



Japan Geoscience Union

Publicity and Outreach Committee press@jpgu.org

JpGU Meeting 2023 (21 – 26 May)

Meeting Manual

Ver.1 16 May 2023

Created by Meeting Organizing Committee



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1. Preamble

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

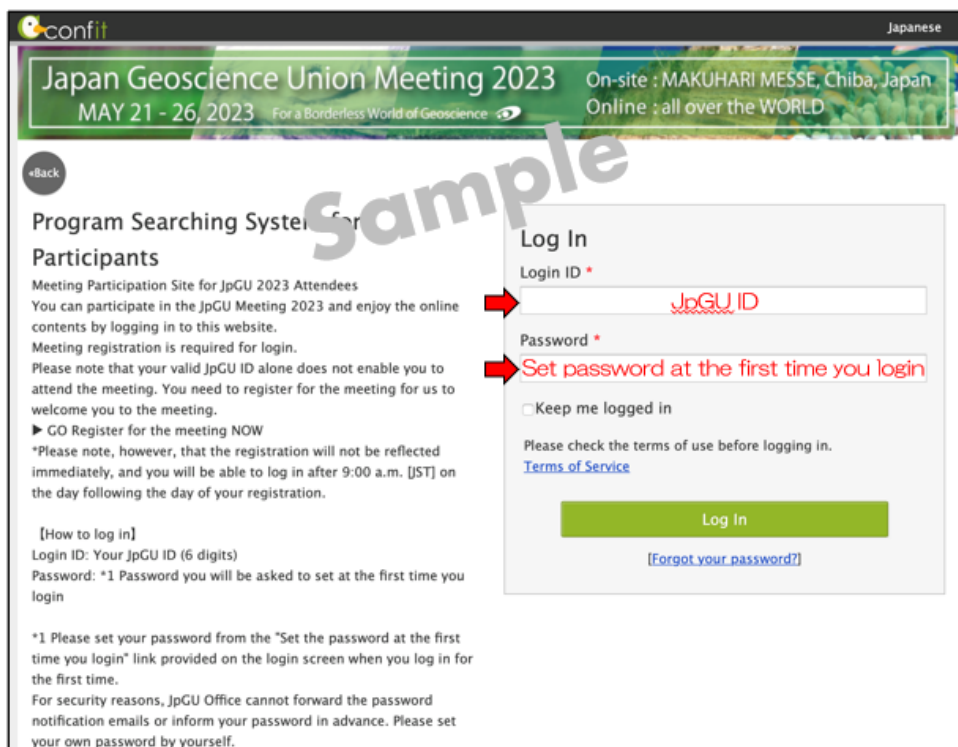
(Su) 21 – (F) 26 May 2023

- 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. e-tickets should be displayed on paper, smartphone, PC, etc. Please bring the Meeting Pass (entry ID) issued at the entrance with you thereafter on the following days. Please note that there will be no on-site registration for the meeting.
- There is no assistance desk at the local venue.
- Online participants should register for the meeting well in advance and make sure they can log in to the Meeting Participation Site (Confit, Figs.1 and 2). When you log in for the first time, please set a password from "Set password for the first time you login" and log in together with your JpGU ID.
- Matching flags to indicate "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set in Confit ("5-B. My Profile and Account Settings").
- Notices from sessions such as presentation cancellations, change of presenter, etc. will be posted below.

https://www.jpгу.org/meeting_e2023/announcement_from_session.php#announcements



Fig.1: Access to Confit (Meeting Participation Site) from the JpGU Meeting 2023 site



confit Japanese

Japan Geoscience Union Meeting 2023
MAY 21 - 26, 2023 For a Borderless World of Geoscience

On-site : MAKUHARI MESSE, Chiba, Japan
Online : all over the WORLD

«Back

Program Searching System for Participants

Meeting Participation Site for JpGU 2023 Attendees
You can participate in the JpGU Meeting 2023 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
*Please note, however, that the registration will not be reflected immediately, and you will be able to log in after 9:00 a.m. [JST] on the day following the day of your registration.

[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 "Set the password at the first time you login" link provided on the login screen when you log in for the first time.
For security reasons, JpGU Office cannot forward the password notification emails or inform your password in advance. Please set your own password by yourself.

Log In

Login ID *
JpGU ID

Password *
Set password at the first time you login

Keep me logged in

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

Log In

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

Fig.2: Confit login page

2. COVID-19 Safety Protocols

We ask for the cooperation of all onsite participants at the venue as follows.

- Please take your temperature beforehand and refrain from in-person attendance at the meeting if you have a fever or any other health problems.
- Your temperature can be checked at the entrance at the entry for each day of visit. If you are found to have a fever, we regret to inform you that you will not be admitted. Please leave on the spot and participate online.
- Please use your own judgment when deciding whether or not to wear a mask in the venue.
- There will be a limit to the number of people who can enter each of the session rooms. If the room is full and you cannot enter, we will set up a separate space for network connection for online participation.

3. Oral presentations

● For presenters

- **【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.
- **【Optional】** On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online. Please refer to the "Uploading presentation materials: Manual" for instructions on how to upload materials.
- 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.
- Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present onsite or online.
- 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.
- **Presentation in On-site Session Room:**
 - Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present on-site.
 - Please use presenter's PC (Windows11) set up at the onsite session room. Your own PC cannot be used.
 - Please prepare your presentation materials in ppt or pdf format.
 - At the Presenter Test Corner in the Convention Hall, you can check the display of your presentation materials on the same type of PC as the presenter's PC. Confit has a Zoom practice space (Fig.4), which can be used for preliminary review of video and screen sharing (Fig.5).
 - Upload your presentation materials in the file upload system before the session starts (Ref.1). Uploading instructions will be sent (from sendonly@proself.online) on 20 May. If you are unable to use the file upload system, please hand over the USB memory stick containing your presentation materials to the session room staff before the session starts.
 - The presenter's PC will be connected to Zoom in advance. When it is your turn

to present, open your presentation materials in the "presentation" folder on the desktop and please Start Video and Screen Sharing. Please leave the PC microphone on mute and turn on the microphone in front of the presenter's PC. Please also use the mouse cursor or pointer function so that it is visible to online participants.

