

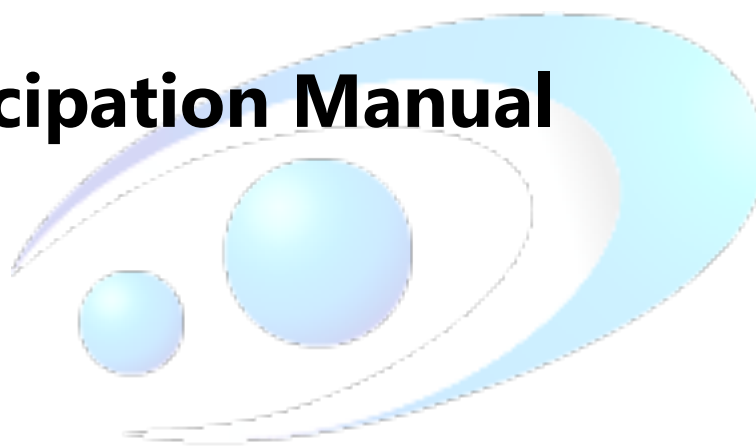


Japan Geoscience Union

Publicity and Outreach Committee press@jpgu.org

JpGU Meeting 2023 (21 – 26 May)

Participation Manual



Ver.2 22 March, 2023

Created by Meeting Organizing Committee

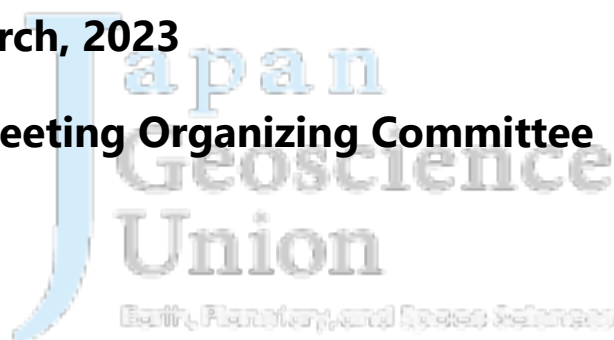
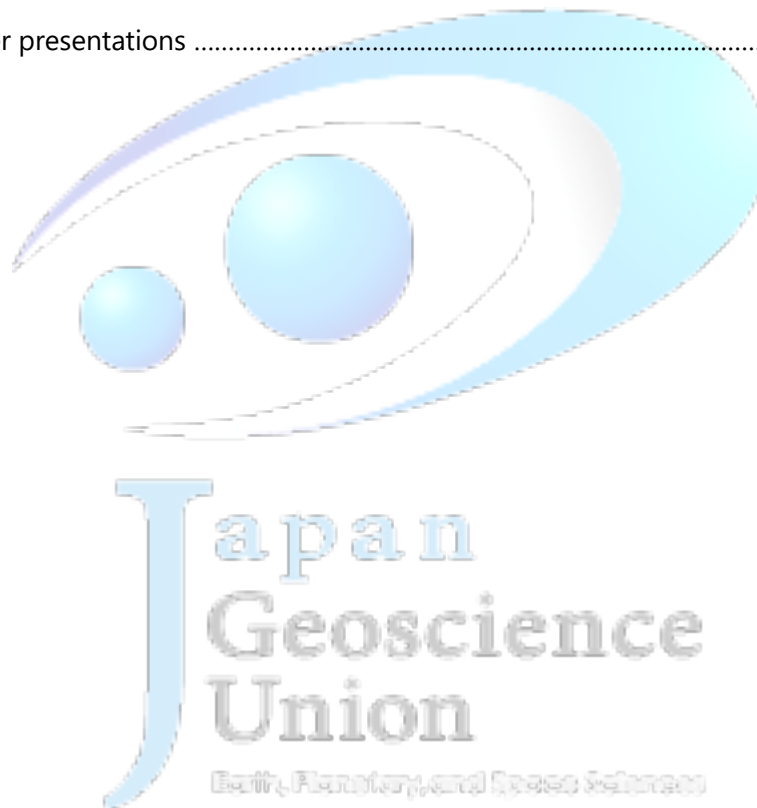


Table of Contents

1. Preamble	3
2. JpGU Meeting 2023 Schedule	4
3. Meeting Registration.....	5
4. How to Access the Meeting Portal Site “Confit”	6
5. Preparing for Presentations	7
a. Oral presentations	7
b. Poster presentations	9



1. Preamble

JpGU Meeting 2023 will be held as a hybrid format, combining on-site (Makuhari Messe, Chiba Prefecture) and online, on the date listed below, similar to JpGU Meeting 2022.

