

JpGU Meeting 2021 (May 30 – June 6)

Uploading Additional materials: Manual

Ver. 1 May 24, 2021

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)**.

confit Japanese

Japan Geoscience Union Meeting 2021 Online : MAY 30 - JUNE 6, 2021
For a Borderless World of Geoscience

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Meeting Portal Site for JpGU 2021

Attendees

You can participate in the JpGU Meeting 2021 and enjoy the online contents by logging in to this website.
Meeting registration is required for login.
Please note that your valid JpGU ID alone does not enable you to attend the meeting. You need to register for the meeting for us to welcome you to the meeting.
[▶ GO Register for the meeting NOW](#)

【How to log in】
Login ID: Your JpGU ID (6 digits)
Password: *1 Password you will be asked to set at the first time you login

*1 Please set your password from the “Password Setting at the First Time Login” link provided on the login screen when you log in for the first time. For security reasons, JpGU Office cannot send or inform your password in advance. Please set your own password by yourself.

Log In

Login ID *

Your JpGU ID (6 digits)

Password *

Password you will be asked to set at the first time you login

☐ Keep me logged in

[\[Set password at the first time you login\]](#)

Please check the terms of use before logging in.
[Terms of Service](#)

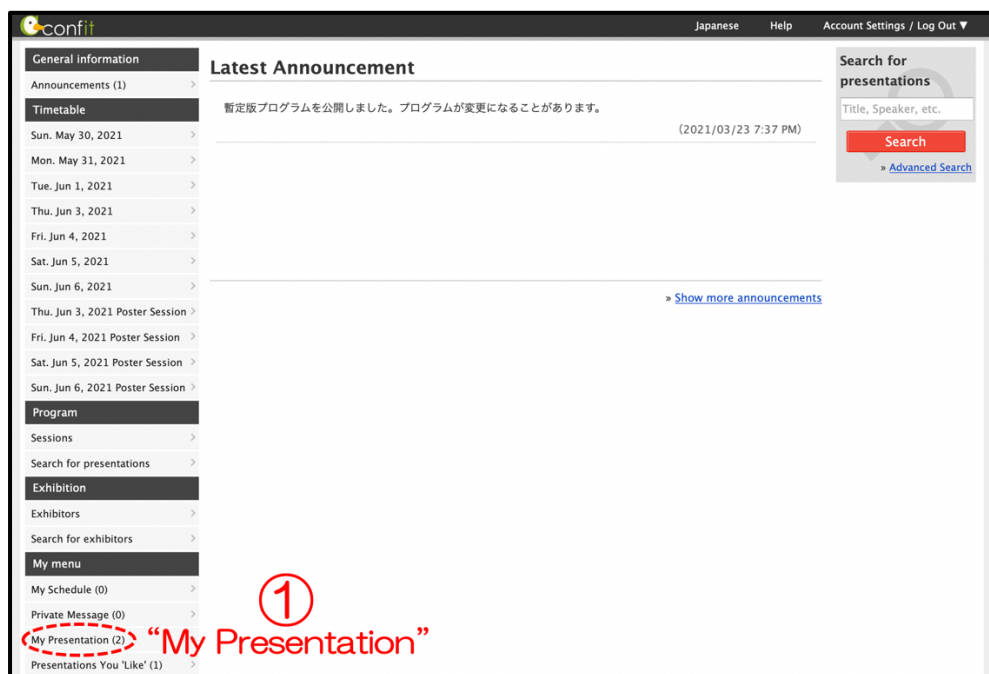
Log In

[\[Forgot your password?\]](#)

