



Japan Geoscience Union

Publicity and Outreach Committee press@jpgu.org

JpGU Meeting 2023 (21 – 26 May)

Uploading presentation materials: Manual

Ver.1 13 April, 2023

Created by Meeting Organizing Committee

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1. For Presenters

Thank you for registering to participate in JpGU 2023. This manual is a guide for uploading e-posters, on-demand videos, and additional materials.

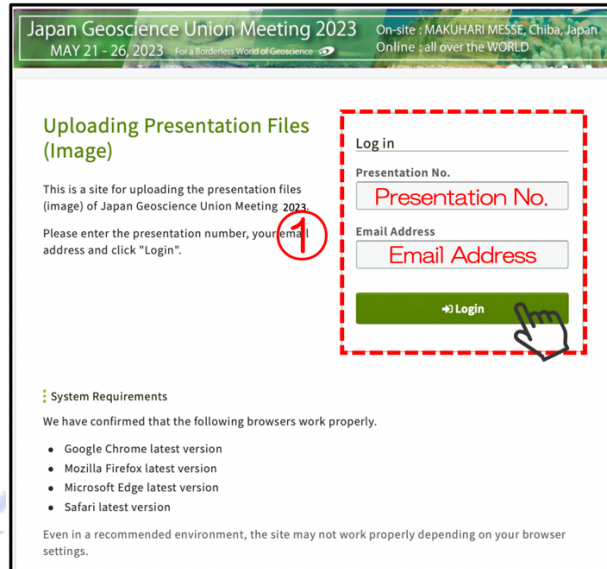
- **【Optional】** Oral presenters: On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online.
- **【Required】** All poster presenters are requested to upload their poster presentation materials (e-poster, on-demand video, or additional materials) 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/or on-demand videos whenever possible.

2. e-poster

- You can upload **from (Th) 20 April**. Instructions and link for uploading will be sent (from noreply.confite@atlas.jp) to e-poster presenters who have already registered by 11 April.
Subject : 【Japan Geoscience Union Meeting 2023】 e-poster uploading information
- Uploaded materials will be posted on Confit (Meeting Portal Site) from 12 May (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 12 May 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 meeting (18 May) so that participants can view them from 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 of e-posters are prohibited by the system.
- Until the upload is complete, a temporary file titled “No Files have been uploaded (TBD)” will be posted in the presentation space in Confit.

3. How to upload e-posters

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



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

Uploading Presentation Files (Image)

This is a site for uploading the presentation files (image) of Japan Geoscience Union Meeting 2023. Please enter the presentation number, your email address and click "Login".

Log in

Presentation No.
Presentation No.

Email Address
Email Address

Login

System Requirements

We have confirmed that the following browsers work properly.

- Google Chrome latest version
- Mozilla Firefox latest version
- Microsoft Edge latest version
- Safari latest version

Even in a recommended environment, the site may not work properly depending on your browser settings.

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



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

Uploading Presentation Files (Image)

Please check the presentation title and upload the files. The presentation title may differ from the program information.

Your Presentation No, Name, Affiliation, Title

Presentation No. XYZ00-P00

Name Taro Rengo

Affiliation JpGU University

Title Title

File upload

After upload, image files will be protected from being printed, downloaded, and copied for security reasons.

Notice
After uploading, please be sure to play the images yourself to make sure that the uploaded images are correct. The images can not be deleted. Once uploaded, it cannot be returned to the unregistered state. To replace the file, re-upload a revised version of the file.

Files

Please upload the image files. You may upload more than one image file at a time.

Drop files to upload or Select Files

Uploadable file type : jpeg, jpg, png
File size limit : 10 MB / 1 file
Limit number of files : 100

