Japan Geoscience Union

Publicity and Outreach Committee press@jpgu.org

JpGU Meeting 2022

Hybrid phase: May 22 - 27

Online Poster Session phase: May 29 – June 3

Uploading presentation materials: Manual

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Created by Meeting Organizing Committee

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Japan Geoscience Union
Earth, Planetary, and Space Sciences

1. For Presenters

Thank you for registering to participate in JpGU 2022. This manual is a guide for uploading e-posters and on-demand videos.

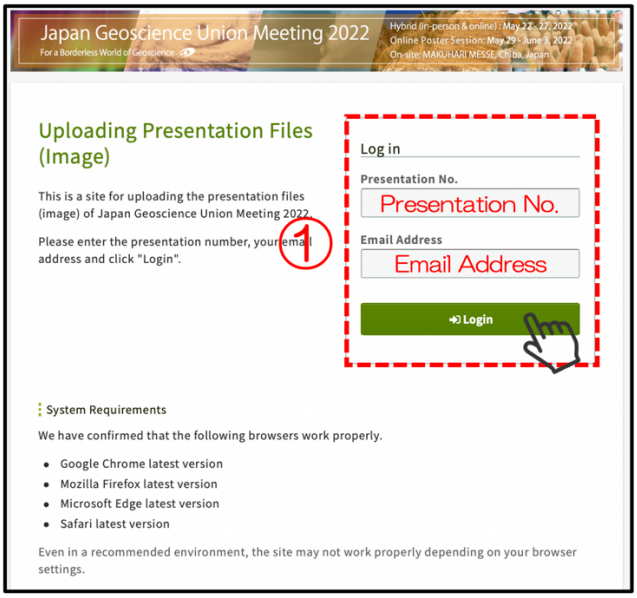
- 【**Optional**】On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online.
- 【**Required**】All poster presenters are requested to upload their poster presentation materials in advance. One or more of these will be combined to form the poster presentation 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.

2. e-poster

- You can upload **from April 20 (W)**. Instructions and link for uploading will be sent (from noreply.confit@atlas.jp) to e-poster presenters who have already registered by April 12.
  Subject：【Japan Geoscience Union Meeting 2022】e-poster uploading information
- Uploaded materials will be posted on Confit from May 13 (from this date, login authentication is required to view Confit, so the materials will be available only to registered attendees). Display period will be from May 13 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 conference (May 19) so that participants can view them before the meeting.
- Upload each of your slides as a single file. 100 slides (10 MB or less/ file, JPEG, JPG, PNG format) 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.

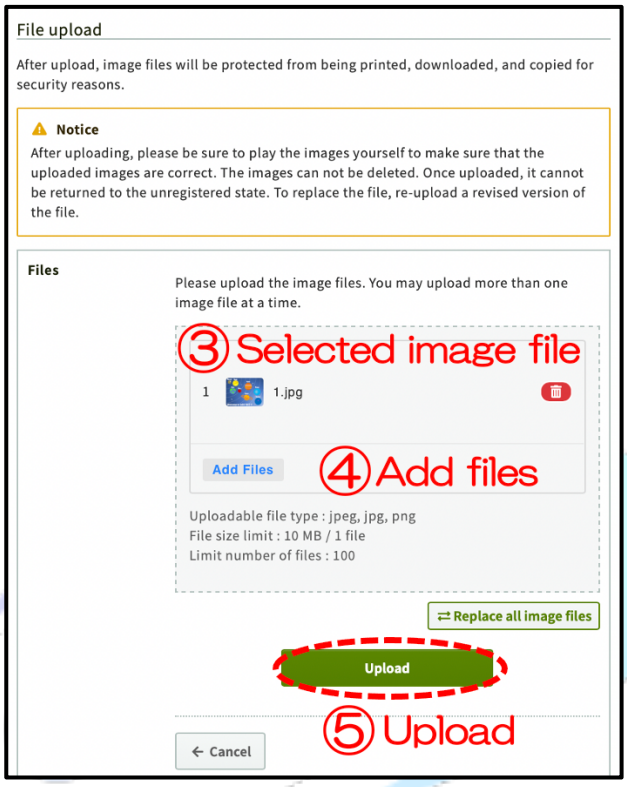
3. How to upload e-posters

① Please access the URL of the e-poster upload system we sent you and **log in with the presentation no. and e-mail address**.

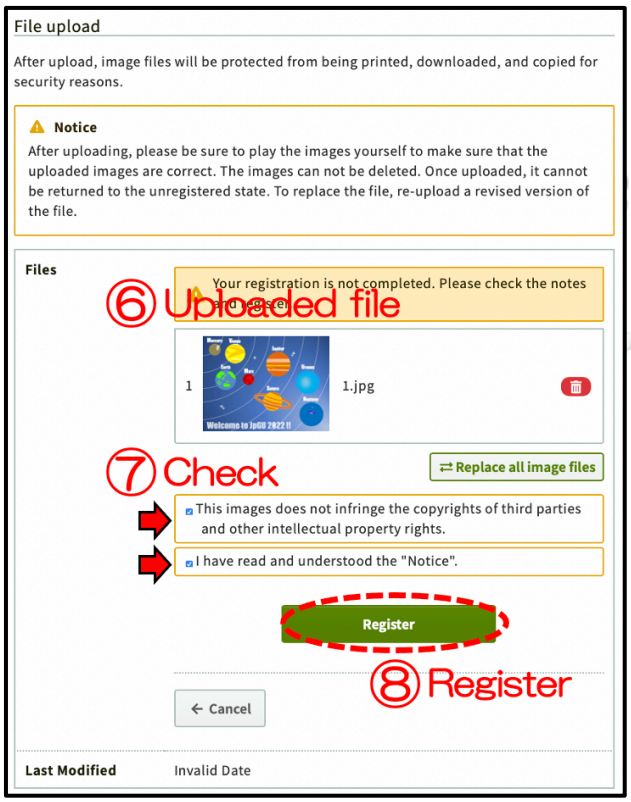


② Drop your files in the **"Drop files to upload"** area or click **"Select Files"** button and select files from your PC.