- If presenter view is used, the time required to set it up may be included in the presentation time (Ref.2).
- The timer (BlueSky Timer) appears on the Zoom screen. Please keep your presentation on time.
- When you have finished your presentation, please stop video and screen sharing, close your presentation materials, and turn off the microphone in front of presenter's PC.

➤ **Online Presentation:**

- Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present online.
- Please register for the meeting well in advance and make sure you can login to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- After logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3).
- Confit has a Zoom practice space (Fig.4), which can be used for preliminary review of microphone, video and screen sharing (Fig.5).
- The name displayed on Zoom should indicate "Name (Affiliation)".
- When it is your turn to present, please unmute, start video (optional) and screen sharing.
- The timer (BlueSky Timer) appears on the Zoom screen. Please keep your presentation on time.
- When you have finished the presentation, please turn off microphone and stop video/screen sharing.
- Please take into account that delays may occur depending on the network environment.
- If some connection problems occur, please follow the chair and also note that your presentation may be postponed or other measures may be taken.
- If your presentation has to be canceled due to a connection problem, please consider uploading additional materials to your own presentation space on Confit.

- **For Audience**

- **Attendance in On-site Session Room:**

- To prevent acoustic feedback, do not connect to Zoom whether or not it is a session you are participating in.
- During the Q&A session, please move to and stand by at the microphone located in the room to be called by the chairperson, then turn on the microphone, and state your name and affiliation before asking question. Please turn off the microphone when you have finished asking your question.
- There will be a limit to the number of people who can enter each of the session rooms. If the room is full and you cannot enter, we will set up a separate space for network connection for online participation.

- **Attendance from separate space for network connection:**

- Please register for the meeting well in advance and make sure you can login to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- Connect to the Internet through the venue's free WiFi or your own environment, and after logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3). Please note that the number of free WiFi connections at the venue is limited.
- Please mute the speakers of the connected device first. Please make sure that all microphones and video are turned off in Zoom (Fig.5), check your earphones and other connections to prevent sound leakage, adjust your speakers, and watch quietly without speaking.
- The name displayed on Zoom should indicate "Name (Affiliation)".
- To ensure that everyone onsite and online can participate, please refrain from discussing in the Zoom chat after each presentation. Please make use of private message function and comment function (Figs.9, 10).

- **Online participants:**

- Please register for the meeting well in advance and make sure you can login to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- After logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3).
- The name displayed on Zoom should indicate "Name (Affiliation)".
- Q&A session should be directed by the chairperson. You may be asked to use the "Raise Hand" button or chat.

- If you are called by the chairperson and allowed to speak, please Unmute, Start Video (optional), and state your name and affiliation before asking questions.
- When you have finished asking your question, please Mute, Stop Video, and Lower Hand.
- To ensure that everyone onsite and online can participate, please refrain from discussing in the Zoom chat after each presentation. Please make use of private message function and comment function (Figs.9, 10).

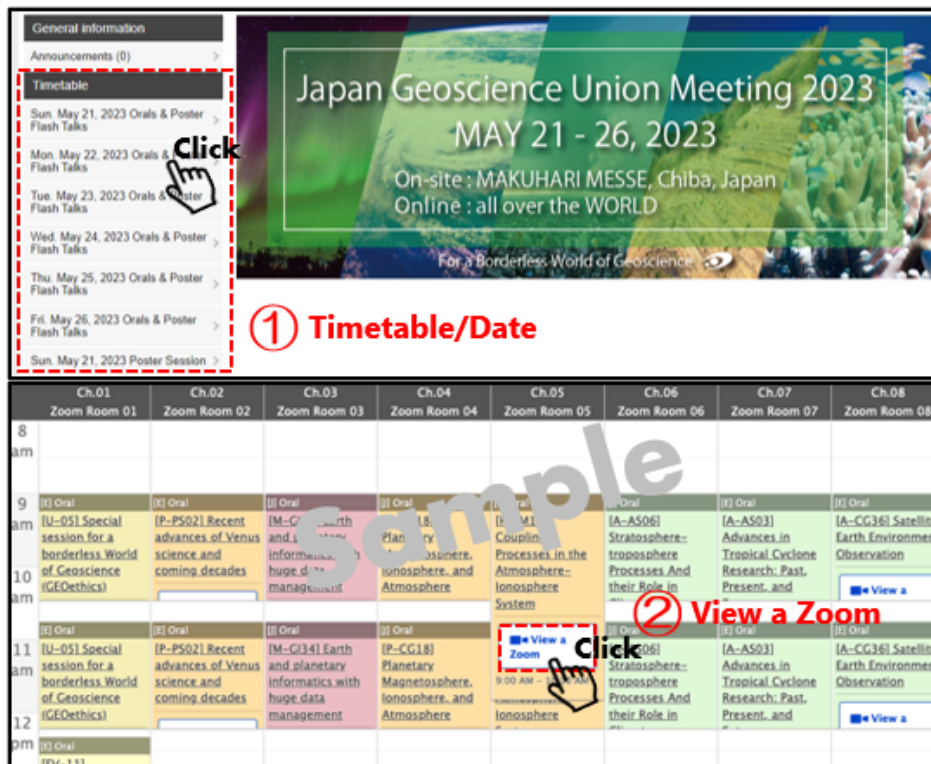


Fig.3: Entering the online oral presentation room



Fig.4: Zoom Practice Space



Fig.5: Zoom meeting functions (Update to the latest version of Zoom)