(Su) 21 – (F) 26 May, 2023

The oral sessions will be conducted both on-site and online via a web conferencing service, Zoom, which will be used to broadcast from the local oral session sites. In addition, on-site and online poster sessions will also be held.

- * It is possible that we may have to cancel the on-site meeting. In this case, the oral sessions and online poster sessions will be moved to online without changing the schedule and program. There will be no on-site poster presentations.

This manual describes relevant items for participants to prepare in advance for the meeting.

2. JpGU Meeting 2023 Schedule

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

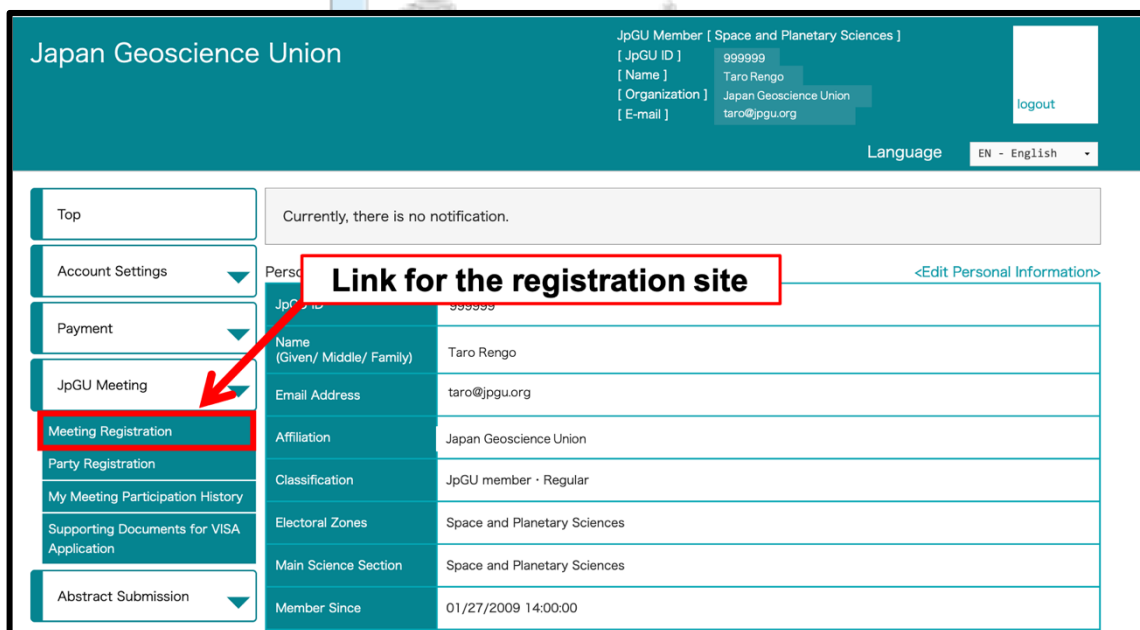
- * The presentation formats available for presenters are as follows. More details for each of the presenters are in Section 5 (p. 7-12).
 - ✓ Oral Presenters:
 - 【Principle】 On-site or online. On-demand videos/additional materials also available.
 - ✓ Poster Presenters:
 - 【Required】 e-poster or On-demand videos. Additional materials also available.
 - 【Recommend】 Flash talks in the oral session.
 - 【Optional】 Presentations on-site and/or in the Online Poster Session.

