



Japan Geoscience Union

JpGU Meeting 2024 (26 – 31 May)

Meeting Manual

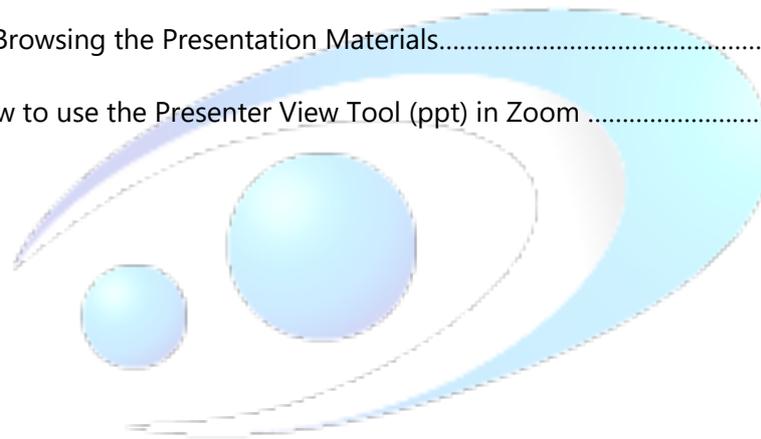
Ver.1 15 May 2024

Created by Meeting Organizing Committee



Table of Contents

1. Preamble	3
2. Oral Presentations	5
3. Poster Presentations	9
4. Confit (Meeting Participation Site)	11
4-A. Functions of the Confit.....	11
4-B. My Profile and Account Settings	14
4-C. Browsing the Presentation Materials.....	15
Reference: How to use the Presenter View Tool (ppt) in Zoom	16



Japan
Geoscience
Union
Earth, Planetary, and Space Sciences

1. Preamble

- JpGU Meeting 2024 will be held in a hybrid format, combining on-site (Makuhari Messe, Chiba Prefecture) and online, on the dates listed below.

(Su) 26 – (F) 31 May 2024

- The oral sessions will be conducted both on-site and online via a web conferencing service, Zoom, which will be used to broadcast from the local oral session sites. In addition, on-site poster sessions will also be held. A public session as a part of late-breaking sessions on the Noto Peninsula earthquake will be held on (Sa) 25 May, the day before the meeting period. Please participate in the session in the same way as during the meeting period.
- If you are attending on site, please make sure to complete your registration and bring the e-ticket (issued from 17 May) issued in advance 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. Please check the website (https://www.jpгу.org/meeting_e2024/service.php#general_info) for ticketing hours.
- 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 ("4-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_e2024/announcement_from_session.php#announcements



Fig. 1: Access to Confit (Meeting Participation Site) from the JpGU Meeting 2024 site


Japanese

Japan Geoscience Union Meeting 2024 On-site : MAKUHARI MESSE, Chiba, Japan
MAY 26 - 31, 2024 For a Borderless World of Geoscience Online : all over the WORLD

«Back

Meeting Participation Site for JpGU 2024 Attendees

You can participate in the JpGU Meeting 2024 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.

[▶Register 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 set and inform your password in advance.

Requests to all participants of JpGU Meeting 2024

Log In

Login ID *

JpGU ID

Password *

Set password at the first time you login

Keep me logged in

[\[Set password at the first time you login / Forgot your password?\]](#)

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

Log In

[]

Fig. 2: Confit log in page (sample)



2. Oral presentations

● For presenters

- Zoom will be used to broadcast all 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.
- 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 list¹ that you plan to present on-site 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.
- 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" (https://www.jpgu.org/meeting_e2024/files/uploading_manual_e.pdf) for instructions on how to upload materials.
- **On-site**
 - All on-site presenters are required to register for the meeting in advance and make sure that they succeed in login to Confit before coming to the venue.
 - Please come to the next presenter's seat during one presentation before yours, and **make sure that your PC is connected to Zoom via the link posted in the "Timetable" on Confit (Fig. 3). There will be a cable for wired LAN connection. If you need extra cables to connect to the wired LAN, please bring them yourself.** You may also use your own mobile Wi-Fi/portable hotspot device.
 - Projection on the screen will be made from the projection PC provided in the session room, so there is no need to prepare HDMI cables, etc. for connecting

¹ Session mailing list with session conveners, chairpersons, and presenters:
jpgu2024_ [Session ID(lower-case letters • without a hyphen)] @jpgu.org
(ex: For U-01 session, jpgu2024_u01@jpgu.org)

Session mailing list with session conveners and chairpersons:
jpgu2024_ [Session ID(lower-case letters • without a hyphen)]_conv.chair @jpgu.org
(ex: For U-01 session, jpgu2024_u01_conv.chair@jpgu.org)

to the projector.