4. Poster presentations

● For presenters

- **【Required】** Contributors must upload poster materials in their own presentation space on the Confit. e-poster, On-demand video, and additional material 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. Please refer to the "Uploading presentation materials: Manual" for instructions on how to upload materials.
- **【Recommend】** Poster flash talks will be held during some part of each oral 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.
- Please note that the convener may contact in advance regarding the content and order of the flash talks, so please pay attention to the session mailing list and other notifications. The program can be viewed at the URL below.
https://www.jpгу.org/meeting_e2023/announcement_from_session.php#flashtalk_contents
- Please present your flash talk from onsite or online with an e-poster or other presentation uploaded to Confit. If you use materials other than e-poster, you may upload them as additional materials. If you present a flash talk onsite, please open the Confit website using a browser on the presenter's PC set up at the venue and display the e-poster, etc. If you present a flash talk online, please share your presentation materials on your own PC. If the convener or chairperson provides instructions on how to share presentation materials, those instructions should take precedence. Also, please note that the convener chairperson may ask you to collect your presentation materials, so please pay attention to the session mailing list and other notifications.
- 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.
- **Presentation in On-site Poster Area:**
 - Participants who will be presenting posters on-site are requested to display their posters at the on-site venue and make their presentations. There will be no webcasts of onsite posters.
 - Matching flags to indicate "Date: I'll be in-person", "Onsite poster presentation", etc. can be set in Confit ("5-B. My Profile and Account Settings").

- The core time for posters will be during PM3 (17:15-18:45), but we would appreciate it if you could actively discuss your poster also during other times to avoid crowding.
- Poster board size is 180 cm (W) x 90 cm (H) (landscape shape).
- 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). Please check the following URL site for details.
https://www.jpгу.org/meeting_e2023/for_presenter.php#posting_service

➤ **Online Poster Session:**

- Please register for the meeting well in advance and make sure you can login to the Confit.
- Online poster sessions will be held from AM1 to PM2 via Zoom (open 5 minutes before start).
- After logging in to Confit, please enter the online poster presentation room (Zoom) from "Timetable" (Fig.6).
- Online poster presenters are invited to use their own breakout rooms to enjoy discussions with others who have entered the same room.

● **For Audience**

➤ **Attendance in On-site Poster Area:**

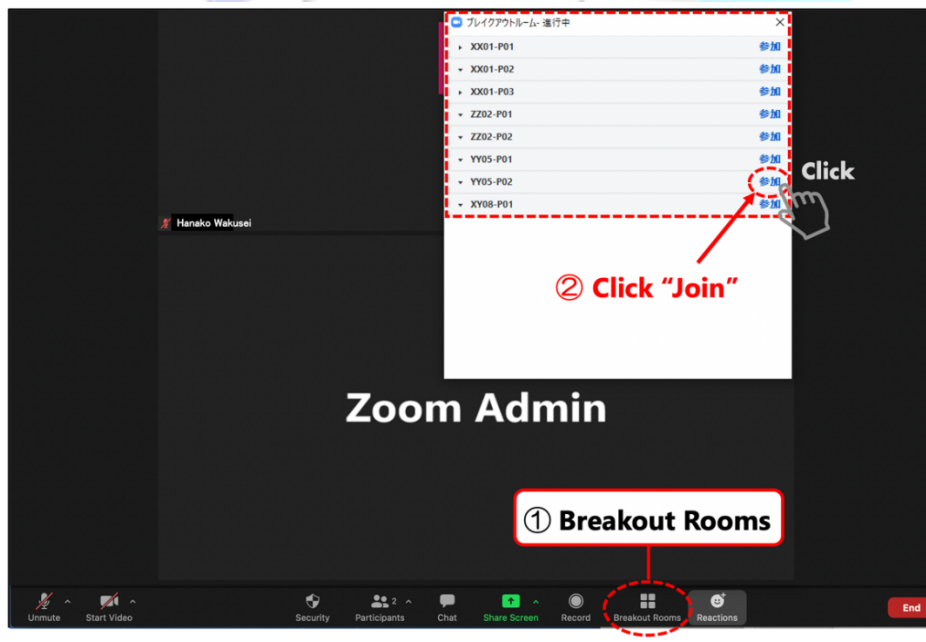
- Matching flags to indicate "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set in Confit ("5-B. My Profile and Account Settings"). Please use this flag to search for onsite poster presentation.

➤ **Online participants:**

- Please register for the meeting well in advance and make sure you can login to the Confit.
- Online poster sessions will be held from AM1 to PM2 via Zoom (open 5 minutes before start).
- After logging in to Confit, please enter the online poster presentation room (Zoom) from "Timetable" (Fig.6).
- Do not Unmute, Start Video and Screen Sharing (Fig.5).
- It is recommended that you view the poster presentation materials in advance (Figs.14 and 15) before attending.

