (unpublish).