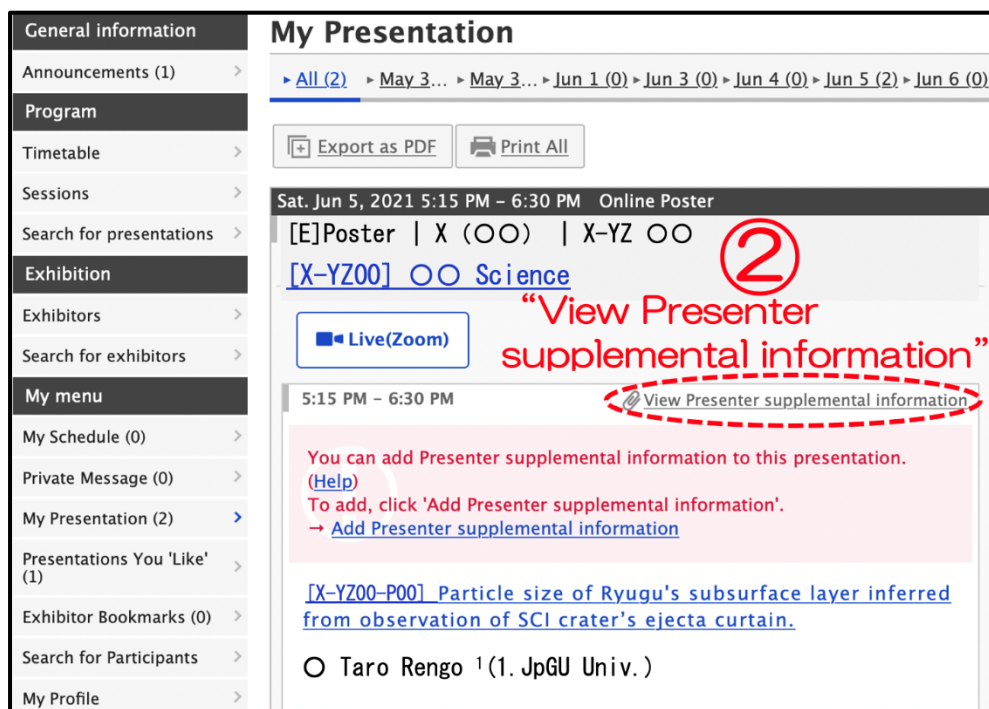
B. Uploading/Publishing procedure

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.

Presenter supplemental information

Topics

[Add / Edit](#)

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

File cabinet

③ **“Add File”**

[+ 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](#))

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

General information

Announcements (1) >

Program

Timetable >

Sessions >

Search for presentations >

Exhibition

Exhibitors >

Search for exhibitors >

My menu

My Schedule (0) >

Private Message (0) >

My Presentation (2) >

Presentations You 'Like' (1) >

Exhibitor Bookmarks (0) >

Search for Participants >

My Profile >

File cabinet

In File cabinet, you can show your presentation information to only participants. ([Help](#))
File format: JPEG, JPG, PNG, GIF, PDF (Up to 10MB) * is required.

File *

④ **Select a file**

Title *

Title

Explanation

Explanation

All uploaded contents must be completely passed through the procedure of copyright clearance. Japan Geoscience Union assumes no responsibility for the damages the user may suffer caused by the copyright infringement in File cabinet.

⑤ **“Upload”**

[Cancel](#) [Upload](#)

- 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.

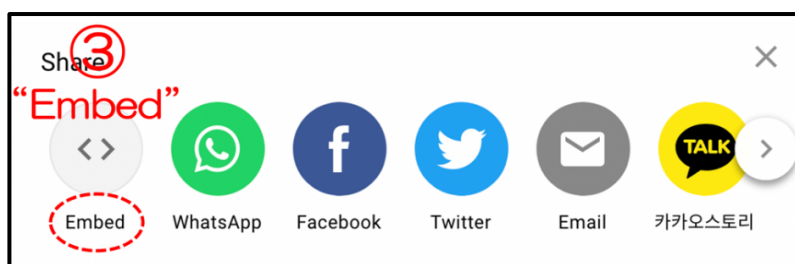
The screenshot displays the 'File cabinet' interface of the JpGU 2021 system. On the left is a sidebar menu with categories: General information, Program, Exhibition, and My menu. The main area is divided into two sections. The top section, 'PDF Sample (Hidden)', shows a file icon, the title 'PDF Sample (Hidden)', and a red arrow pointing to it with a circled '6' and the text 'Check your file'. Below the title is a message: 'This content is Hidden. Click 'Move to Live' to show the contents. Your name will not be shown.' At the bottom of this section are three buttons: 'Move to live' (green), 'Delete' (red), and 'Edit' (blue), all enclosed in a red dashed oval. The bottom section, 'Image Sample (Shown)', shows a space-themed image with planets labeled Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, and Neptune, and the text 'Welcome to JpGU 2021 !!'. Below the image is a message: 'This content is Shown to participants. Click 'Move to Staging' to hide.' At the bottom of this section are three buttons: 'Move to staging' (green), 'Delete' (red), and 'Edit' (blue), all enclosed in a red dashed oval. The interface also shows update timestamps for both samples: 'Last updated: Taro Rengo May 22, 2021 18:00 PM' for the PDF and 'May 22, 2021 18:01 PM' for the image.