Sun. May 21, 2023 Poster Session >	Mon. May 22, 2023 Poster Session >	Tue. May 23, 2023 Poster Session >	Wed. May 24, 2023 Poster Session >	Thu. May 25, 2023 Poster Session >	Fri. May 26, 2023 Poster Session >														
Online Poster Zoom Room (1)	Online Poster Zoom Room (2)	Online Poster Zoom Room (3)	Online Poster Zoom Room (4)	Online Poster Zoom Room (5)	Online Poster Zoom Room (6)	Online Poster Zoom Room (7)	Online Poster Zoom Room (8)	Online Poster Zoom Room (9)											
[J] Online Poster [P-EM13] Dynamics of the Inner Magnetospheric System On-site poster schedule(2023/5/22 17:15-18:45)	[J] Online Poster [P-EM17] Space Plasma Physics: Theory and Simulation On-site poster	[J] Online Poster [A-A907] Atmospheric Chemistry and Physics On-site poster	[J] Online Poster [A-O811] Physical and Biological Processes in the Ionosphere On-site poster	[J] Online Poster [S-O1] Hydrological Sciences On-site poster	[J] Online Poster [A-CG28] Machine Learning Techniques in Weather, Climate, Ocean, Hydrology On-site poster schedule(2023/5/22 17:15-18:45)	[J] Online Poster [H-D907] Literacy for Disaster Risk Reduction On-site poster schedule(2023/5/22 17:15-18:45)	[J] Online Poster [H-C022] Earth surface processes related to deposition, erosion and												

Fig.6: Entering the online poster session room



Zoom Admin

① Breakout Rooms

② Click "Join"

- XX01-P01
- XX01-P02
- XX01-P03
- ZZ02-P01
- ZZ02-P02
- YY05-P01
- YY05-P02
- XY08-P01

Fig.7: Entering a Breakout room

5. Confit (Meeting Participation Site)

5-A. Functions of the Confit

- **Search for Participants**

You can search for meeting participants by their names, affiliation, exhibitor names, presentation title, keywords or matching flag (Fig.8). Please refer to "5-B. My Profile and Account Settings" to set your own matching flag.

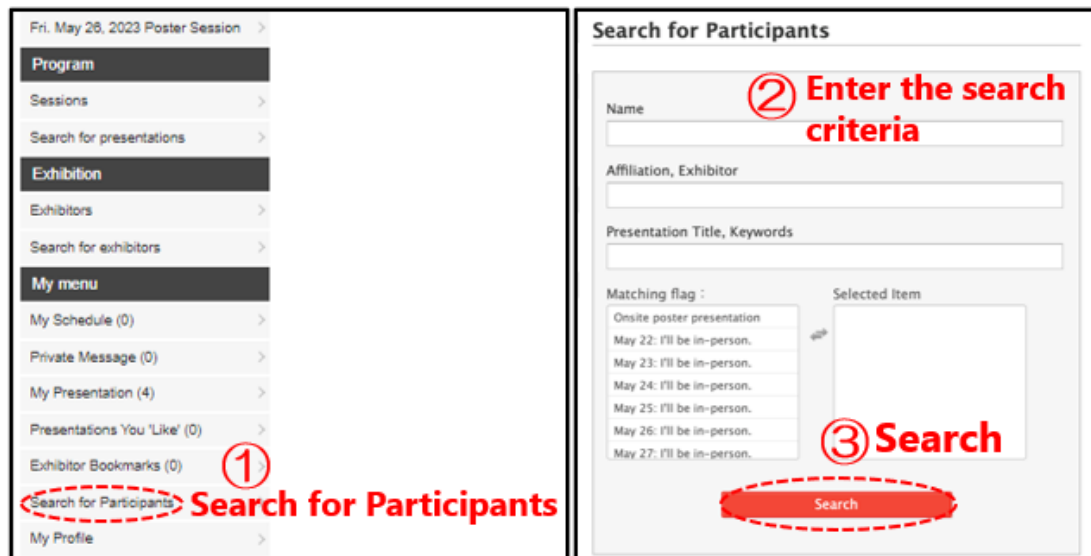


Fig.8: Search for Participants

- **Private Message**

You can send private messages to participant (Fig.9). You can check your private messages you received/sent from "Private Messages" in "My menu" (Fig.10). Please refer to "5-B. My Profile and Account Settings" for more details.