- If you have any problems during the preparation of your presentation, such as poor connection, please consult with the room staff. If the problem persists, you will be asked to present on a spare PC provided at the venue (※).
- Please mute your PC speakers and mute your Zoom microphone.
- The name displayed on Zoom should indicate "Name (Affiliation)".
- When it is your turn to present, place your own PC on the podium, share your presentation materials on screen, and turn on the microphone in front of the speaker's podium. Leave the Zoom microphone muted. Video start is optional.
- If presenter view is used ("Reference" at the end of this manual), the time required to set it up may be included in the presentation time.
- 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, and turn off the microphone in front of speaker's podium. Please return to the next presenter's seat, paying attention to the wired LAN, and disconnect the wired LAN from your PC and hand it over to the room staff.
- Confit has a Zoom practice space (Fig. 4), which can be used for preliminary review of video and screen sharing (Fig. 5).
 - ※ If for some reason you cannot use your own PC for your presentation, you may use a spare PC (Windows 11, PowerPoint available) provided at each presentation room. In case this happens, it is recommended that you bring your presentation files on a USB. If you are using the spare PC, please leave the wired LAN plugged in.
 - ※ Even if you plan to present on your own PC, we recommend that you bring your presentation materials on a USB or similar device in case of any malfunctions.

➤ Online

- Please register for the meeting well in advance and make sure you can log in 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)".
- When it is your turn to present, please unmute, start video (optional) and screen sharing.

- If presenter view is used ("Reference" at the end of this manual), the time required to set it up may be included in the presentation time.
- 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.
- Confit has a Zoom practice space (Fig. 4), which can be used for preliminary review of microphone, video and screen sharing (Fig. 5).
 - ※ Please take into account that delays may occur depending on the network environment.
 - ※ If some connection problems occur, please follow the chairperson 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, please refrain from connecting to Zoom unnecessarily.
 - 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.
 - **Online participants**
 - Please register for the meeting well in advance and make sure you can log in 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 moderated 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 of Confit (Figs. 7, 8).