B-2. Publishing procedure of movies

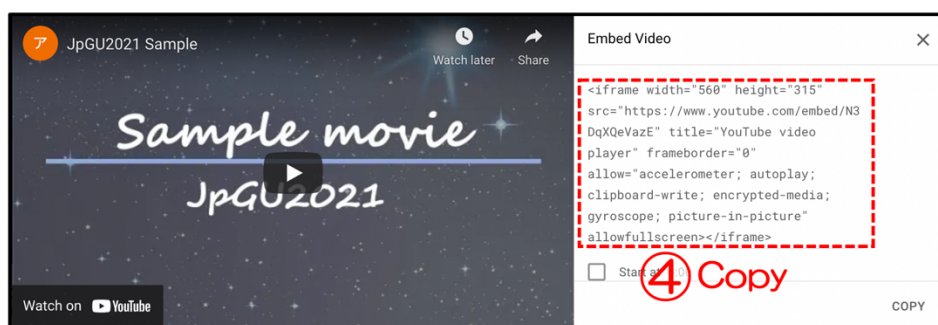
- ① Please upload your movies to YouTube or other media. In the following, we will assume that you have uploaded the file to YouTube.
- ② Click **“SHARE”** on the YouTube screen.



- ③ Click **“Embed”**.



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



- ⑤ After login to Confit, please proceed to “My Presentation”.

The screenshot shows the Confit website interface. On the left, a navigation menu lists various sections: General information, Announcements (1), Timetable, Program, Exhibition, and My menu. Under 'My menu', 'My Presentation (2)' is highlighted with a red circle and a red ⑤, with the text “My Presentation” written next to it. The main content area features a 'Latest Announcement' section with a message in Japanese about the program being updated. The top right corner includes a search bar and links for Japanese, Help, and Account Settings / Log Out.


- ⑥ Click “View Presenter supplemental information”.

The screenshot displays the 'My Presentation' page. The left sidebar shows the 'My menu' section with 'My Presentation (2)' selected. The main content area shows the details of a presentation titled '[X-YZ00] Science'. A red ⑥ is placed over the 'View Presenter supplemental information' link, which is circled in red. The page also includes a 'Live(Zoom)' button and a section for adding presenter supplemental information.

- ⑦ Click **"Add/Edit"** in the Topics.

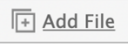
Presenter supplemental information

Topics ⑦ **"Add/Edit"**

 Add / Edit

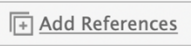
You can add topics or supplemental information for this presentation using text format. ([Help](#))

File cabinet

 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](#))

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

General information

Announcements (1) >

Program

Timetable >

Sessions >

Search for presentations >

Exhibition

Exhibitors >

Search for exhibitors >

My menu

My Schedule (0) >

Private Message (0) >

My Presentation (2) >

Presentations You 'Like' (1) >

Exhibitor Bookmarks (0) >


Search for Participants >

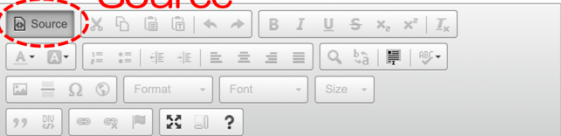
My Profile >

Topics

In Topics, you can post Topics or Overviews of supplemental information for your presentation. ([Help](#))
You can use the editor below to edit the formatting or to set up links to other sites. You can post image files (up to 1MB).
The contents must be within 400 characters in Japanese, or 150 words in English.
Max : 2000 bytes

⑧ **"Source"**


 Source



Paste

`<iframe width="560" height="315" src="https://www.youtube.com/embed/N3DgXdeVazE" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>`

⑨ **"Save"**

 Save

Cancel

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

The screenshot shows a web interface for 'Presenter supplemental information'. On the left is a sidebar menu with categories like 'General information', 'Program', 'Exhibition', and 'My menu'. The main content area is titled 'Topics (Hidden)' and contains a video player for 'JpGU2021 Sample'. Above the video player, the text '⑩ Check' is circled in red. Below the video player, a message states: 'This content is Hidden. Click 'Move to Live' to show the contents. Your name will not be shown.' A green button labeled 'Move to live' is circled with a red dashed line.

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

A confirmation dialog box with the text 'Are you sure you want to move to live ?'. At the bottom right, there are two buttons: 'キャンセル' (Cancel) and 'OK', with the 'OK' button circled in red.

Click **“Move to staging”** to hide (unpublish).

This is a close-up of the 'Move to staging' button from the previous screenshot. The button is green and labeled 'Move to staging', and it is circled with a red dashed line. Above the button, a message states: 'This content is Shown to participants. Click 'Move to Staging' to hide.'