

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

**Ver. 1 April 27, 2021**

**Created by Meeting Organizing Committee**

## Table of Contents

1. For Presenters .....	3
2. e-poster .....	3
3. How to upload e-posters .....	4
A. Login to the upload system .....	4
B. Uploading procedure .....	5
C. Procedure for correction and replacement .....	7
4. On-demand movie .....	9
5. How to upload On-demand movies .....	10
6. Substitute presentation .....	11

## 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))

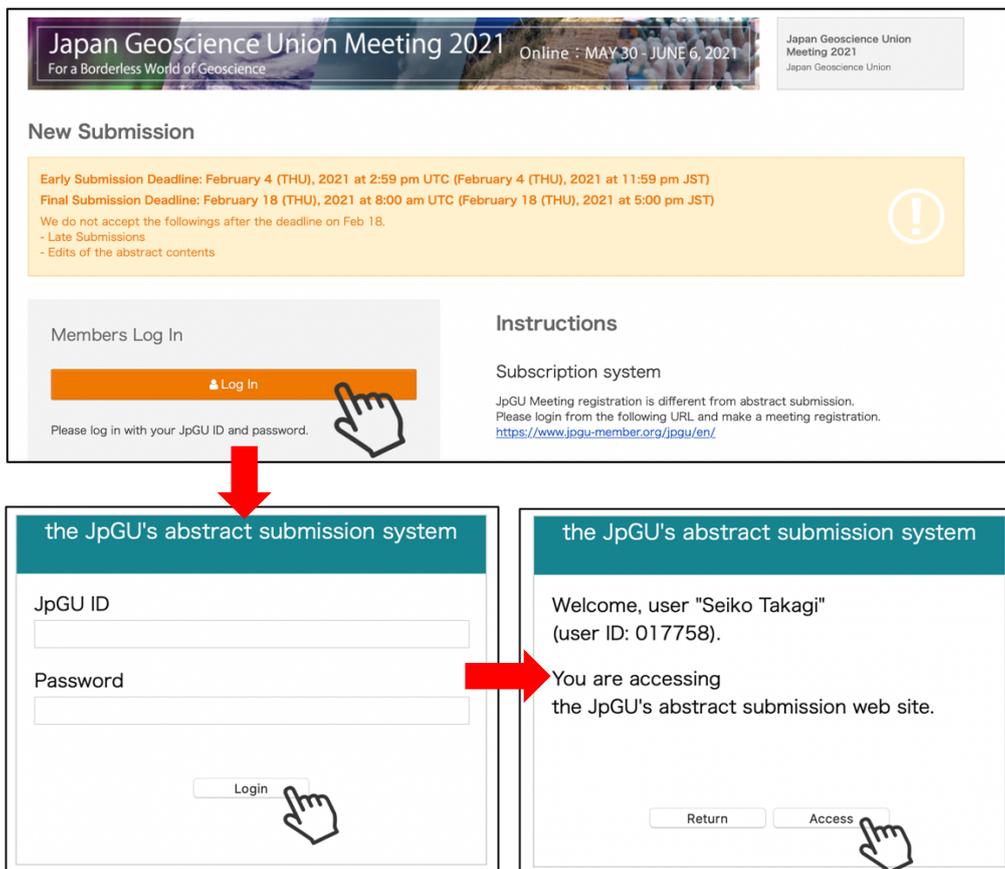
From : noreply.confite@atlas.jp

- 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.

The screenshot shows the 'Abstract Submission Status' page for the Japan Geoscience Union Meeting 2021. The page features a table with columns for 'Operation', 'Submission Information', 'Session', and 'Updated'. The 'Operation' column contains a red 'e-poster upload' button. The 'Submission Information' column shows details for submission C000000, including the title '\*Taro Rengo<sup>1</sup> (1. JpGU University)' and keywords 'Earth'. A red circle with the number 1 points to a checkbox labeled 'I agree the terms and conditions described in the documents listed above.' A red circle with the number 2 points to a green 'e-poster upload' button.

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

The screenshot shows the 'e-poster upload' page. It includes a form for entering submission details, a table of submission information, and a file upload section. A red circle with the number 3 points to the 'Select a file' button, a red circle with the number 4 points to the 'Upload' button, and a red circle with the number 5 points to the 'Next (Confirmation)' button.

⑥ Check your file and click ⑦ “Submit” .