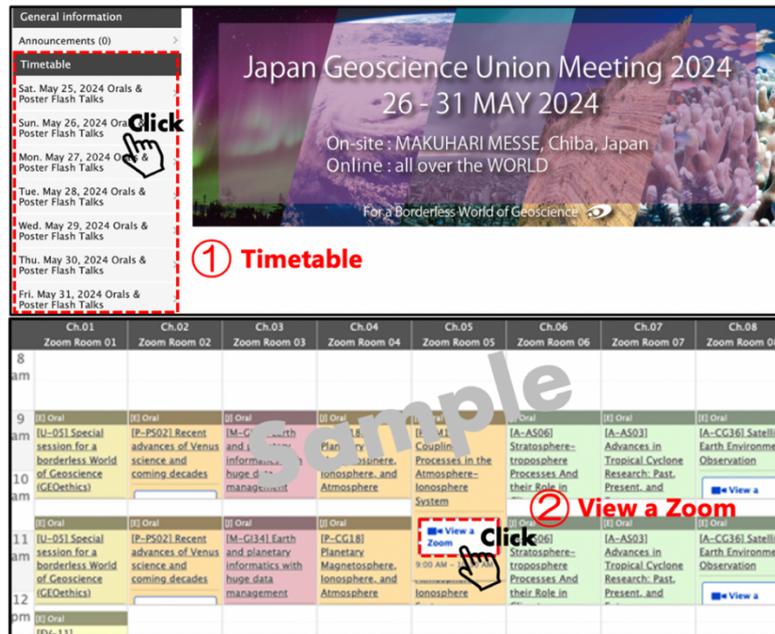


Fig. 3: Entering the online oral presentation room



Fig. 4: Zoom Practice Space

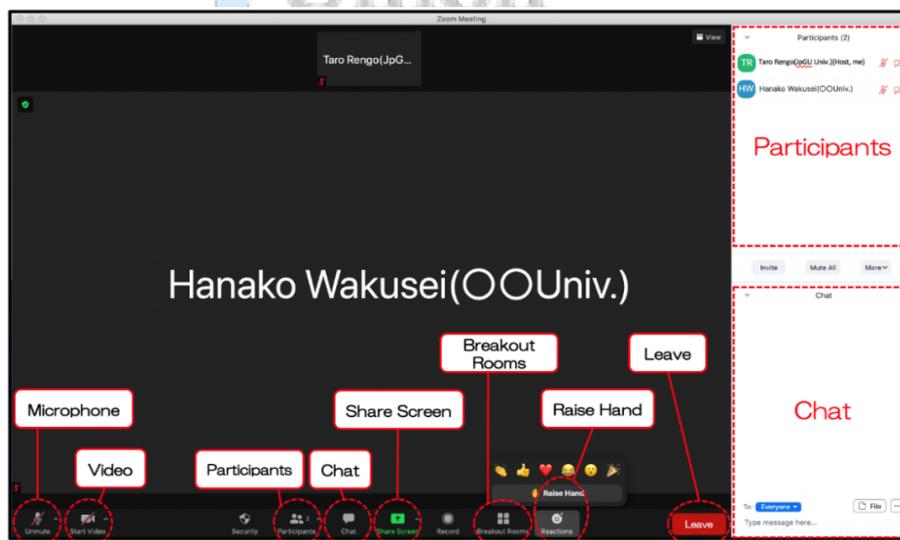


Fig. 5: Zoom meeting functions (Update to the latest version of Zoom)

3. Poster presentations

● For presenters

➤ **【Required】 Upload poster presentation materials**

- **Contributors must upload poster materials in their own presentation space on the Confit (Poster presentations will not be considered complete if presented on-site only).** 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" (https://www.jpгу.org/meeting_e2024/files/uploading_manual_e.pdf) for instructions on how to upload materials.
- There will be no online poster sessions in JpGU Meeting 2024. Poster presenters and attendees who participate online are encouraged to use the comment function of Confit to ask and answer questions.

➤ **【Principle】 Flash talks in the oral session**

- Poster flash talks will be held during the oral sessions. The flash talks are not a prerequisite for approval as a formal presentation, but are encouraged unless there are unavoidable circumstances that flash talks cannot be given.
- The method of conducting flash talks such as the order will be decided and announced by the conveners using the session mailing list. If you have any questions, please contact the convener directly.
- For flash talk presentations, materials uploaded on Confit (e-posters in principle) will be displayed using the PC at the venue. If you wish to use a different material such as on-demand videos or additional materials, please let the room staff know. In any case, please do not forget to upload your materials on Confit.
- Depending on the session, the convener may give you instructions on how to conduct the session, collect materials, etc. In such cases, please follow the instructions of the convener.
- For posters-only sessions, flash talks are to be moderated by the conveners in the designated date and time. Please refer to the schedule-at-a-glance for the time and venue.

➤ **【Optional】 On-site poster presentation**

- Participants who will be presenting posters on-site are requested to display their posters at the on-site venue and make their presentations (The core time will be

in PM3). There will be no online broadcast.

- Matching flags to indicate "Date: I'll be in-person", "Onsite poster presentation", etc. can be set in Confit ("4-B. My Profile and Account Settings").
- Poster board size is 180 cm (W) x 90 cm (H) (landscape shape).
- Only on-site posters will be reviewed for poster presentations entered for the Outstanding Student Presentation Award. Please note that only presentations with on-site poster presentations will be reviewed for OSPA even if an e-poster has been uploaded.
- 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 the responsibility of the customer). Please check the following URL site for details.

https://www.jpгу.org/meeting_e2024/for_presenter.php#posting_service

- **For Audience**

- Matching flags to indicate "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set in Confit ("4-B. My Profile and Account Settings"). Please use this flag to search for onsite poster presentation.
- Poster presentation materials are uploaded to Confit. Please see "4-C. Browsing the Presentation Materials" for how to view them.
- Please see the Introduction of the contents of the flash talks page for the flash talk program for each session.

https://www.jpгу.org/meeting_e2024/announcement_from_session.php#flashtalk_contents

4. Confit (Meeting Participation Site)

4-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. 6). Please refer to "4-B. My Profile and Account Settings" to set your own matching flag.