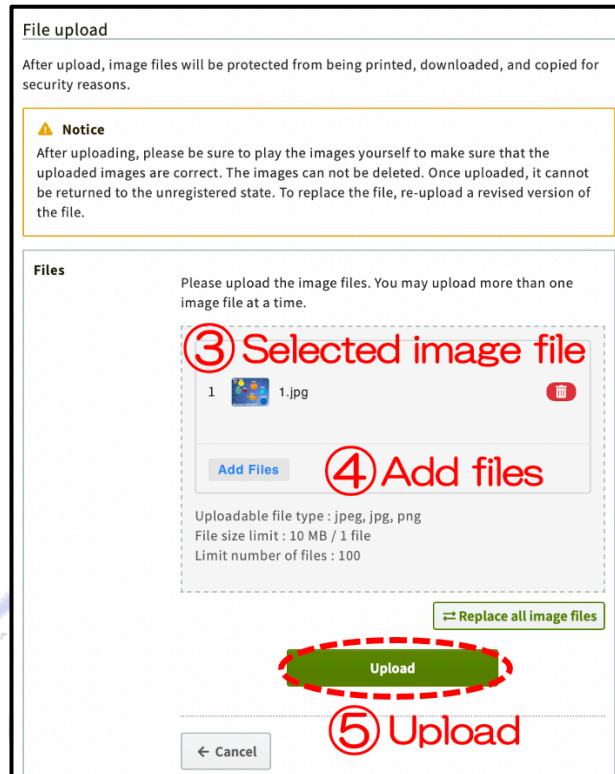
Select image files

Cancel

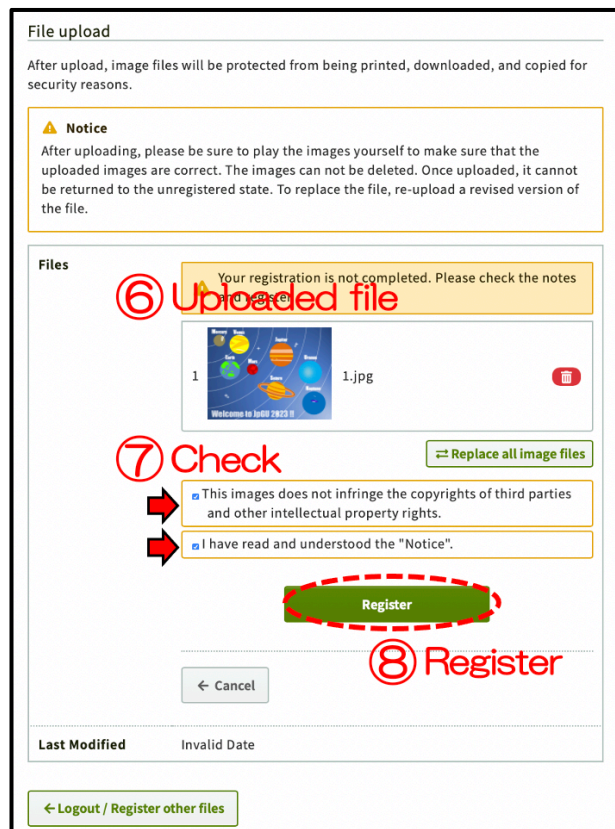
Last Modified Invalid Date

Logout / Register other files

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 boxes, and ⑧ "Register".



⑨ Registration is **complete**. You receive an e-mail "[jpgu2023] 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.

File upload

After upload, image files will be protected from being printed, downloaded, and copied for security reasons.


Notice

After uploading, please be sure to play the images yourself to make sure that the uploaded images are correct. The images can not be deleted. Once uploaded, it cannot be returned to the unregistered state. To replace the file, re-upload a revised version of the file.

Files

Complete

The files have been uploaded. The following slides will be embedded in the publish page. Please make sure there is no problem with the way they look. If you have any changes to the files, click the [Edit] button to modify them.



Edit **Replace all image files**

Last Modified Invalid Date **Edit or Replace**

4. On-demand video

- You can upload **from (Th) 20 April**. Instructions and link for uploading will be sent (from noreply.confite@atlas.jp) to on-demand presenters who have already requested by 11 April.

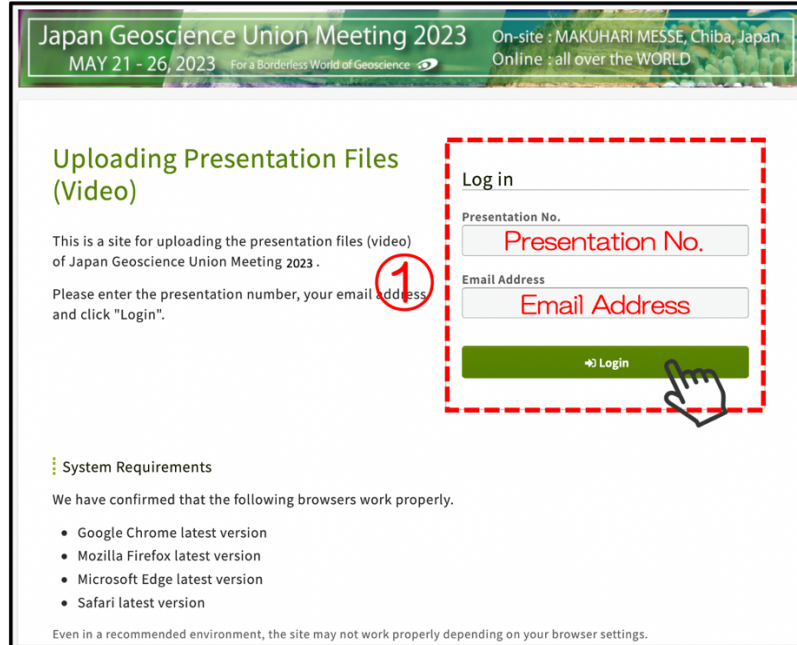
Subject : 【Japan Geoscience Union Meeting 2023】 On-demand video uploading information