Date	Item	Remarks
(Tu) 7 March	Registration site opens	
(F) 24 March	Scientific Program Release Application for VISA assistance documents starts	
(Th) 6 April	Meeting Tutorial Webinar (Online)	Meeting outline, Registration
(Tu) 11 April 23:59 JST	Registration deadline for presenters. Application Deadline for on-demand video	
(Th) 20 April	Uploading e-poster and on-demand video starts	

(F) 28 April 17:00 JST	Application deadline for VISA	
Late April	Meeting Tutorial Webinar (Online)	How to upload presentation materials, etc.
(Th) 11 May 23:59 JST	Registration deadline for all participants	Registration for public (incl high schoolers) and Events will be announced separately later.
(F) 12 May	Confit (Meeting Portal Site) opens for login, abstracts, e-posters and on-demand videos, additional materials uploading, and Exhibit page.	Login and access to Confit contents will require authentication from this date. If you meet 11 May deadline for registration, you will be able to login to Confit (Meeting Portal Site) system. Once the above regular registration deadline passes, your login to Confit system becomes available on the next day after 09:00 JST of your registration date.
Mid-May	Meeting Tutorial Webinar (Online)	Guidance for presenters/chairs/participants, and various Events.
(F) 19 May	Zoom link opens	
(Su) 21 May	Hybrid phase begins, Awards ceremony, Public day	
(F) 26 May	Meeting ends	

3. Meeting Registration

- The registration site opens on **(Tu) 7 March, 14:00 JST**.
- There is no distinction between on-site participation and online participation for the registration procedure.
- You can access the registration site from the side menu bar of the JpGU member site (<https://www.jpogu-member.org/jpogu/en/>) after login (Fig. 1).
- JpGU ID is required for registration. If you do not have a JpGU ID, please go to the JpGU member site and click "Create a JpGU ID" to register. Please note that your ID you used for the meeting program (as convener or for abstract submission) cannot be changed (i.e. from regular member ID to meeting (participation) ID, or from meeting ID to regular member ID or AGU, AOGS, EGU member ID). Please use the same ID for registration with the one you have used for this meeting program.
- **All presenters are requested to register by (Tu) 11 April, 23:59 JST.**
- If you meet (Th) 11 May 23:59 JST for registration, you will be able to login to Confit (Meeting Portal Site) system from (F) 12 May (Fig.2). Once the above regular registration deadline passes, your login to Confit system becomes available on the next day after 09:00 JST of your registration date.
- If you are attending on-site, please make sure to complete your registration and bring the e-ticket issued by at least one day before your visit. We regretfully cannot accept registration at the site.



The screenshot shows the user interface of the Japan Geoscience Union member site. At the top right, user information is displayed: JpGU Member [Space and Planetary Sciences], [JpGU ID] 999999, [Name] Taro Rengo, [Organization] Japan Geoscience Union, and [E-mail] taro@jpogu.org. A 'logout' button is next to it. Below this is a 'Language' dropdown menu set to 'EN - English'. On the left side, there is a vertical menu with options: Top, Account Settings, Payment, JpGU Meeting, Meeting Registration (highlighted with a red box and a red arrow), Party Registration, My Meeting Participation History, Supporting Documents for VISA Application, and Abstract Submission. The main content area shows a notification: 'Currently, there is no notification.' Below this is a 'Personal Information' section with a '<Edit Personal Information>' link. A red box highlights the text 'Link for the registration site' with an arrow pointing to the 'Meeting Registration' menu item. The personal information table is as follows:

Name (Given/ Middle/ Family)	Taro Rengo
Email Address	taro@jpogu.org
Affiliation	Japan Geoscience Union
Classification	JpGU member - Regular
Electoral Zones	Space and Planetary Sciences
Main Science Section	Space and Planetary Sciences
Member Since	01/27/2009 14:00:00

Fig. 1: Link to the registration site (after login)

4. How to Access the Meeting Portal Site “Confit”

- **Confit will require authentication for viewing starting (F) 12 May.**
- 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 upcoming online tutorial webinar session. Please join us.