③ The selected image file is displayed as a thumbnail. If there are more files to be uploaded, click ④ **"Add Files"** to add them. After confirmation, click ⑤ **"Upload"** button.



⑥ **Check the uploaded file,** ⑦ **check the box**, and ⑧ **"Register"**.



⑨ Registration is **complete**. You receive an e-mail "[jpgu2022] The Presentation Data (Image) Uploaded" (from: noreply.confit@atlas.jp). To change the file, click the ⑩ **"Edit"** button or the **"Replace all image files"** button.

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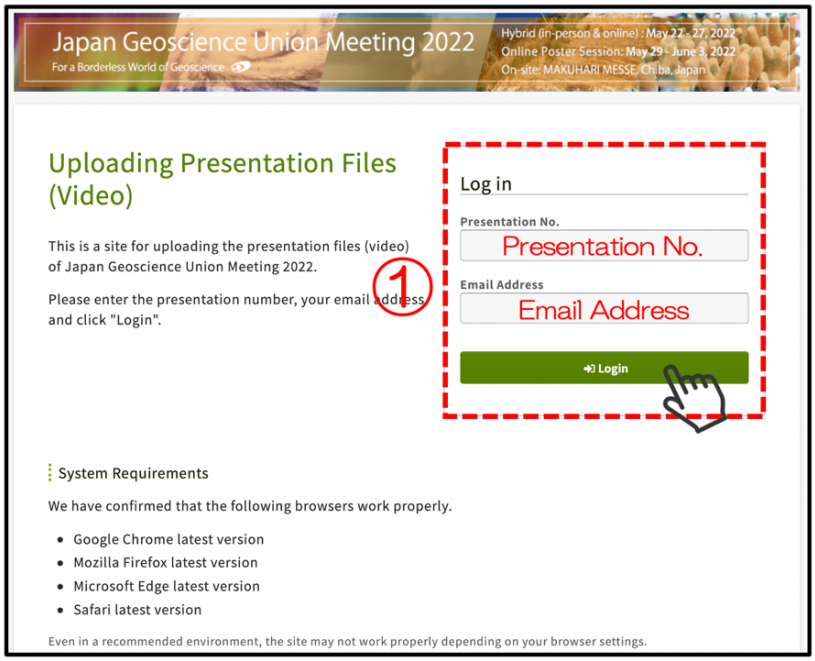
4. On-demand video

- You can upload **from April 20 (W)**. Instructions and link for uploading will be sent (from noreply.confit@atlas.jp) to on-demand presenters who have already requested by April 12.

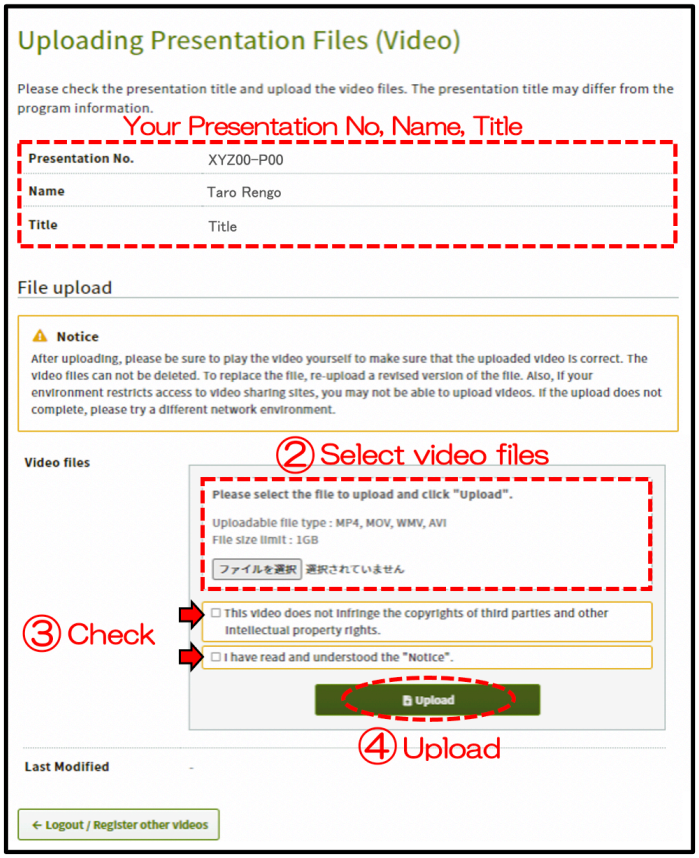
  Subject：【Japan Geoscience Union Meeting 2022】On-demand video uploading information
- You can upload one video (250 MB or less, MP4, MOV, WMV, AVI format).
- Uploaded materials will be posted on Confit from May 13 (from this date, login authentication is required to view Confit, so the materials will be available only to registered attendees). Display period will be from May 13 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 conference (May 19) 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.