- You can upload one video (250 MB or less, MP4, MOV, WMV, AVI format).
- Uploaded materials will be posted on Confit (Meeting Portal Site) from 12 May (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 12 May 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 meeting (18 May) 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.

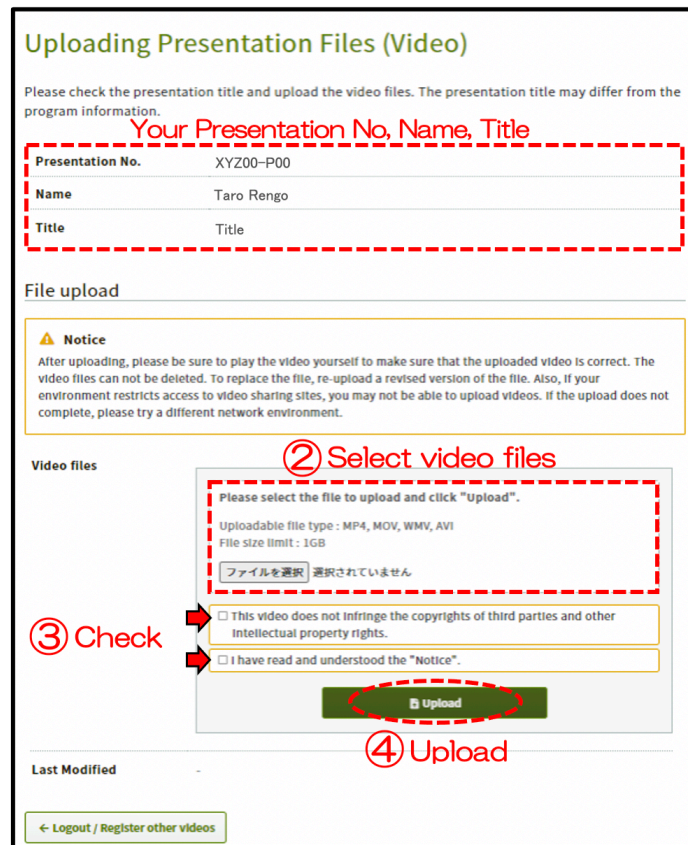


5. How to upload On-demand videos

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



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



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

File upload

⚠ Notice

After uploading, please be sure to play the video yourself to make sure that the registered video is correct. The video files can not be deleted. To replace the file, re-upload a revised version of the file. Also, if your environment restricts access to video sharing sites, you may not be able to upload videos. If the upload does not complete, please try a different network environment.

Video files

The system is now processing to upload a video. Depending on the file size and congestion, it may take several tens of minutes to complete.
Please do not close the window until the process is complete.

⑤ Uploading

Step 1. Upload	100%
Step 2. Transcode	0%
Step 3. Thumbnail Registration	Waiting

Last Modified Uploading

⑥ Registration is **complete**. You receive an e-mail "【日本地球惑星科学連合2023年大会】講演動画を登録しました/The presentation Video Registered" (from: noreply.confite@atlas.jp). To change the file, ⑦ **select file** and **"Upload"**.


⚠ Notice

After uploading, please be sure to play the video yourself to make sure that the registered video is correct. The video files can not be deleted. To replace the file, re-upload a revised version of the file. Also, if your environment restricts access to video sharing sites, you may not be able to upload videos. If the upload does not complete, please try a different network environment.

Video files

✔ Completed **⑥ Completed**

The video file has been uploaded. Please check the video and upload the file again if there are any corrections.



Please select the file to upload and click "Upload".

Uploadable file type : MP4, MOV, WMV, AVI
 File size limit : 1GB

⑦ Re-upload

ファイルを選択 選択されていません

This video does not infringe the copyrights of third parties and other intellectual property rights.

I have read and understood the "Notice".