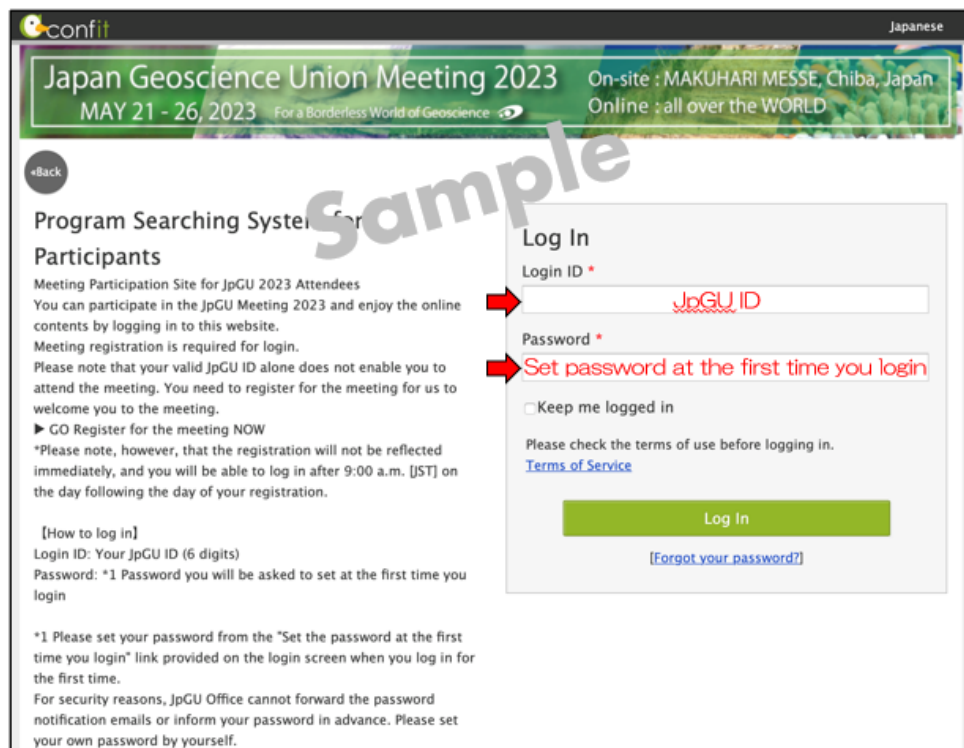


Fig. 2: Confit login page (sample)

5. Preparing for Presentations

a. Oral presentations

- **【Principle】** During the hybrid phase, Zoom will be used to broadcast the on-site oral presentation sessions. For oral presentations, presentations can be made on-site or online via Zoom webcast to allow for presentations and participations in both ways.
- Presentation materials such as pre-recorded videos may be played during the session (regardless of the player or the method of playback). It is recommended that a video recording be made and uploaded to the Confit as an “On-demand video” or “additional material”. By doing so, the chairperson can select the relevant material during the session and play/stream the video, without extra work to collect files from the presenter.
- If you are presenting an oral presentation online, 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 in mid-May. Please join us.
- If you are unable to participate in the meeting due to unavoidable circumstances, please contact the conveners using the designated mailing list. The JpGU office will not be able to resolve this matter.
- **【Optional】** On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online.
 - **On-demand video** (MP4, MOV, WMV, AVI, the maximum size is 250 MB, up to 1 file)
 - ◇ If you wish to use on-demand video, please submit your request using the form below **by (Tu) 11 April**.
Form: <https://forms.gle/yv6S1iMShBYgPKVa6>
 - ◇ You can upload **from (Th) 20 April**. Instructions and link for uploading will be sent (from noreply.confit@atlas.jp) to on-demand presenters who have already requested by 11 April.
 - ◇ Uploaded materials will be posted on Confit from 12 May (from this date, login authentication is required to view Confit, so the materials will be available only to registered attendees) (Fig. 4). Display period will be from 12 May to three months after the meeting end.
 - ◇ There is no deadline for uploading and replacing presentation materials, but we recommend that you upload your presentation materials no later than three days before the start of the meeting (18 May) so that participants can view them before the meeting.
 - ◇ Downloading and copying are prohibited by the system.

✧ Until the upload is complete, a temporary file titled “No Files have been uploaded” will be posted in the presentation space in Confit.

➤ **Additional Materials** (PDF, JPEG, JPG, PNG, GIF, 10 MB/file, up to 10 files)

- ✧ You can upload **from (F) 12 May**.
- ✧ Login to Confit and upload your additional materials to your own presentation space (file cabinet) (Fig. 5).
- ✧ If you use videos as additional materials, please upload the created video to YouTube or other sites and post the URL in the space.
- ✧ Login to Confit allows for viewing additional materials. Display period will be through 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.

