# JpGU Meeting 2021（May 30 – June 6） Participation Manual

**Ver. 1　April 2, 2021**

**Created by Meeting Organizing Committee**

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# 1. Preamble

Since September, 2020, we have been preparing to hold the Japan Geoscience Union Meeting 2021 as a hybrid of on-site and online formats. However, in consideration of the novel corona virus pandemic status, the meeting is to be **held entirely online** in the schedule below.

## May 30, Sunday - June 6, Sunday, 2021

Oral presentations and events scheduled for the period of May 30 – June 1 on- site are asked to move to online format (Zoom) keeping the same schedule and program. All the poster presentations are to be uploaded to online platform "Confit" for viewing and discussion.

# 2. JpGU Meeting 2021 Schedule

### !! Presenters please take note of the meeting registration deadline !!

You need to register from the JpGU member site. Please note that the registration deadline for presenters is set early. The material formats available for presenters are as follows. More details for each of the presenters are in Section 5 (p. 7-10).

Oral Presenters: Zoom Presentation (mandatory), On-demand movie, Additional Materials
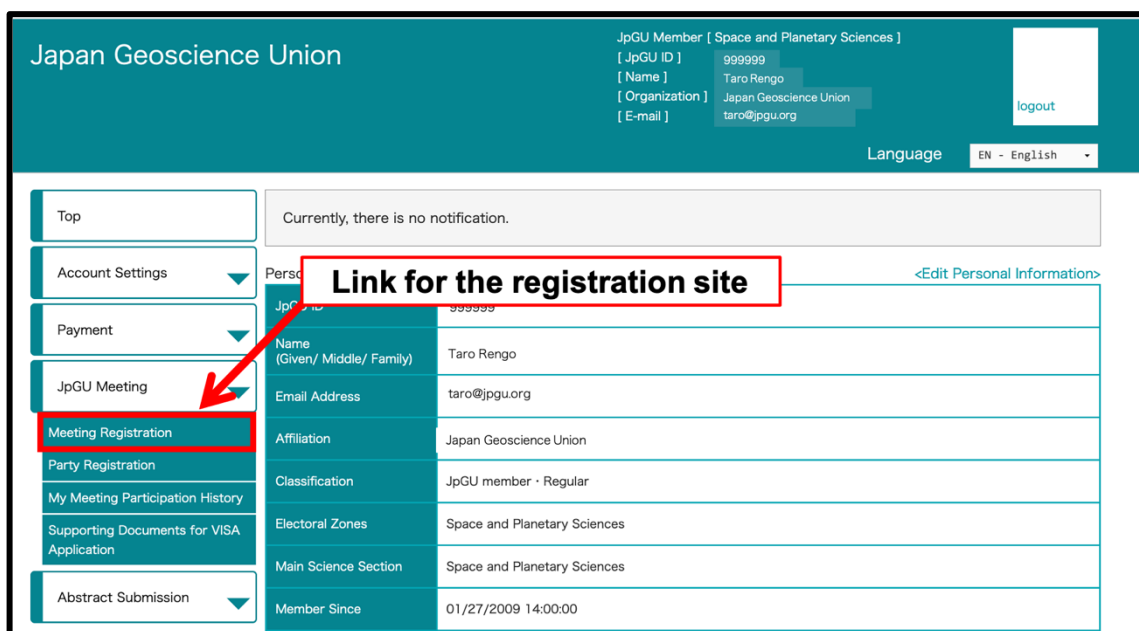Poster Presenters: e-poster (*), or On-demand movie (*), or Additional Materials
* : recommended

| Date | Item | Remarks |
|---|---|---|
| March 24 (W) | Scientific Program Release | |
| April 2 (F) | Meeting Tutorial Webinar (Online) | Meeting outline, Registration, Presentation material |
| April 5 (M), 14:00 JST | Registration site opens | We will inform the registration site for the public sessions and other events later. |
| **April 16 (F), 23:59 JST** | **Registration deadline for presenters** | |
| April 20 (Tu) | Uploading e-poster and on-demand movie starts | |
| April 28 (W) | Meeting Tutorial Webinar (Online) | Registration, Presentation material, Confit (Meeting site) |

| | | |
|---|---|---|
| May 7 (F) | Deadline for on-demand movie upload | |
| May 11 (Tu) | Deadline for e-poster upload | |
| **May 19 (W), 23:59 JST** | **Registration deadline for all participants** | You can register after May 19 but you will be able to log in to the Confit only after 15:00 JST of the next day of the registration. |
| May 21 (F) | Confit (Meeting site) login and abstract site opens, Uploading additional materials opens | Login and access to Confit contents will require authentication from this date. |
| May 26 (W) | Meeting Tutorial Webinar (Online) | Guidance for presenters/chairs/participants, and various Events. |
| May 27 (Th) | Poster site opens | |
| May 30 (Su) | Meeting begins | |
| June 1 (M) | Awards ceremony | |
| June 6 (Su) | Meeting ends | |

# 3. Meeting Registration

- You can access the registration site from the side menu bar of the JpGU member site (https://www.jpgu-member.org/jpgu/). Registration acceptance email will be sent to registrants automatically after the registration (Fig. 1).
- The registration site will open on **April 5 (M) at 14:00 JST**.
- **All presenters are requested to register by April 16 (F), 23:59 JST**.
- **All participants are requested to register by May 19 (W), 23:59 JST**. You can register after May 19 until June 5 (Sa), but you will be able to log in to the Confit only after 15:00 JST of the next day of the registration.