Upload

6. Additional materials

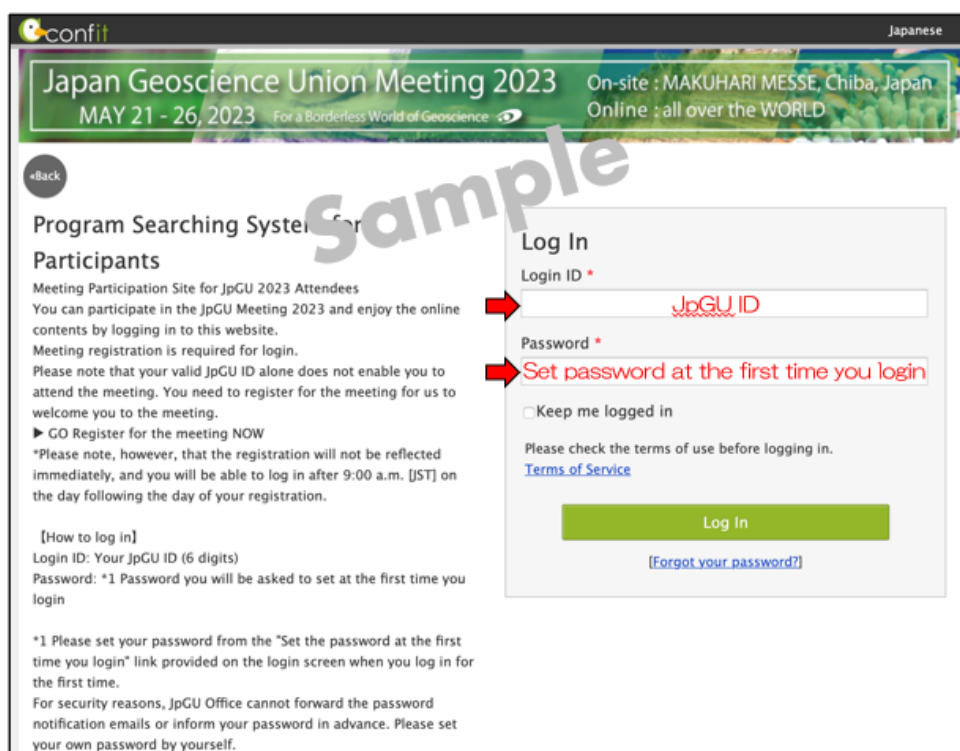
- You can upload **from (F) 12 May**.
- Login to Confit (Meeting Portal Site) and upload your additional materials to your own presentation space (file cabinet). Up to 10 files (10 MB or less each in PDF, JPEG, JPG, PNG, GIF format) can be uploaded.
- If you use videos as additional materials, please upload your created videos to YouTube or other sites and post the URL in the space.
- Login 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 upload as e-posters or on-demand videos as much as possible.
- 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.



7. How to upload/publish "Additional materials"

A. Login to the Meeting Portal site "Confit"

- If you meet (Th) 11 May 23:59 JST for registration, you will be able to login to Confit (Meeting Portal Site) system from (F) 12 May. If you register after the above date, 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 login for the first time. After that, please login together with your **JpGU ID**.



confit Japanese

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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

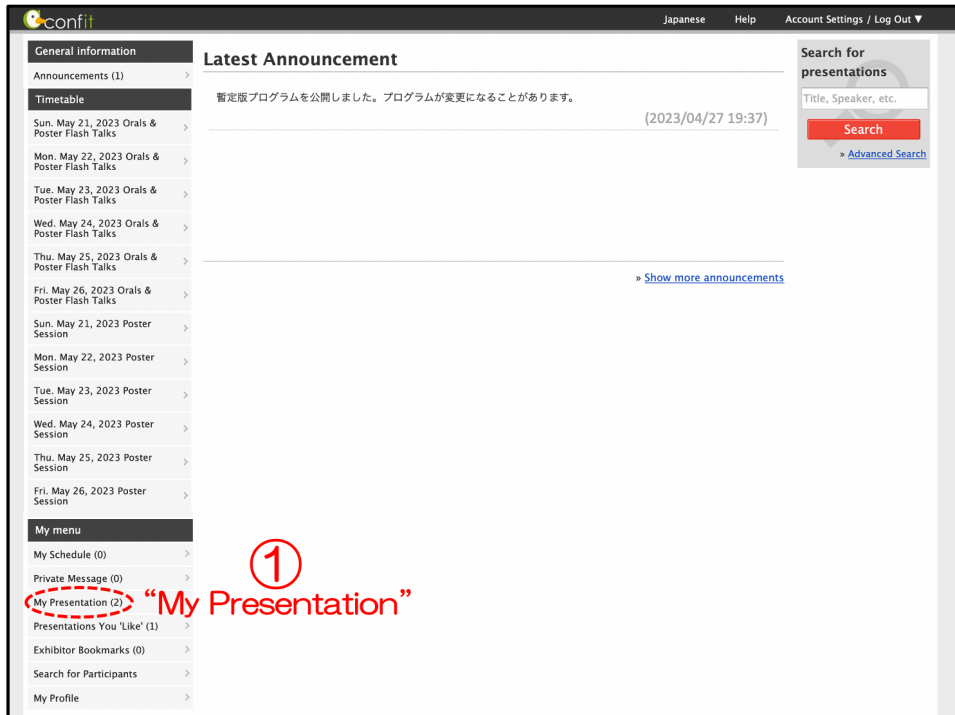
[\[Forgot your password?\]](#)