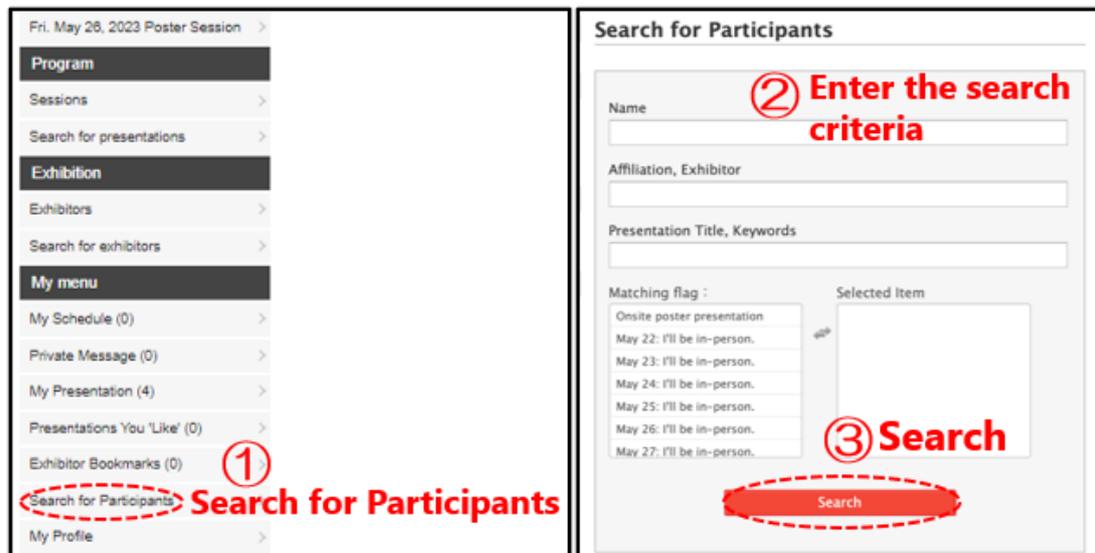


Fig. 6: Search for Participants

- **Private Message**

You can send private messages to participant (Fig. 7). You can check your private messages you received/sent from "Private Messages" in "My menu" (Fig. 8). Please refer to "4-B. My Profile and Account Settings" for more details.

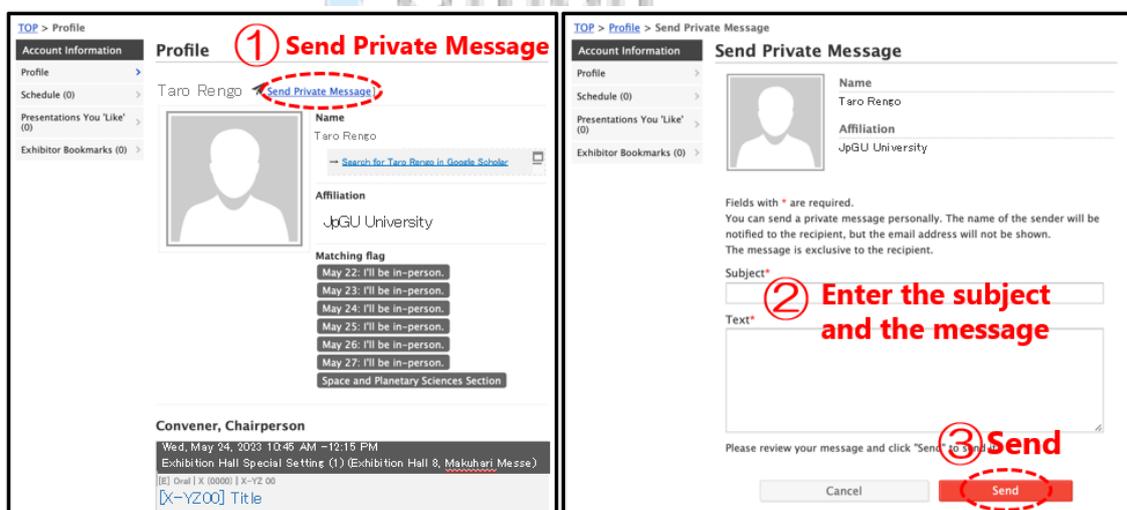


Fig. 7: Profile and Send Private Message



Fig. 8: Accessing your own "Private Message"

● **My Schedule**

Sessions and presentations can be registered in "My Schedule" (Fig. 9). 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. 10). Please refer to "4-B. My Profile and Account Settings" how to set up after login.