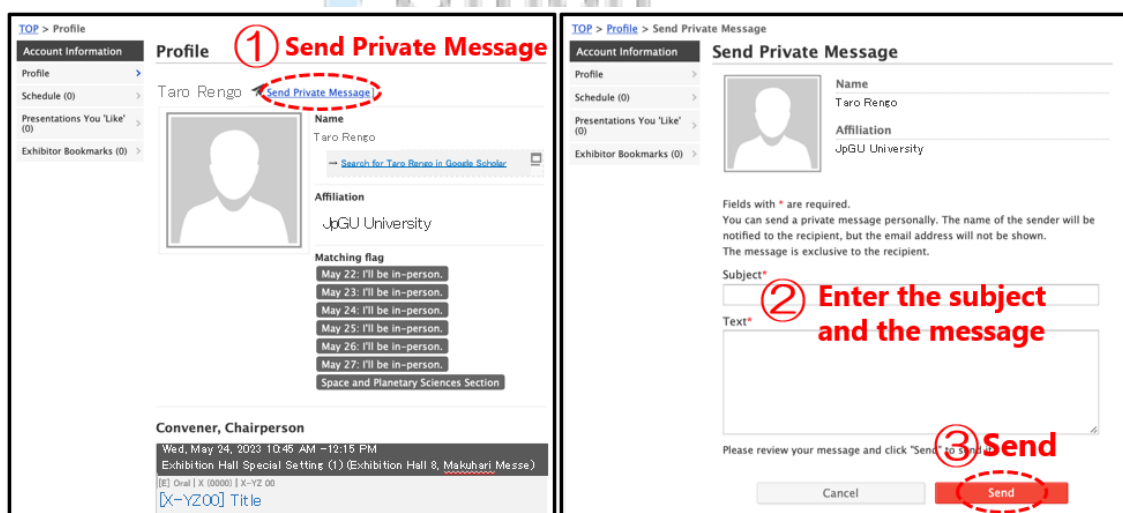


Fig.9: Profile and Send Private Message

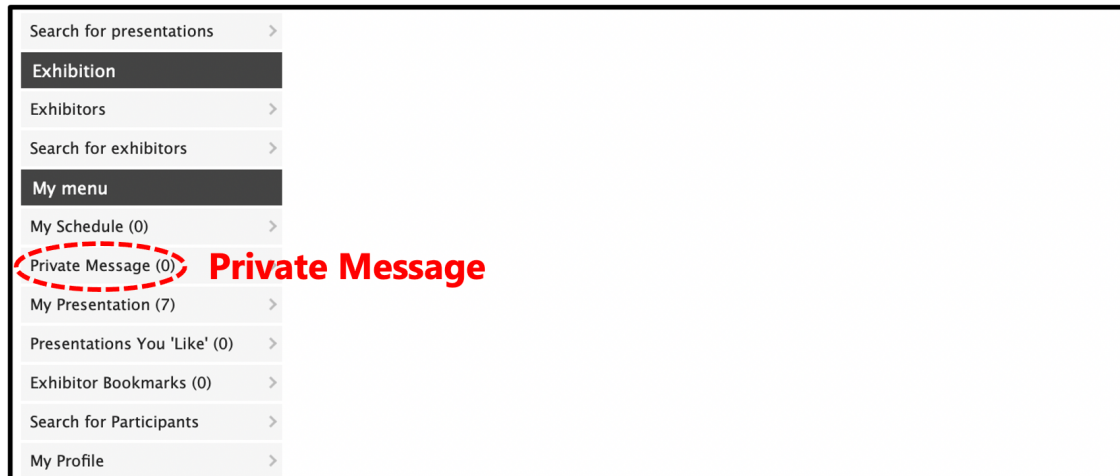


Fig.10: Accessing your own "Private Message"

● **My Schedule**

Sessions and presentations can be registered in "My Schedule" (Fig.11). You can also check those who have registered their own presentations in My Schedule and have set their schedule to "Share" (*).

- * You can set Sharing configuration at the first time log in to Confit (Fig.12). Please refer to "5-B. My Profile and Account Settings" how to set up after login.

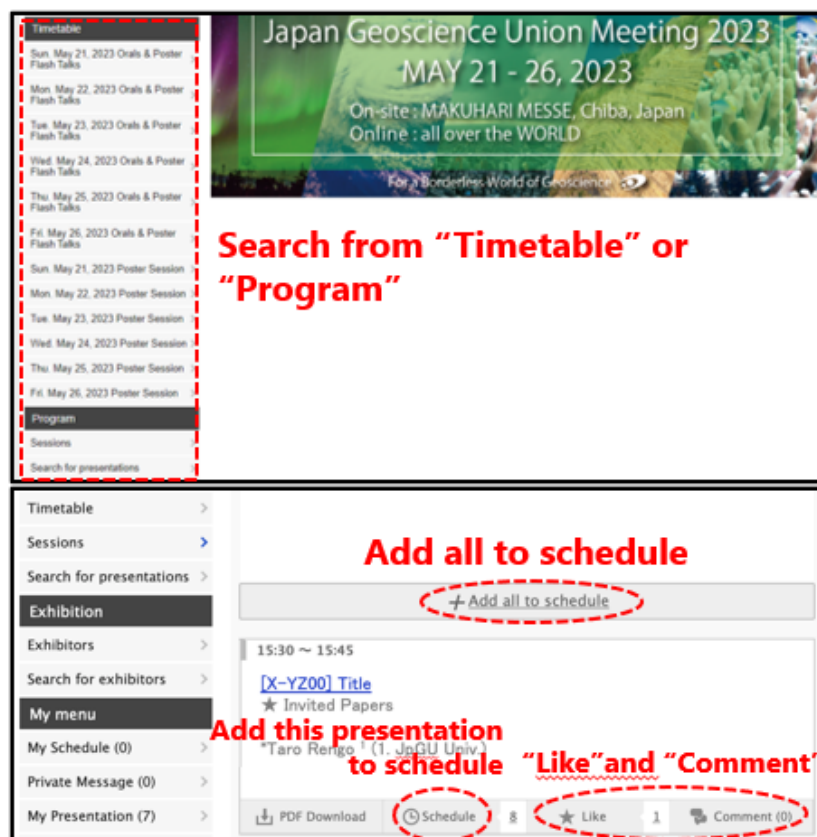


Fig.11: Search for sessions and presentations and register to My Schedule

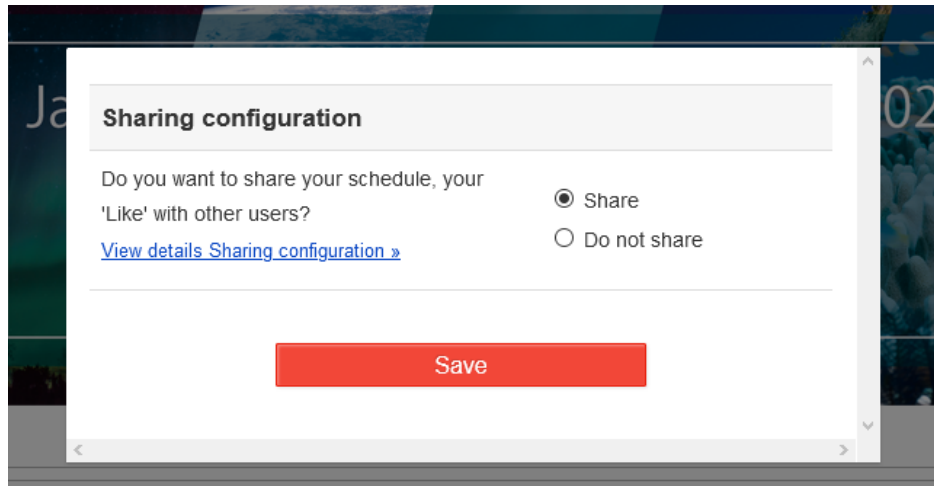


Fig.12: Sharing Configuration at the first time login to Confit

- **"Like" and "Comment"**

You can "Like" or leave a "Comment" for each presentation (Fig.11). All participants can see the names of those who have "Like" if the "Share" setting is on (*), and those who have left comments.