5. How to upload On-demand videos

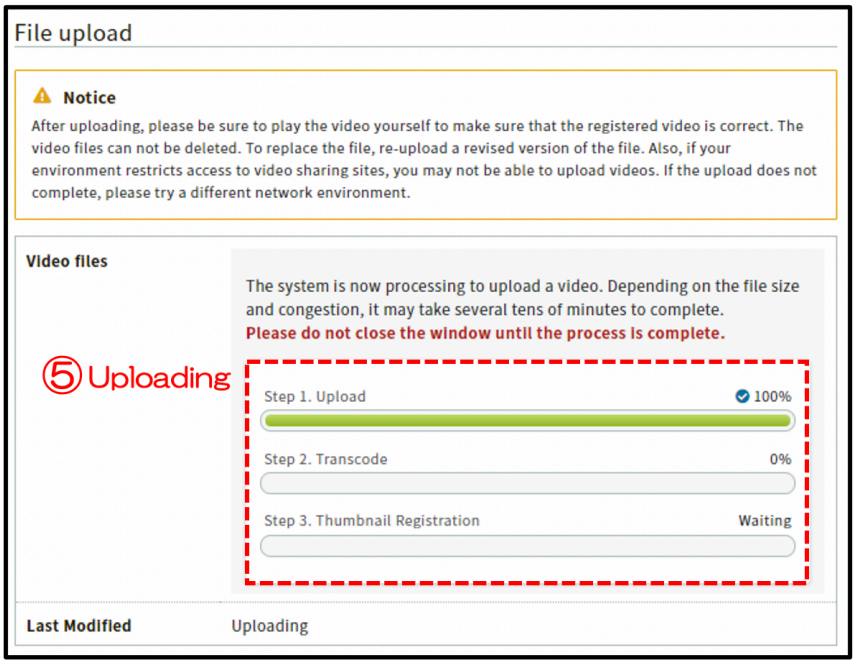
① Please access the URL of the On-demand video upload system we sent you and **log in with the presentation no. and e-mail address**.



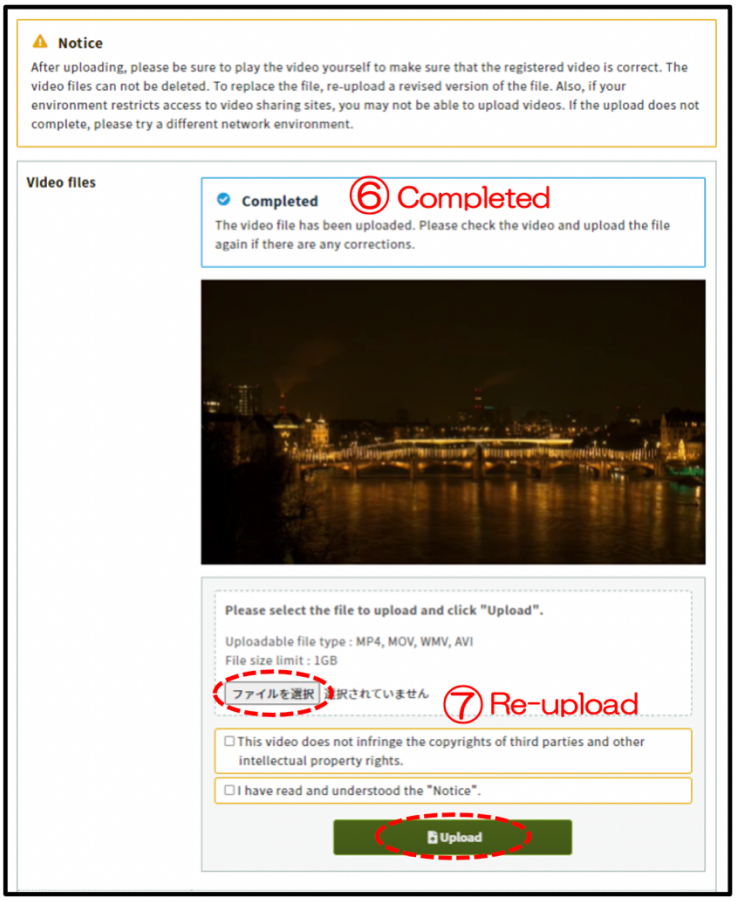
② Click **"Select Files"** button and select files from your PC. ③ **Check the box**, and ④ **"Upload"**.



⑤ Please do not close the window until the process (Step1～Step3) is complete.



⑥ Registration is **complete**. You receive an e-mail "【日本地球惑星科学連合2022年大会】講演動画を登録しました/ The presentation Video Registered" (from: noreply.confit@atlas.jp). To change the file, ⑦ **select files** and **"Upload".**



6. Additional materials

- You can upload **from May 13 (F)**.
- Log in to Confit and upload your additional materials to your own presentation space (file cabinet). Up to 10 files (10 MB or less each in PDF, JPEG, JPG, PNG, GIF format) can be uploaded.
- If you use movies as additional materials, please upload the created movie to YouTube or other sites and post the URL in the space.
- Log in to Confit allows for viewing additional materials. Display period will be one year after the meeting end.
- If you upload only "additional materials," we may not be able to issue a certificate of presentation. Those presenting in posters are requested to try to upload as e-posters or on-demand videos.
- 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.

