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

Ver. 1   April 27, 2021

Created by Meeting Organizing Committee

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1. For Presenters

Thank you for registering to participate in JpGU2021. This manual is a guide for uploading e-posters and on-demand movies.

● All the speakers of oral sessions are expected to participate in Zoom presentations (i.e. with or without any upload materials). In addition, on-demand movies and additional materials can also be uploaded (Optional).

● All poster presenters are requested to upload their poster presentation materials in advance. One or more of the e-poster, on-demand movie, and additional materials 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. Instructions on how to upload additional materials will be provided later.

2. e-poster

● URL for uploading has been sent to e-poster presenters who have already registered by **April 16 (F), 2021**.

　　　Subject：[Japan Geoscience Union Meeting 2021] Notification of e-poster upload system open (Presentation ID: PPS03-P03 (example))

　　　From：noreply.confit@atlas.jp

● You can upload **from April 20 (Tu) to May 11 (Tu), 2021**.

● You can upload one PDF file (10 MB or less).

● Poster presentations are recommended to 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 first you make multi-page slides with a presentation tool, such as Power Point, then you convert them 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.

● Thus uploaded e-posters are protected from downloading, copying, and printing.

● 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.

● Confit will require authentication for viewing starting May 21 (F). Display period will be from May 27 (Th) to one year after the meeting end.

3.   How to upload e-posters

A.   Login to the upload system

Please access the URL of the e-poster upload system we sent you and log in with the ID and password you used when submitting.
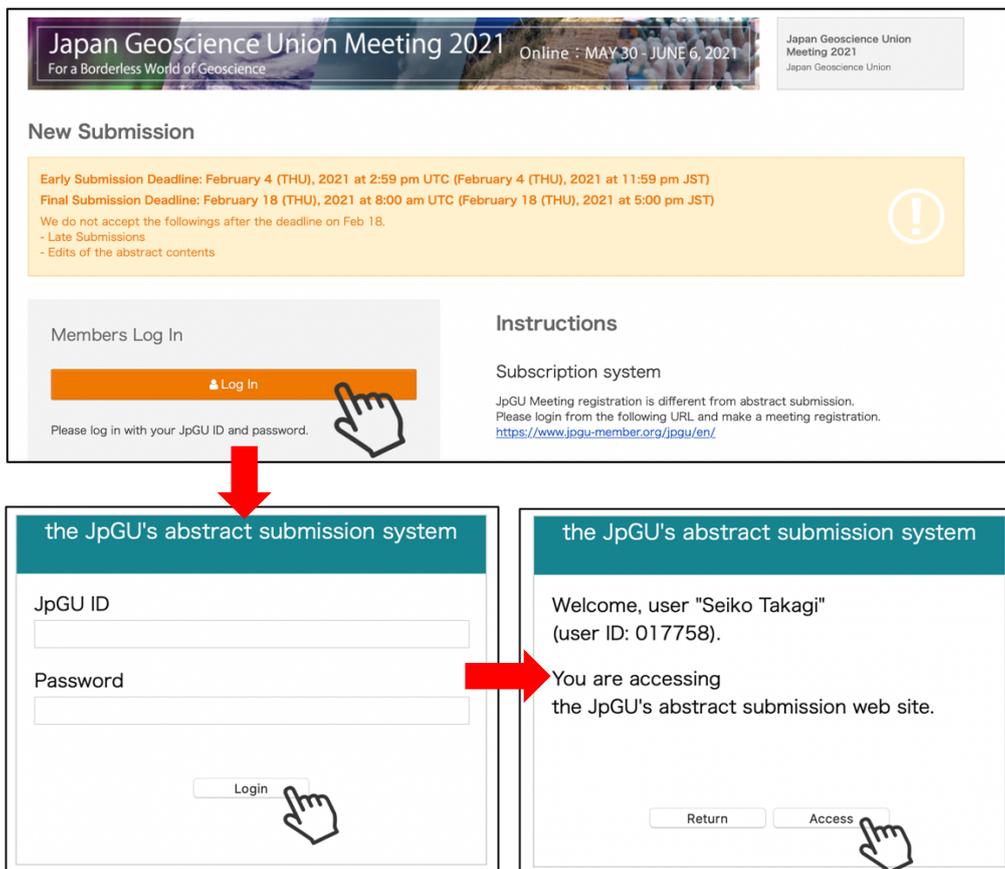
B. Uploading procedure

Check the ① **"I agree the terms and conditions described in the documents listed above."** and click ② **"e-poster upload"** button.

③ **Select a file** and click ④ **"Upload"** button. After that, please proceed to ⑤ **"Next（Confirmation）"**

⑥ **Check your file** and click ⑦ "**Submit**".

Click **"OK"** when the message "Are you sure to submit ?" is displayed.

You will see the message "Your submission has been accepted." and receive an e-mail "Your e-poster has been accepted (Presentation ID XYZ00-P00)" (from: noreply.confit@atlas.jp)

C. Procedure for correction and replacement

To modify or replace the uploaded e-poster, go back to the top page and click ① "**Edit**".

Click ② "**Edit**".

③ Click the trash can symbol to **delete the uploaded file**.

④ **Select a file** and click ⑤ "**Upload**" button. After that, please proceed to ⑥ "**Next（Confirmation）**"

⑦ **Check your file** and click ⑧ "**Submit**" .

Click "**OK**" when the message "Are you sure to submit？" is displayed.

You will see the message "Your submission has been accepted." and receive an e-mail "e-poster has been updated (Presentation ID: XYZ00-P00)" (from: noreply.confit@atlas.jp)

4.　On-demand movie

- URL for uploading on-demand movies has been sent to presenters who have already registered by **April 16 (F), 2021**.

  Subject：JpGU 2021| Guide to On-demand video upload form: now open

  From：info@jpgu-member.org

- You can upload **from April 20 (Tu) to May 7 (F), 2021**.
- You can upload one movie (250 MB or less, mp4 format).
- Please make sure to use your presentation number as the file name of the material to be uploaded (upper case and the hyphen connects session code and your presentation code). Please note that if the file name is not correct, it will not be able to be uploaded to Confit (Meeting site).

  ex: PPS03-03.mp4

- Please note that you will not be able to revise or withdraw once uploaded. If you need to revise or withdraw your work due to unavoidable circumstances, please contact us using the contact form below by May 7 (F).

  Contact us：https://business.form-mailer.jp/fms/b581b9ba73995

- On-demand movies are protected from downloading and browsing in domains outside JpGU2021 Confit.
- Confit will require authentication for viewing starting May 21 (F). Display period will be from May 27 (Th) to one year after the meeting end.

5. How to upload On-demand movies

① Please access the URL of the On-demand movie upload form we sent you.

② Please enter your answer for each item (Asterisk items must be filled). In the "JpGU ID of Contributor" field, please enter the ID you used when you submitted your abstract.

③ Select your on-demand movie (250 MB or less, mp4 format).

④ Submit.

6.   Substitute presentation

● Regardless of whether it is an oral or poster presentation, the presenter (or contributor) is required to register for participation, and the presenter is also required to upload the necessary materials, i.e., e-poster, on-demand movie, and additional materials.

● If a designated presenter is to be substituted, the substitute presenter is requested to present and discuss on behalf of the presenter in the relevant session or in the relevant presentation space on Confit.

● In the case of a substitute presenter for an oral presentation, the presenter is requested to upload an on-demand movie (If you are unable to meet the deadline for on-demand movie upload, you can upload the created video to YouTube or other sites and post the URL as additional material) and the substitute presenter or the chairperson is requested to play it during the session and answer questions.