* You can set Sharing configuration at the first time log in to Confit (Fig.12). You can change "Share" setting in the "Account Settings" page. For details, please refer to "5-B. My Profile and Account Settings".

※ All participants can view the comments. The presenters can optionally select mail notification of comments. Please refer to "5-B. My Profile and Account Settings" for the "Share" setting.

※ The comments will not be updated unless you press the "Get latest comments" button, but please avoid hitting the button repeatedly, which may cause server overload.

5-B. My Profile and Account Settings

● My Profile

Please go to "My menu/My Profile". Click "Edit" in the upper right corner to display the edit screen (Fig.13).

- In addition to your name and affiliation, you can include your introduction or social media information. Once a Profile Picture is set, it cannot be "deleted". It is possible to "change" it.
- Matching flags to indicate "Section", "OSPA Entry Presentation", "Job Seeking", etc. can be set in Matching flag field. Also other useful matching flags; "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set ("5-B. My Profile and Account Settings").

● Account Settings

Please go to "My menu/My Profile". Click "Edit" in the upper right corner of the "My Profile" page to display the edit screen. You can set the following settings from "Account Settings" in the left column (Fig.13).

- **Sharing configuration:**
You can select "Share" or "Do not share" of "Schedule Sharing", "Sharing 'Like' ", "Sharing Exhibitor Bookmarks", "Post a comment".
- **Email notifications when receiving comments:**
You can set "ON" or "OFF" of e-mail notification when you receive comments on your presentation.
- **Private Message configuration:**
Activate or inactivate Private Message.

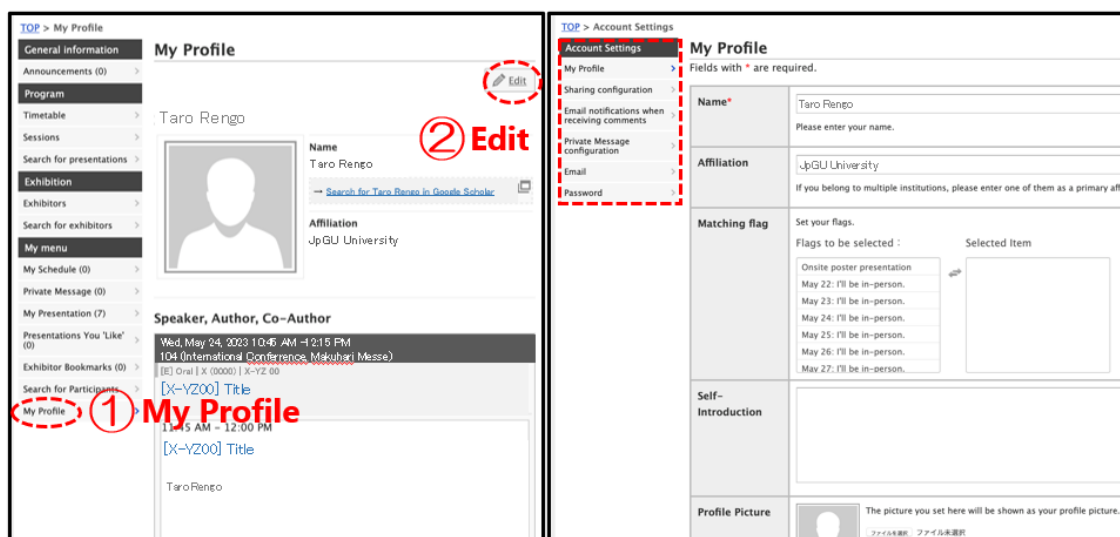


Fig.13: My Profile and Account Settings

5-C. Browsing the presentation materials

e-posters and on-demand videos are available on Presentation Information page (Fig.14). Additional (Supplemental) materials are available on session page (Fig.15).