Fig. Confit login page (sample)

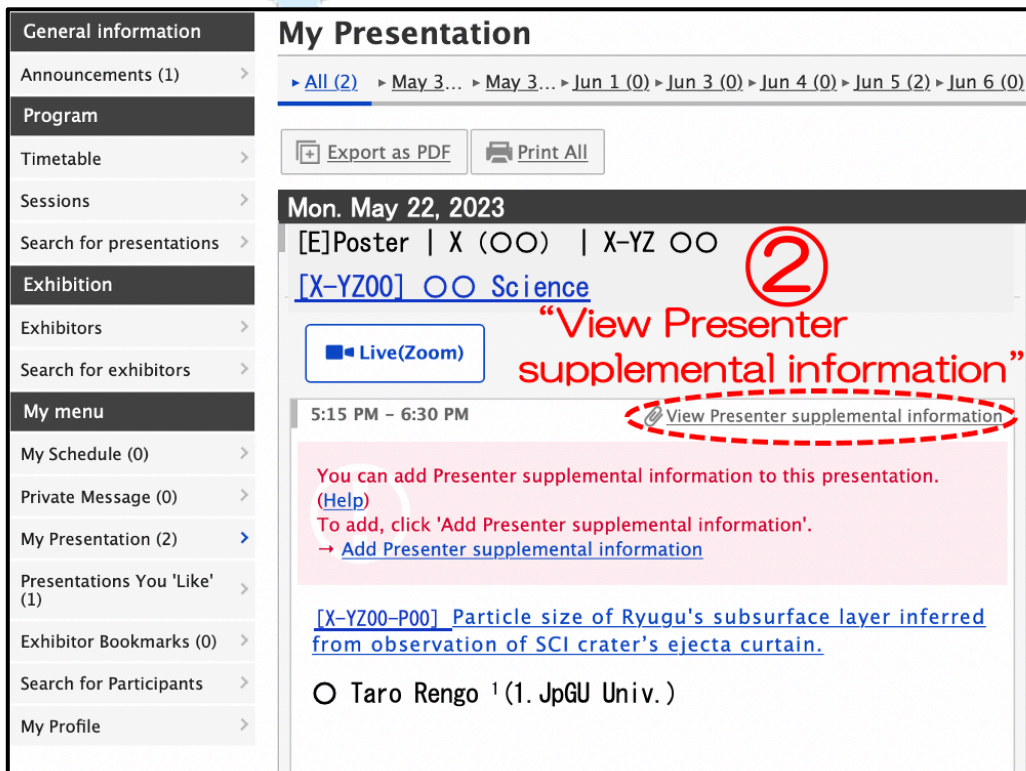
B. Uploading/Publishing procedure of additional materials

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.