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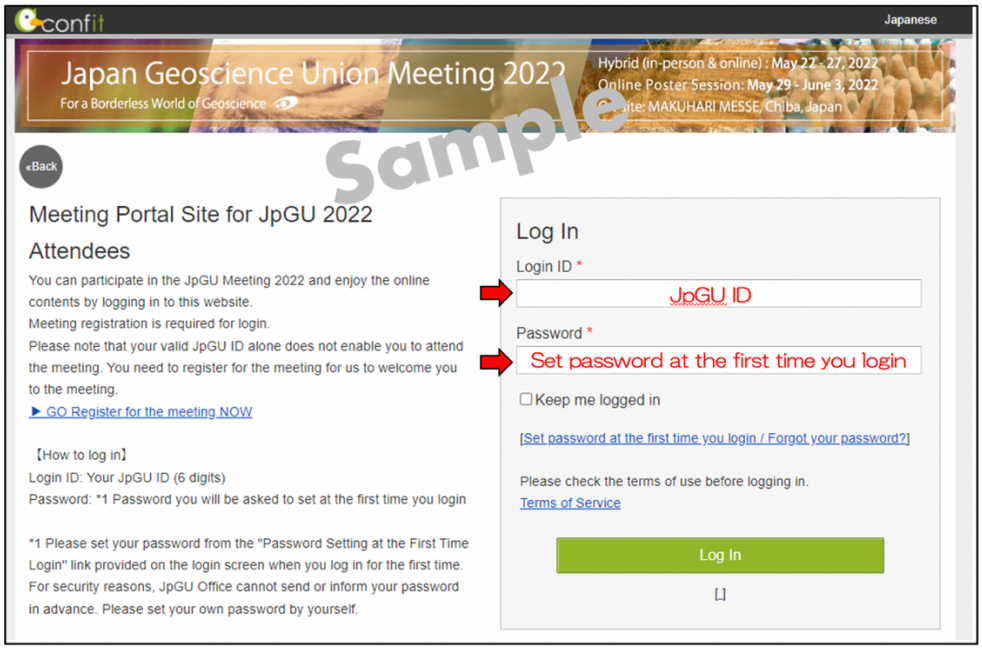
7. How to upload/publish "Additional materials"

A. Login to the Meeting Portal site "Confit"

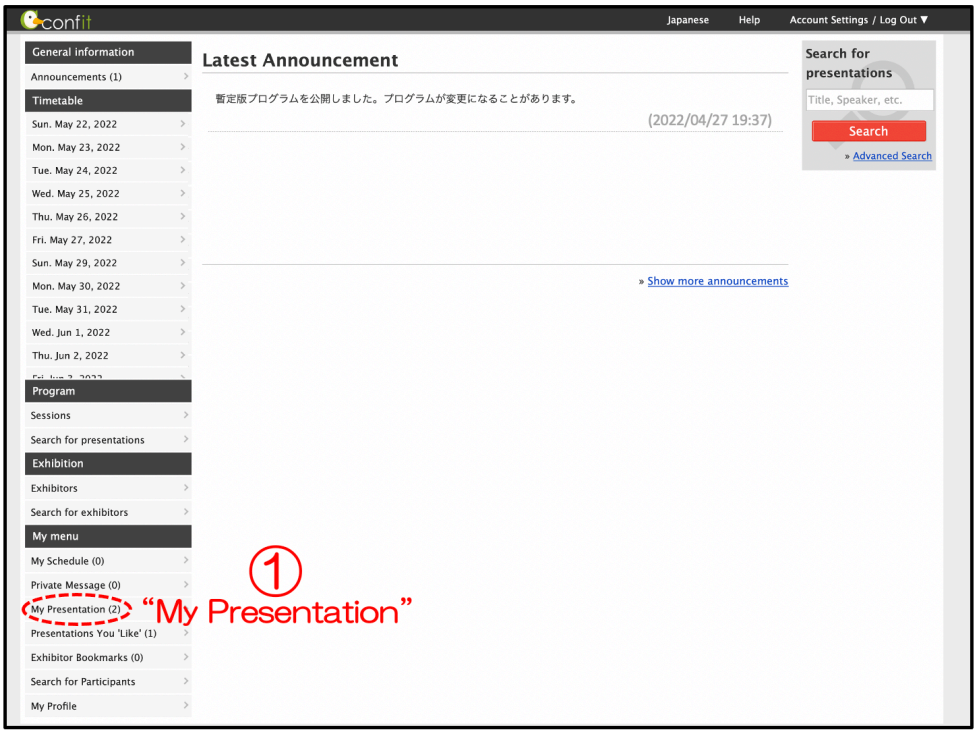
- If you meet May 12 (Th) 23:59 JST for registration, you will be able to log in to Confit (Meeting Portal Site) system from May 13 (F). Once the above regular registration deadline passes, your login to Confit system becomes available on the next day after 09:00 JST of your registration date.
- Please set your password from the **"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 **JpGU ID**.