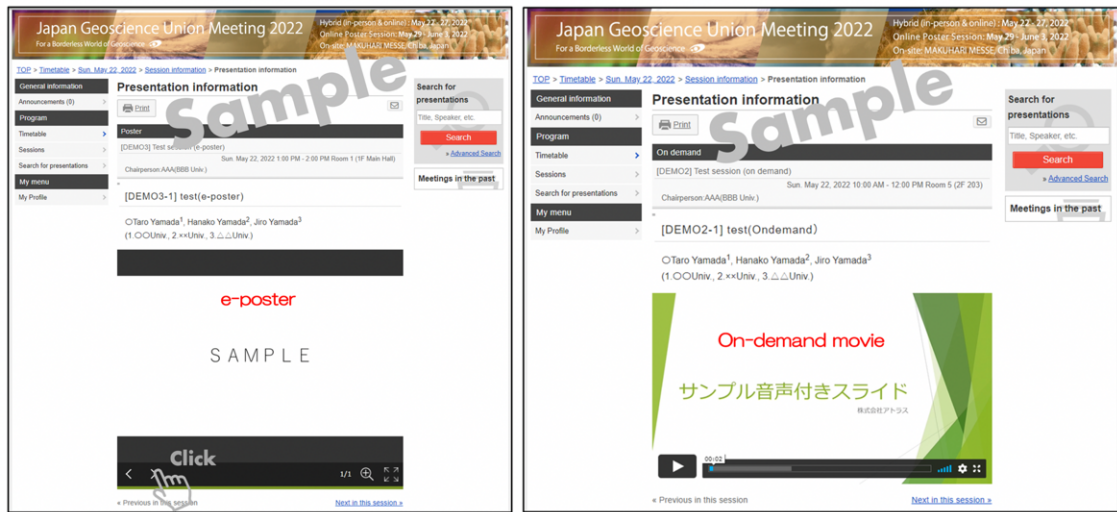


Fig.14: Access e-poster and on-demand video from presentation page

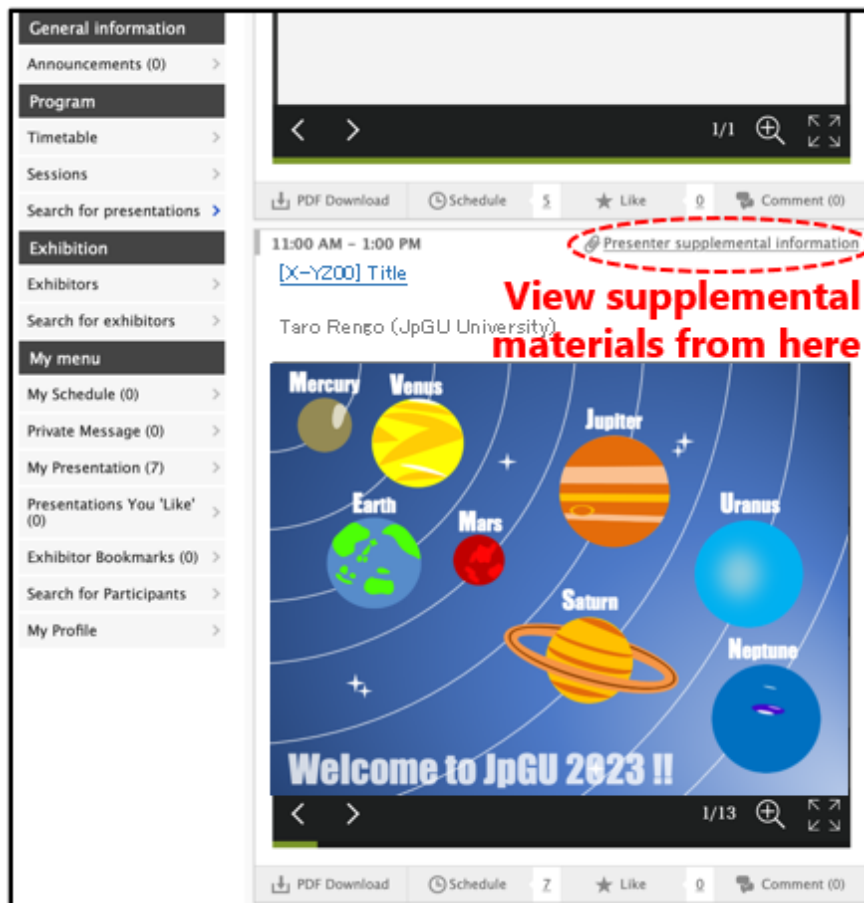


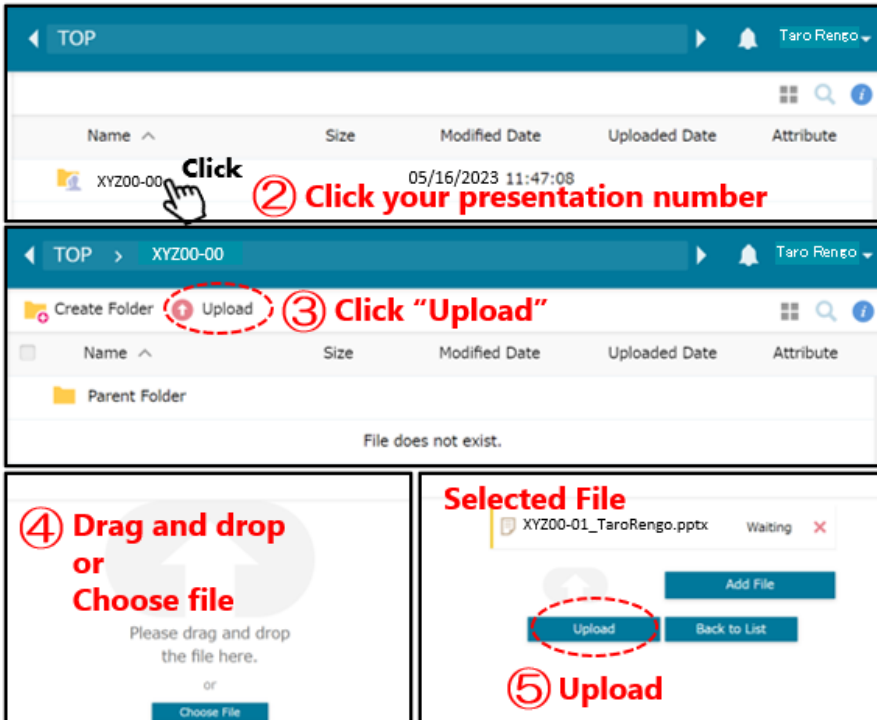
Fig.15: Access materials from session information page