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

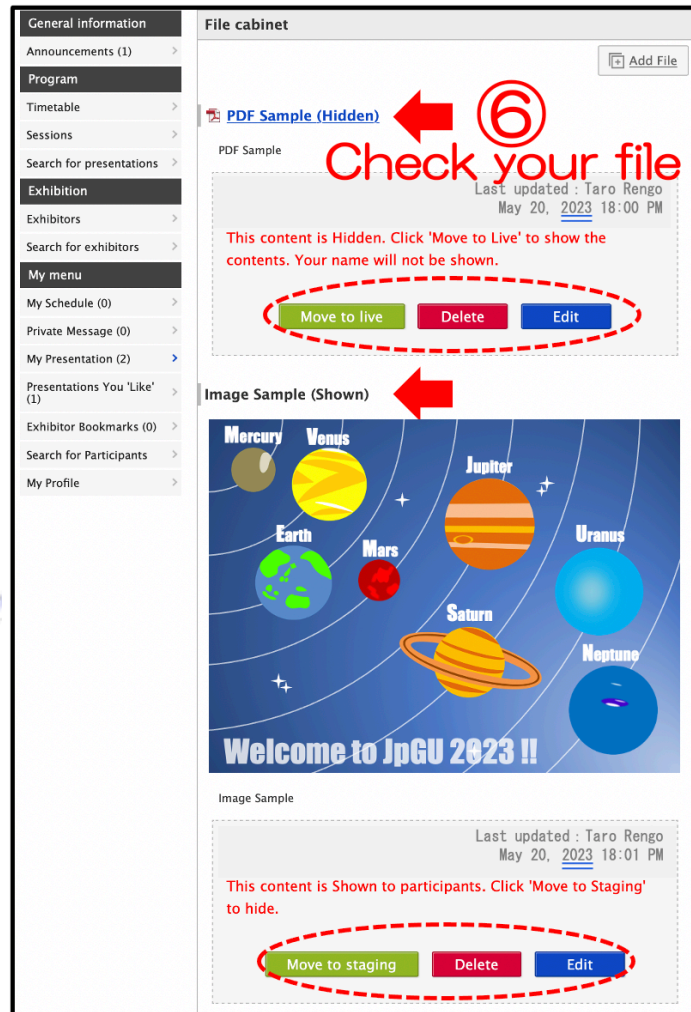
[+ Add References](#)

You can post up to 20 References. [\(Help\)](#)

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

<div style="background-color: #333; color: white; padding: 5px; font-weight: bold;">General information</div> <ul style="list-style-type: none"> Announcements (1) > <li style="background-color: #333; color: white; padding: 5px; font-weight: bold;">Program Timetable > Sessions > Search for presentations > <li style="background-color: #333; color: white; padding: 5px; font-weight: bold;">Exhibition Exhibitors > Search for exhibitors > <li style="background-color: #333; color: white; padding: 5px; font-weight: bold;">My menu My Schedule (0) > Private Message (0) > My Presentation (2) > Presentations You 'Like' (1) > Exhibitor Bookmarks (0) > Search for Participants > My Profile > 	<div style="border: 1px solid gray; padding: 5px;"> <p>File cabinet</p> <p>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.</p> <p>File *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> ファイルを選択 / フォルダを選択 </div> <div style="margin-left: 10px;">④ Select a file</div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Title *</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; color: red; font-size: 1.2em;">Title</div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Explanation</p> <div style="border: 1px solid gray; padding: 10px; text-align: center; color: red; font-size: 1.2em; min-height: 60px;">Explanation</div> </div> <div style="background-color: #ffe6e6; padding: 5px; margin-top: 5px; font-size: 0.8em;"> <p>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.</p> </div> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-right: 20px;">Cancel</div> <div style="border: 1px solid gray; padding: 5px; display: inline-block; background-color: red; color: white;">⑤ "Upload"</div> </div>
--	--

⑥ **Check your file** in the File cabinet in unpublished (hidden) status. 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 a web interface for a 'File cabinet'. On the left is a navigation menu with categories like 'General information', 'Program', 'Exhibition', and 'My menu'. The main content area is divided into two sections:

- PDF Sample (Hidden):** This section shows a file titled 'PDF Sample' with a red arrow pointing to the text '(Hidden)'. A red circle with the number '6' is around the text. Below the title, it says 'Last updated: Taro Rengo May 20, 2023 18:00 PM'. A message states: 'This content is Hidden. Click 'Move to Live' to show the contents. Your name will not be shown.' Below this message are three buttons: 'Move to live' (green), 'Delete' (red), and 'Edit' (blue). A red dashed oval encircles these buttons.
- Image Sample (Shown):** This section shows an image of the solar system planets (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune) with the text 'Welcome to JpGU 2023 !!'. Below the image, it says 'Last updated: Taro Rengo May 20, 2023 18:01 PM'. A message states: 'This content is Shown to participants. Click 'Move to Staging' to hide.' Below this message are three buttons: 'Move to staging' (green), 'Delete' (red), and 'Edit' (blue). A red dashed oval encircles these buttons.