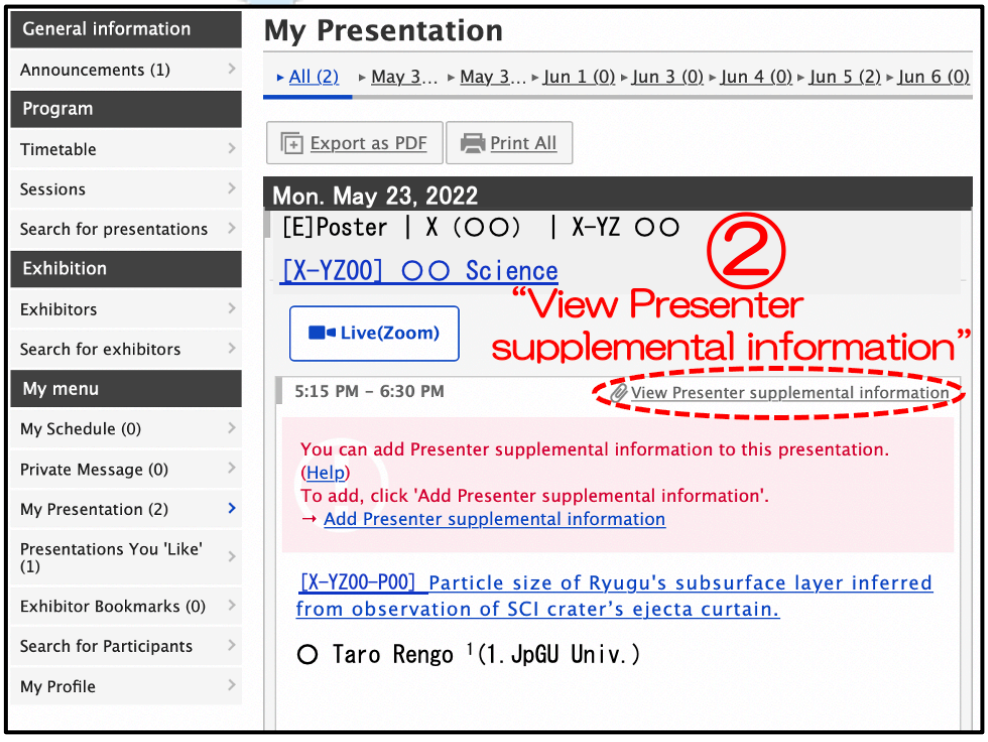
B. Uploading/Publishing procedure of additional materials

B-1. Uploading/Publishing procedure of pdf・image files

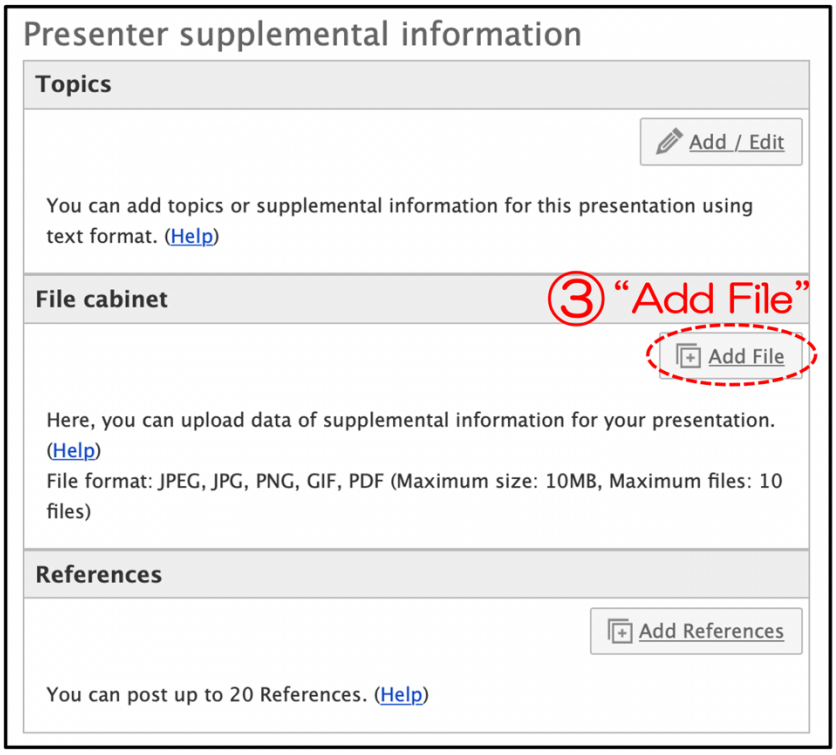
① After login to Confit, please proceed to **"My Presentation".**



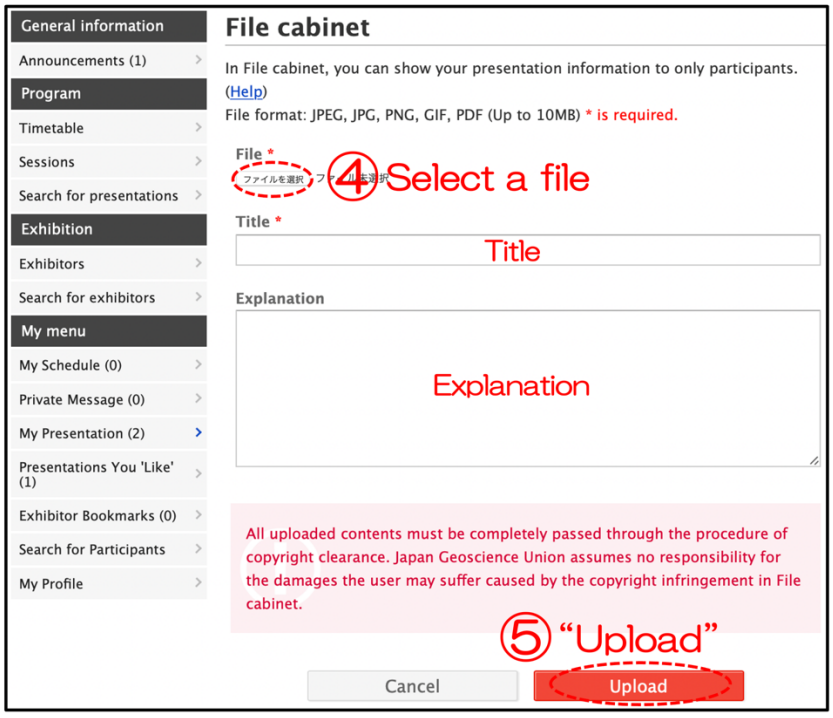
② Click **"View Presenter supplemental information"**.