### Confirmation

Title *Taro Rengo <sup>1</sup> (1. <a href="#">JpGU University</a> ) Earth		
Submission No. C000000	Presentation Type Poster	Language English
Category X	Subcategory X-YZ ○○	Session X-YZ00[E] ○○
Registered Date Feb. 18, 2021 12:45 PM JST	e-poster Submission date <b>Submission incomplete</b>	Last modified Apr. 22, 2021 1:15 PM JST

e-poster upload Edit

e-poster [XYZ00-P00.pdf](#) **⑥ Check your file**

Abstract

**⑦ “Submit”**

Back Submit

Click “OK” when the message “Are you sure to submit ?” is displayed.

Are you sure to submit? You can edit until the submission period ends.

キャンセル OK

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.confite@atlas.jp)

✔ **Your submission has been accepted.**

Submission No. : C000000

⏪ Back to Top

## C. Procedure for correction and replacement

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

Top

Abstract Submission Status

Abstract submission period: January 13 (WED) at 5:00 am UTC (at 2:00 pm JST) to February 18 (THU) at 8:00am UTC (5:00pm JST), 2021  
We are not accepting abstract submissions now.

Operation	Submission Information	Session	Updated
<b>e-poster Submission Completed</b> <a href="#">View</a> <a href="#">View Abstract PDF</a> <a href="#">View Submission Information</a> <b>① “Edit”</b>	Submission No. : C000000 <b>Title</b> *Taro Rengo <sup>1</sup> (1. <a href="#">JpGU University</a> ) Keywords : Earth	X X-YZ ○○ X-YZ00 [E] ○○	Registered Date Feb. 18, 2021 12:45 PM JST e-poster Submission date Apr. 22, 2021 1:11 PM JST Last modified Apr. 22, 2021 1:15 PM JST

Click ② “Edit” .

Confirmation

Title  
\*Taro Rengo<sup>1</sup> (1. [JpGU University](#))  
Earth

Submission No. C000000	Presentation Type Poster	Language English
Category X	Subcategory X-YZ ○○	Session X-YZ00[E] ○○
Registered Date Feb. 18, 2021 12:45 PM JST	e-poster Submission date Apr. 22, 2021 1:11 PM JST	Last modified Apr. 22, 2021 1:15 PM JST

e-poster upload

e-poster [XYZ00-P00.pdf](#) **② “Edit”**

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

e-poster upload

Title  
\*Taro Rengo<sup>1</sup> (1. [JpGU University](#))  
Earth

Submission No. C000000	Presentation Type Poster	Language English
Category X	Subcategory X-YZ ○○	Session X-YZ00[E] ○○
Registered Date Feb. 18, 2021 12:45 PM JST	e-poster Submission date Apr. 22, 2021 1:11 PM JST	Last modified Apr. 22, 2021 1:15 PM JST

e-poster upload

- You can freely re-upload the file or cancel the upload by the deadline on May 11 (TUE).
- Please note that the uploaded file cannot be changed or cancelled after the upload deadline.

e-poster [XYZ00-P00.pdf](#) **③ Delete a file**

Please upload up to 1 PDF file within 10MB.  
File size (max) : 10.0 MB  
File format: pdf

Next (Confirmation) 

- 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.confite@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.

### JpGU 2021 | On-demand video Upload Form [Deadline May 7]/オンデマンド動画アップロードフォーム【締切 5/7】

ファイルをアップロードしてこのフォームを送信すると、Google アカウントに関連付けられている名前と写真が記録されます。

**\*必須**

メールアドレス \*

メールアドレス

JpGU ID of Contributor / 投稿者のJpGU ID \*

回答を入力

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

Upload your video [mp4 file within 250MB]/動画をアップロードしてください。  
【250MB以内のmp4ファイル】 \*

The file name must be "Presentation number (upper case and the hyphen connects session code and your presentation code).mp4". For example, "PPS00-P00.mp4". Please note that if the file name is not correct, it cannot be uploaded to the Meeting Portal site. / ファイル名は必ず「講演番号（大文字、ハイフンの位置もすべて一致）.mp4」としてください。例えば、「PPS00-P00.mp4」です。ファイル名が正しくない場合には大会サイトにアップロードできませんのでご注意ください。

[↑ ファイルを追加](#) ③ Select your file

回答のコピーが指定したアドレスにメールで送信されます。

[送信](#) ④ Submit

- 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.