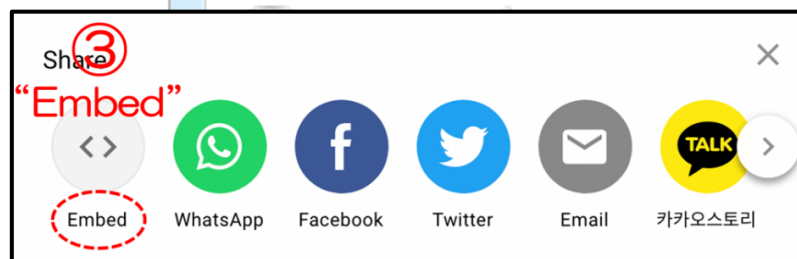
B-2. Publishing procedure of videos

① Please upload your videos 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.



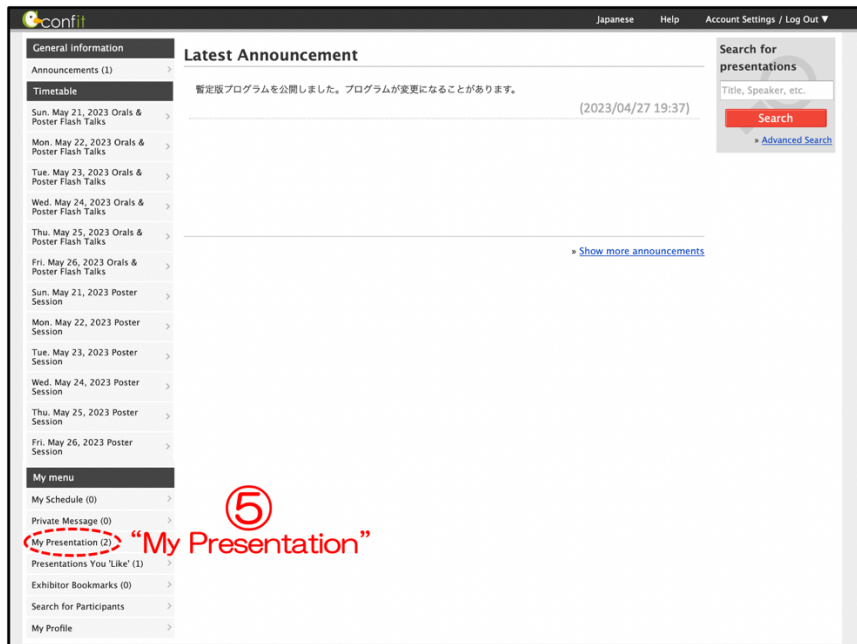
③ Click **"Embed"**.