③ Click **"Add File"** in the File cabinet.



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

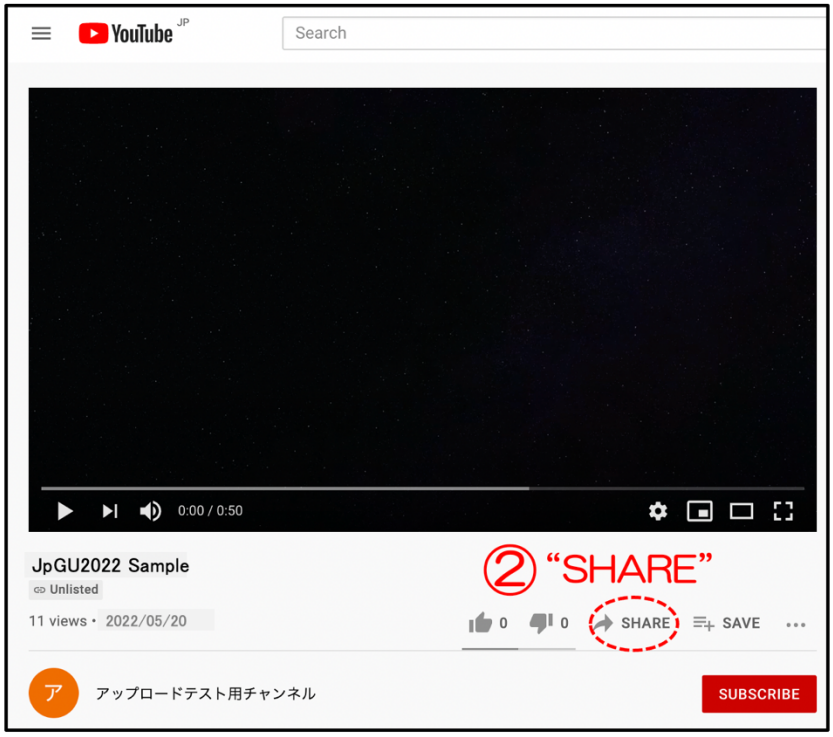


⑥ **Check your file** in the File cabinet. Click **"Move to live"** to publish the contents to participants. Click **"Move to staging"** to hide (unpublish). You can **"Delete"** files and **"Edit"** their titles and explanations.

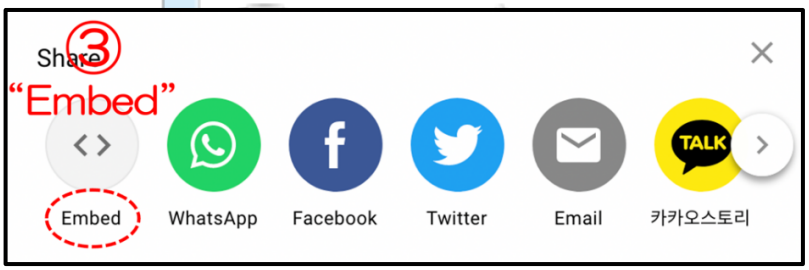
B-2. Publishing procedure of movies

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.

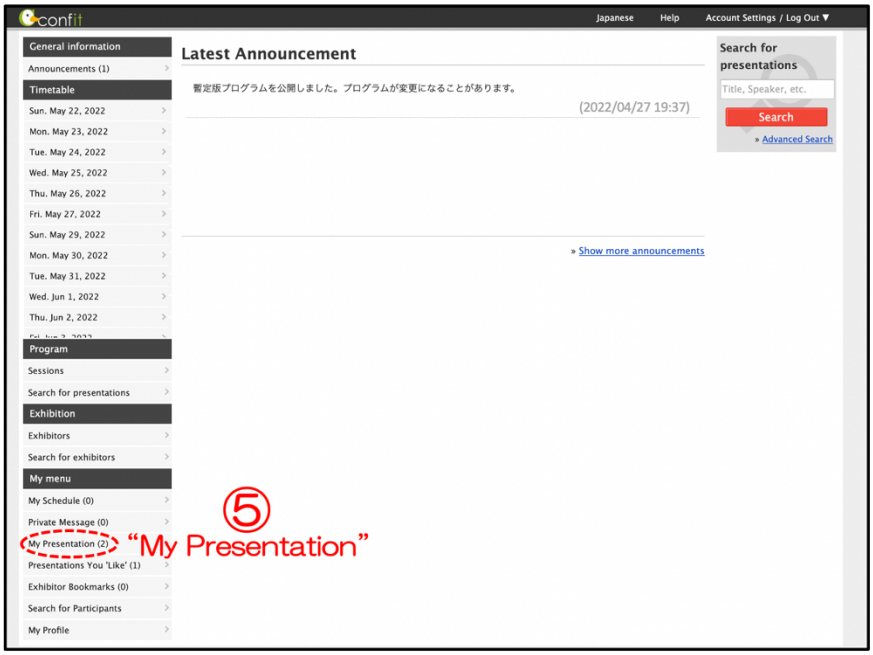


③ Click **"Embed"**.