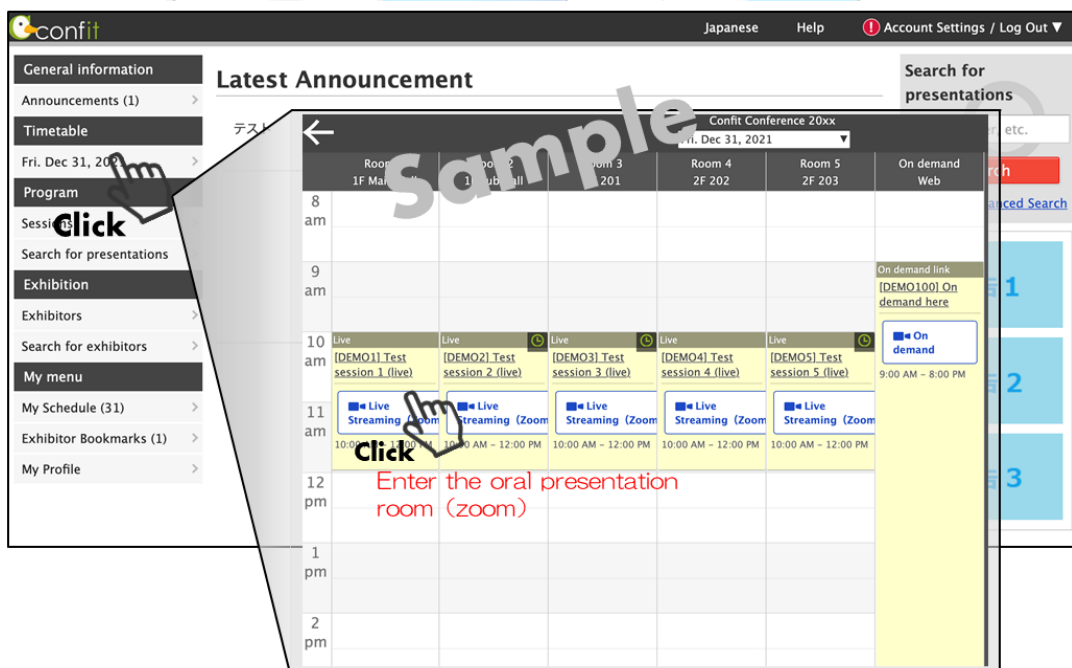


Fig. 3: Entering the Oral presentation room (sample)

b. Poster presentations

- **[Required]** Contributors must upload poster materials in their own presentation space on the Confit (※). Please note that only presenting a poster in the core time on-site or in the online poster session is not sufficient to be formally approved as presented.
 - **[Recommend]** Poster flash talks will be held during some part of each oral session. The order and time of the presentations should be as directed by the chairperson or convener of each session. The flash talks are not a prerequisite for approval as a formal presentation, but are encouraged unless there are unavoidable circumstances that flash talk cannot be given. For poster-only sessions, flash talks will be organized by the conveners.
 - **[Optional]** Participants who will be presenting posters on-site are requested to display their posters at the on-site venue and make their presentations (The core time will be in PM3). There will be no online broadcast. The Meeting Organizing Committee is planning to provide an on-site poster display service for those poster presenters who are unable to attend on-site. For on-site poster display service, please send printed posters to the on-site venue (shipping costs are on your own).
 - **[Optional]** Online poster sessions will be held from AM1 to PM2 via Zoom. Online poster presenters are invited to use their own breakout rooms to enjoy discussions with others who have entered the same room.
 - An online briefing webinar session will be held for all presenters and participants in mid-May. Please join us.
 - If you are unable to participate in the meeting due to unavoidable circumstances, please contact the conveners using the designated mailing list. The JpGU office will not be able to resolve this matter.
- ※ 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 may not be able to issue a certificate of presentation.** Please upload e-posters and on-demand videos whenever possible.
- **e-poster** (JPEG, JPG, PNG, 10 MB/file, up to 100 files)
 - ◇ You can upload **from (Th) 20 April**. Instructions and link for uploading will be sent (from noreply.confite@atlas.jp) to e-poster presenters who have already registered by 11 April.
 - ◇ Uploaded materials will be posted on Confit from 12 May (from this date, login authentication is required to view Confit, so the materials will be available only to registered attendees) (Fig. 6). Display period will be from 12 May to one year after the meeting end.
 - ◇ There is no deadline for uploading and replacing presentation materials, but

we recommend that you upload your presentation materials no later than three days before the start of the meeting (18 May) so that participants can view them before the meeting.