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

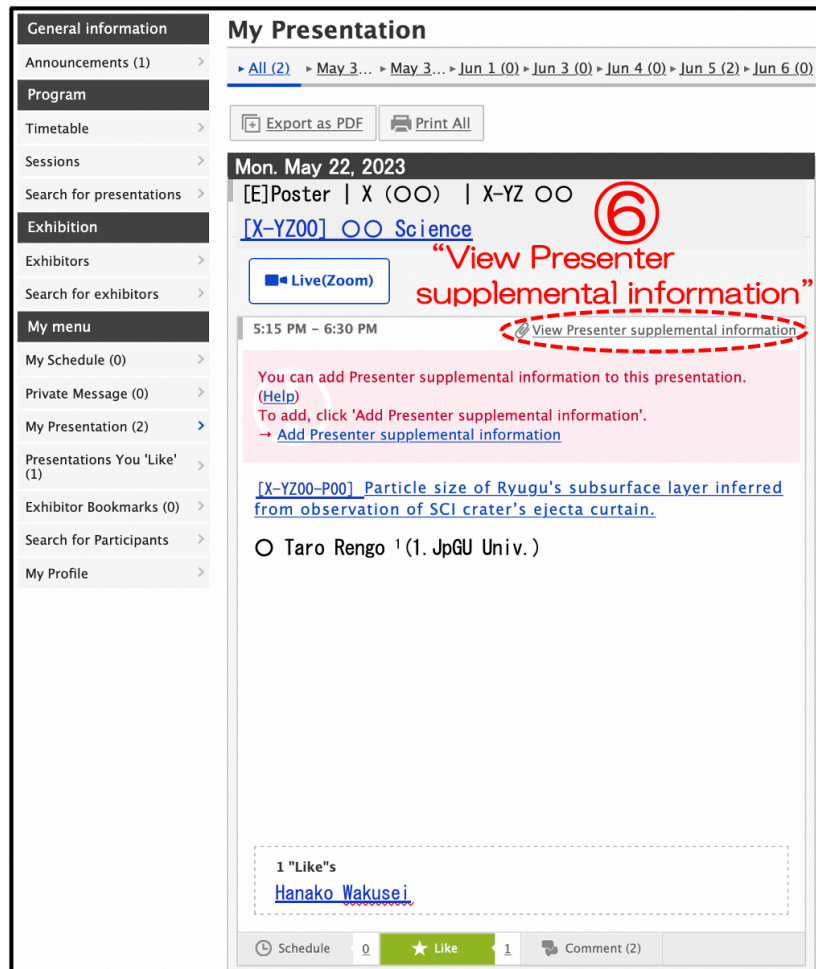


⑤ After login to Confit, please proceed to "My Presentation".



⑤ "My Presentation"

⑥ Click "View Presenter supplemental information".



⑥ "View Presenter supplemental information"

You can add Presenter supplemental information to this presentation. (Help)
To add, click 'Add Presenter supplemental information'.
→ [Add Presenter supplemental information](#)

[\[X-YZ00-P00\] Particle size of Ryugu's subsurface layer inferred from observation of SCI crater's ejecta curtain.](#)

○ Taro Rengo ¹ (1. JpGU Univ.)

1 "Like"s
[Hanako Wakusei](#)

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 ⑤ **"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 written within 400 characters in Japanese, or 150 words in English. Max : 2000 bytes.

Source

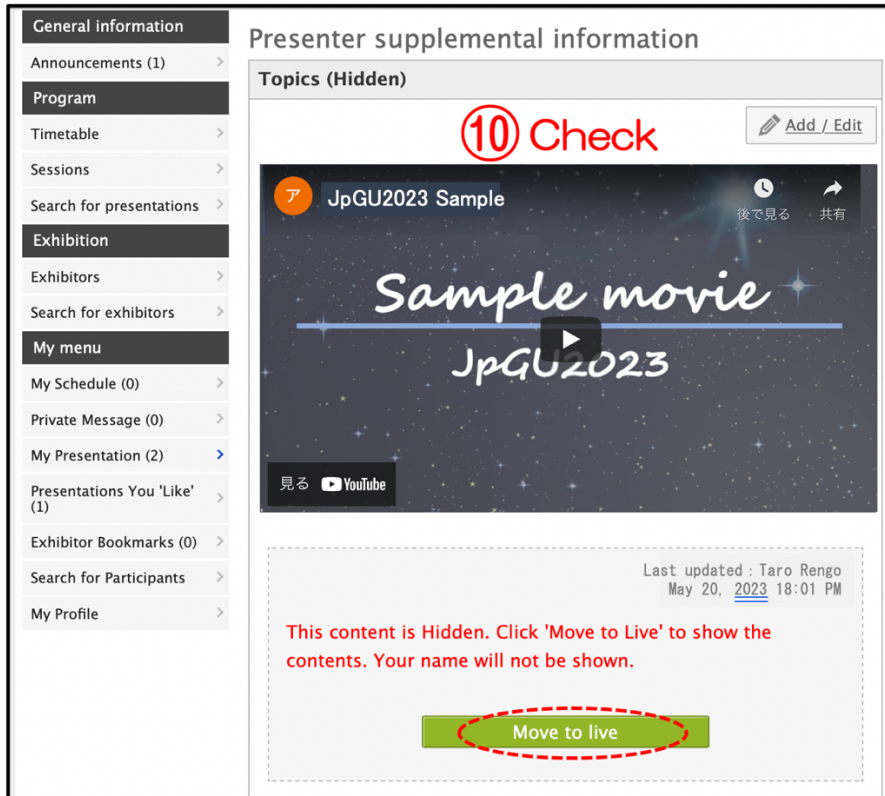
⑧ **"Source"**

Paste

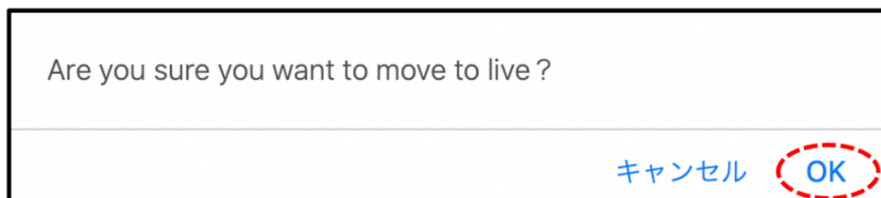
⑨ **"Save"**

Cancel
Save

- ⑩ **Check your video** 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).