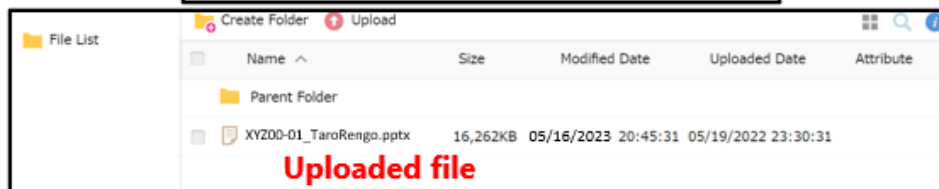
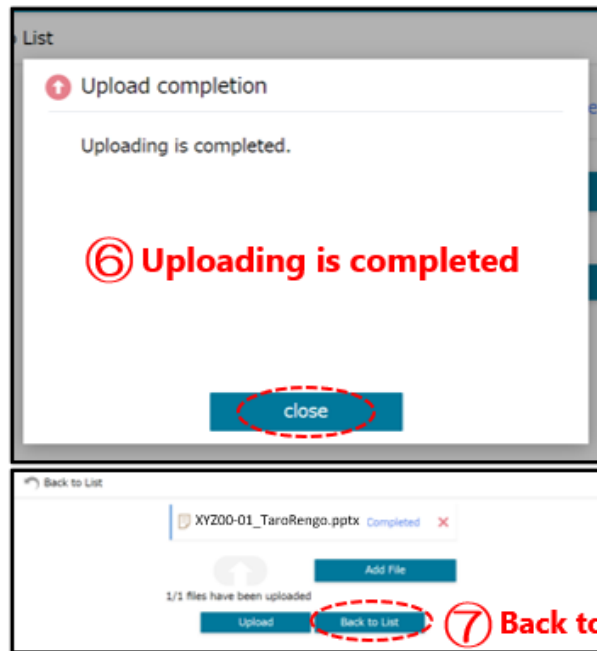
Reference 1 : How to upload oral presentation files

① Please access the URL of the oral presentation file upload system we sent you and **login with the JpGU ID and password.**

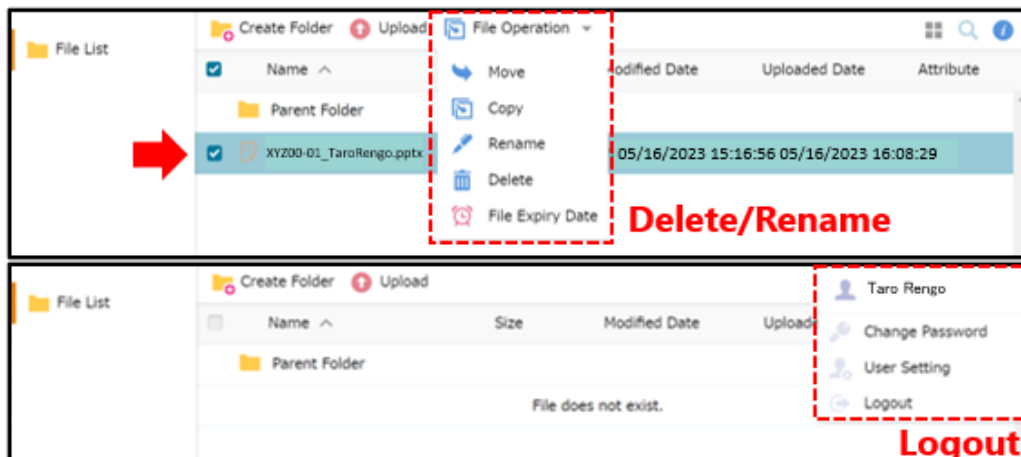


② **Click your presentation number** and ③ **click "upload"**. ④ **Drag and Drop** your files in the **"Drag and Drop the file here"** area or click **"Choose File"** button and select files from your PC. The file name should be clearly marked with the presentation number and your name, e.g., "XYZ00-01_TaroRengo.pptx". After ⑤ **"Upload"**, ⑥ **"Upload completion"** is displayed. **"Close"** and ⑦ **"Back to list"**, you can confirm uploaded files.





Check the box, you can **"Delete", "Rename", etc.** from "File Operation". Please **"Logout"** when you finish upload.



Reference 2: How to use the Presenter View Tool (ppt) in Zoom

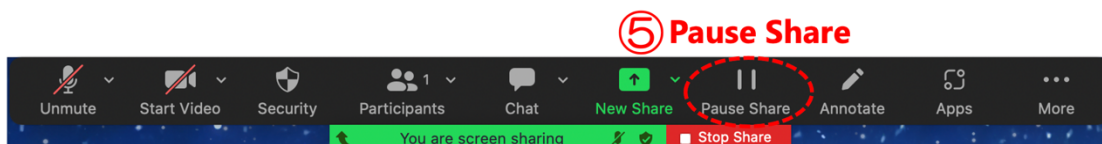
When using Zoom for screen sharing, here is how to display the presenter's view tool only on your side and a slideshow on the other audience side. See also Fig.5: Zoom meeting functions.

Windows

- ① Open your presentation material (ppt) (Slide show not started yet)
- ② "Screen Share"
- ③ Select your presentation slide and "Share"
- ④ Start Slide Show
- ⑤ Right click + "View Presentation tool"

Mac

- ① Open your presentation material (ppt) (Slide show not started yet)
- ② "Screen Share"
- ③ Select your presentation slide and "Share"
- ④ Start Slide Show
- ⑤ "Pause Share"



- ⑥ [control] + left click, and "Use Presenter view"

or

click  and "Use Presenter view"

- ⑦ "New Share"
- ⑧ Select your presentation slide and "Share"
- ⑨ "Resume Share"