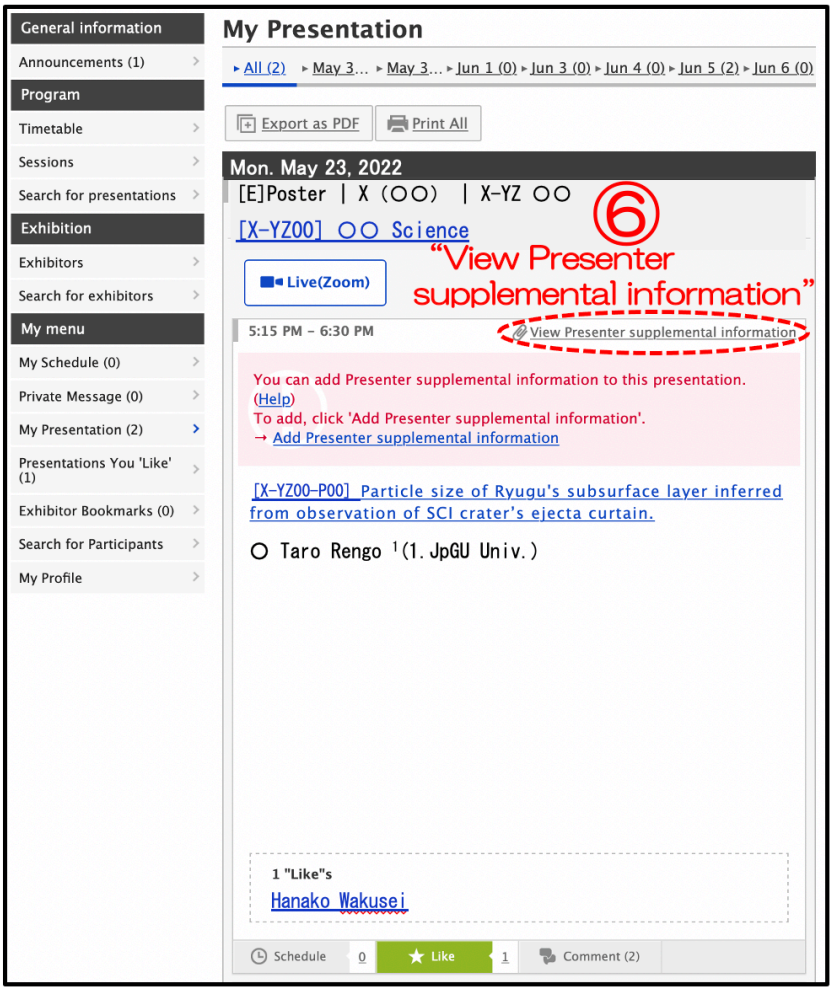


④ Copy the text from <iframe> to </iframe>.

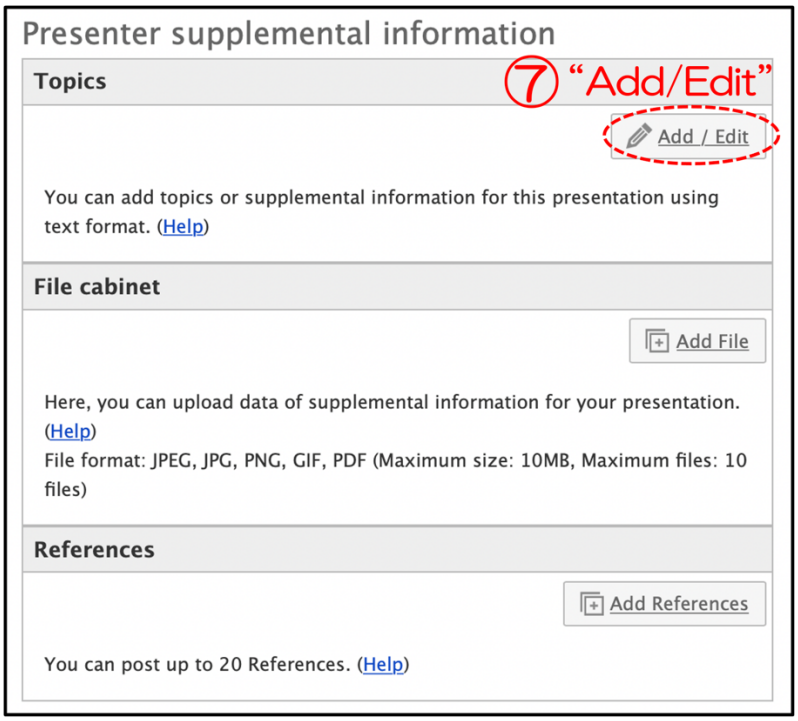
⑤ After login to Confit, please proceed to **"My Presentation"**.