- ◇ Up to 100 slides/files each up to 10 MB can be uploaded. The content can be the same as the on-site poster, but please watch for the file size limit if for example, it is a single file of an A0-size poster. The first page of slides will be displayed in the presentation space in Confit, and subsequent slides can be viewed in order.
 - ◇ Downloading, copying, and printing are prohibited by the system.
 - ◇ Until the upload is complete, a temporary file titled “No Files have been uploaded” will be posted in the presentation space in Confit.
- **On-demand video** (MP4, MOV, WMV, AVI, the maximum size is 250 MB, up to 1 file)
- ◇ If you wish to use on-demand video, please submit your request using the form below **by (Tu) 11 April**.
Form: <https://forms.gle/yv6S1iMShBYgPKVa6>
 - ◇ You can upload **from (Th) 20 April**. Instructions and link for uploading will be sent (from noreply.confit@atlas.jp) to on-demand presenters who have already requested by 11 April.
 - ◇ Uploaded materials will be posted on Confit from 12 May (from this date, login authentication is required to view Confit, so the materials will be available only to registered attendees) (Fig. 4). Display period will be from 12 May to three months after the meeting end.
 - ◇ There is no deadline for uploading and replacing presentation materials, but we recommend that you upload your presentation materials no later than three days before the start of the meeting (18 May) so that participants can view them before the meeting.
 - ◇ Downloading and copying are prohibited by the system.
 - ◇ Until the upload is complete, a temporary file titled “No Files have been uploaded” will be posted in the presentation space in Confit.
- **Additional Materials** (PDF, JPEG, JPG, PNG, GIF, 10 MB/file, up to 10 files)
- ◇ You can upload **from (F) 12 May**.
 - ◇ Login to Confit and upload your additional materials to your own presentation space (file cabinet) (Fig. 5).
 - ◇ If you use videos as additional materials, please upload the created video to YouTube or other sites and post the URL in the space.

- ◇ Login to Confit allows for viewing additional materials. Display period will be through one year after the meeting end.
- ◇ Please note that if you upload only additional materials, we may not be able to issue a certificate of presentation. Please upload e-posters and on-demand videos whenever possible.
- ◇ It is not possible to prohibit downloading. Please use your own judgment when setting security settings for your files.



Fig. 4: Viewing On-demand videos (sample)

Presenter supplemental information

Topics

[Add / Edit](#)

You can add topics or supplemental information for this presentation using text format. ([Help](#))

File cabinet **Additional Materials**

[Add File](#)

Here, you can upload data of supplemental information for your presentation. ([Help](#))
 File format: JPEG, JPG, PNG, GIF, PDF (Maximum size: 10MB, Maximum files: 10 files)

References

[Add References](#)

You can post up to 20 References. ([Help](#))

Fig. 5: Additional materials upload (sample)

Japan Geoscience Union Meeting 2023 On-site : MAKUHARI MESSE, Chiba, Japan
 MAY 21 - 26, 2023 For a Borderless World of Geoscience Online ; all over the WORLD

TOP > Timetable > Sun, May 22, 2022 > Session information > Presentation information

General information

- Announcements (0)
- Program
- Timetable
- Sessions
- Search for presentations
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Presentation information

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Poster

[DEMOS] Test session (e-poster)

On-site : MAKUHARI MESSE, Chiba, Japan
 Sun, May 22, 2022 10:00 AM - 2:00 PM Room 1 (1F Main Hall)

[DEMO-1] test(e-poster)

○Taro Yamada¹, Hanako Yamada², Jiro Yamada³
 (1.○○Univ., 2.××Univ., 3.△△Univ.)

e-poster

SAMPLE

Click

◀ Previous in this session Next in this session ▶

Fig. 6: Viewing e-posters (sample)