Fig. 1: Link to the registration site

# 4. How to Access the Online/Virtual Platform "Confit"

- "Confit" is adopted as the online/virtual platform for the JpGU 2021.
- **Confit will require authentication for viewing starting May 21 (F)**.
- You will find instructions on how to log in to Confit in the registration email that will be automatically sent to those who have registered for JpGU 2021. Please follow the instructions to log in to the system (you will be asked to set a password when you log in for the first time) (Fig. 2).
- After logging in to Confit, you will be able to view the abstracts, posters, and enter the oral presentation room (Zoom).
- We will explain about Confit at the online tutorial webinar session on April 28 (W). Please join us.



Fig. 2: Confit login page (sample)

# 5. Preparing for Presentations

## a.　Oral presentations

● All oral presenters are required to use the "Zoom meeting" for their presentation 【**Required**】

● After logging in to Confit, you can enter the oral presentation room (Zoom) from the "Timetable" (Fig. 3).

● An online briefing webinar session will be held for all presenters, chairpersons, and participants on May 26 (W). Please join us.

● On-demand movies and additional materials can be uploaded separately from the oral presentation 【**Optional**】

  ➢ **On-demand movie** (the maximum size is 250 MB, up to 1 file)
    ✧ URL for uploading will be sent to On-demand movie presenters who have already registered by **April 16 (F), 2021**.
    ✧ You can upload **from April 20 (Tu) to May 7 (F), 2021**.
    ✧ Please make sure to use the presentation number as the file name of the material to be uploaded.
        ex: PPS03-03.mp4
    ✧ Please note that you will not be able to revise or withdraw once uploaded.
    ✧ Login to Confit to watch on-demand movies (Fig. 4). Display period will be from May 27 (Th) to one year after the conference end.
    ✧ On-demand movies will be protected from downloading; domain protection will be applied.

  ➢ **Additional Materials** (PDF, JPEG, JPG, PNG, GIF, 10 MB/file, up to 10 files)
    ✧ You can upload **from May 21 (F), 2021.**
    ✧ Login to Confit and upload your additional materials to your own presentation space (file cabinet) (Fig. 5).
    ✧ You are free to choose any file name for the materials you upload.
    ✧ Login to Confit to watch additional materials. Display period will be one year after the meeting end.
    ✧ It is not possible to prohibit downloading. Please use your own judgment when setting security settings for your files.
    ✧ If you are unable to make an oral presentation via Zoom due to connection problems, you can use this service.

Fig. 3: Entering the Oral presentation room (sample)

## b. Poster presentations

● All poster presenters are requested to upload their poster presentation materials in advance.

● The following three file formats can be uploaded. One or more of these will be combined to form the poster presentation material. **However, please note that if you upload only additional materials, we will not be able to issue a certificate of presentation. Also, please note that the upload deadlines for each are different.**

➢ **e-poster** (PDF, the maximum size is 10 MB, up to 1 file)
   ✧ URL for uploading will be sent to e-poster presenters who have already registered by **April 16 (F), 2021**.
   ✧ You can upload **from April 20 (Tu) to May 11 (Tu), 2021**.
   ✧ Poster presentations must be formatted to enable comfortable on-screen viewing by participants. Please take into consideration the size of the figures and text, as they will be displayed on the terminal screen.
      ※ It is recommended that you convert your multi-page slides into a single PDF file and upload it; an A0 poster is not recommended.
   ✧ Please make sure to use your presentation number as the file name of the material to be uploaded.
      ex： PPS03-P03.pdf
   ✧ You can replace it until the deadline (May 11). Please note that you will not be able to revise or withdraw your entry after the deadline.
   ✧ Login to Confit to view e-poster (Fig. 4). Display period will be from May 27 (Th) to one year after the meeting end.
   ✧ Downloading, copying, and printing are prohibited.
   ✧ The protection is not valid for URLs listed in the e-poster. Please note that URLs may become invalid depending on the PDF creation environment, settings, etc.

➢ **On-demand movie** (the maximum size is 250 MB, up to 1 file)
   ✧ URL for uploading will be sent to On-demand movie presenters who have already registered by **April 16 (F), 2021**.
   ✧ You can upload **from April 20 (Tu) to May 7 (F), 2021**.
   ✧ Please make sure to use your presentation number as the file name of the material to be uploaded.
      ex: PPS03-03.mp4
   ✧ Please note that you will not be able to revise or withdraw once uploaded.

- ✧ Login to Confit to view on-demand movies (Fig. 4). Display period will be from May 27 (Th) to one year after the meeting end.
- ✧ Downloading is prohibited.

- ➢ **Additional Materials** (PDF, JPEG, JPG, PNG, GIF, 10 MB/file, up to 10 files)
  - ✧ You can upload **from May 21 (F), 2021.**
  - ✧ Login to Confit and upload your additional materials to your own presentation space (file cabinet) (Fig. 5).
  - ✧ You are free to choose any file name for the materials you upload.
  - ✧ Login to Confit to view additional materials. Display period will be one year after the meeting end.
  - ✧ Please note that if you upload only additional materials, we will not be able to issue a certificate of presentation. We encourage the poster presenters to opt for uploading e-posters and/or on-demand movies over selecting the additional materials option.
  - ✧ It is not possible to prohibit downloading. Please use your own judgment when setting security settings for files.

- ✦ Please use the comment function of Confit when presenting or listening to the presentation. We will also have a Zoom breakout room for each presenter during the core time, so please use it.
- ● An online tutorial webinar session will be held for all presenters and participants on May 26 (W). Please join us.

Fig. 4： Viewing e-posters and On-demand movies (sample)



Fig. 5： Additional materials upload (sample)