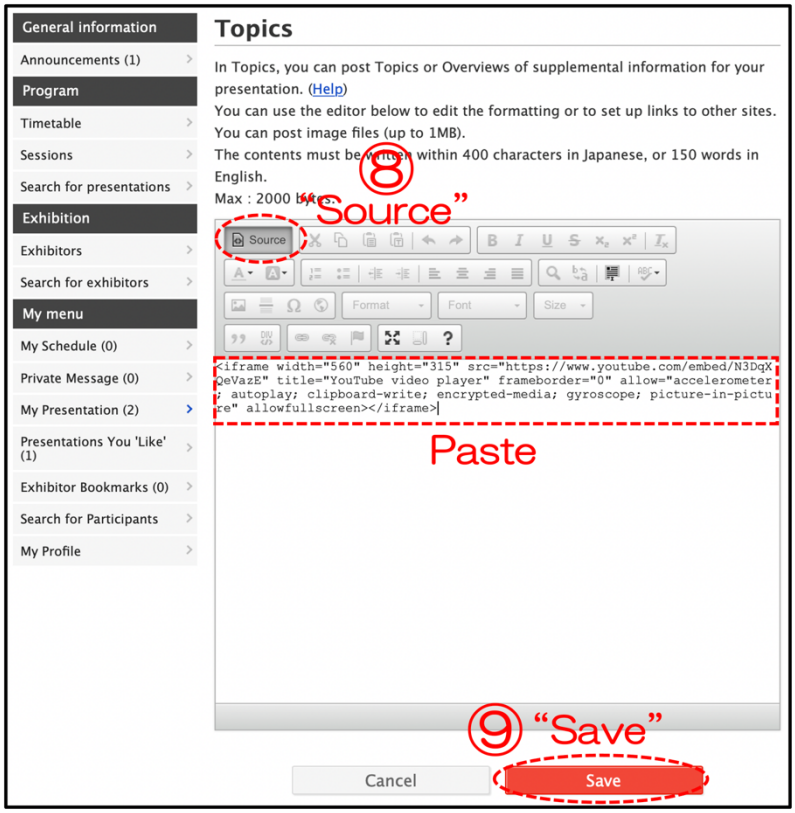
⑥ Click **"View Presenter supplemental information"**.



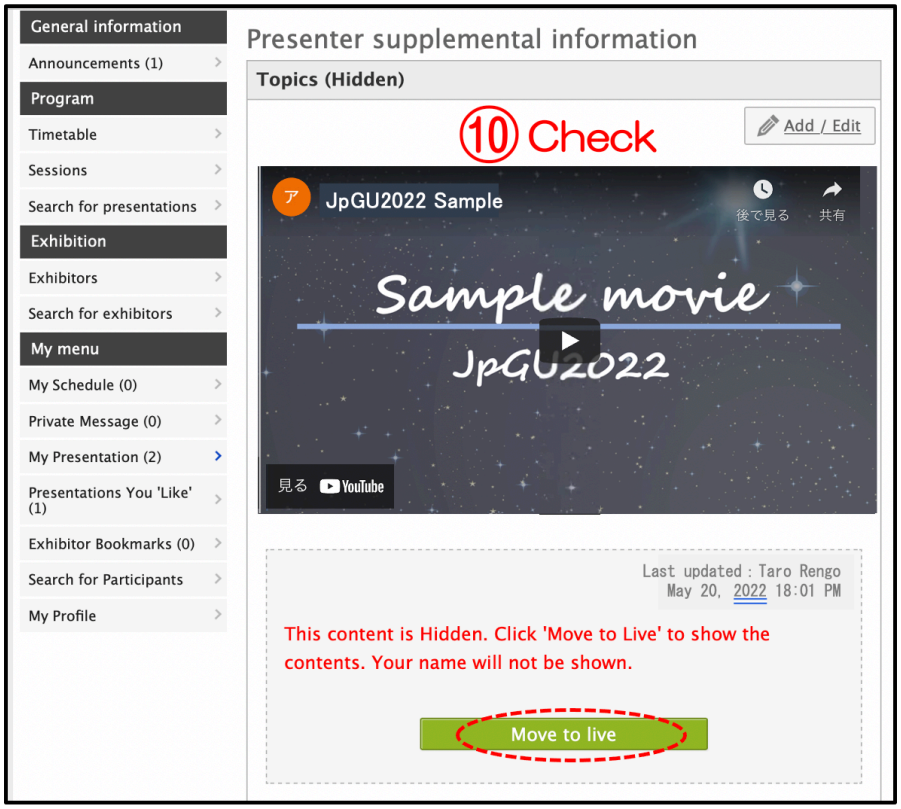
⑦ Click **"Add/Edit"** in the Topics.

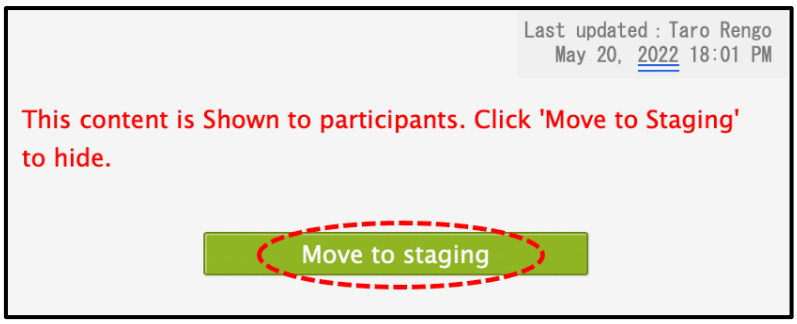


⑧ Click the **"Source"** and **Paste** the text copied in ④ and ⑨ **"Save"**.



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



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

Click **"Move to staging"** to hide (unpublish).