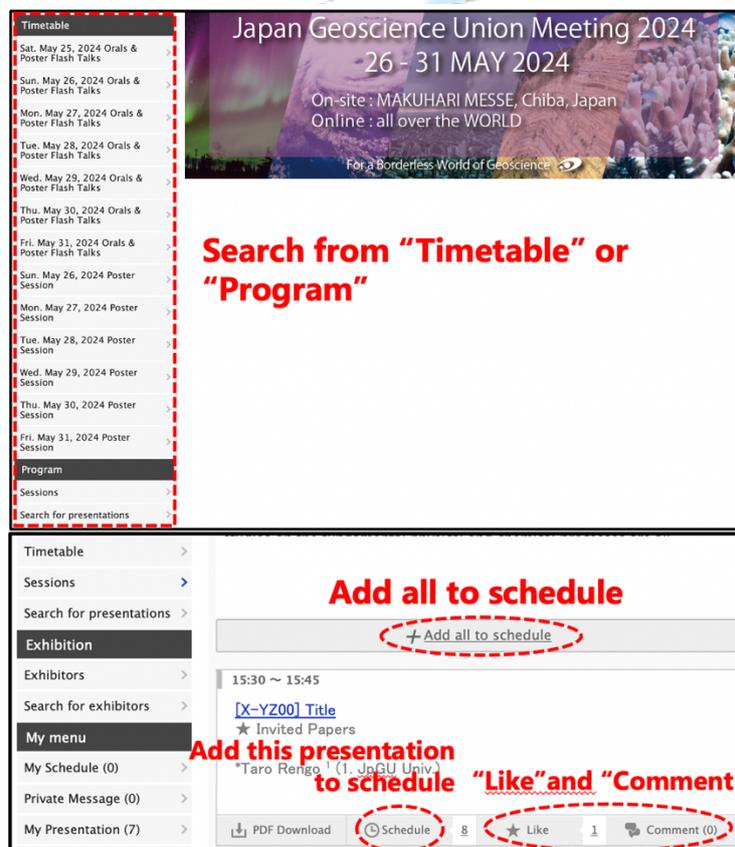


Fig. 9: Search for sessions and presentations and register to My Schedule

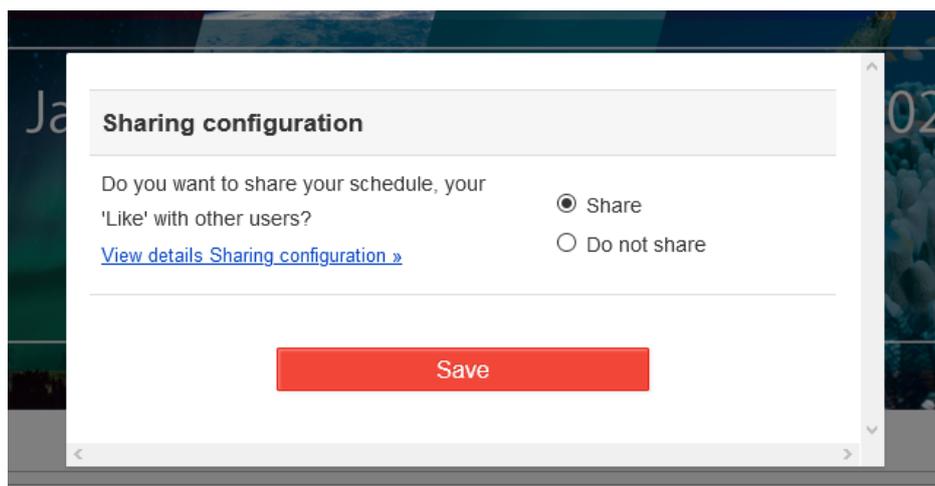


Fig. 10: Sharing Configuration at the first time login to Confit

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

You can "Like" or leave a "Comment" for each presentation (Fig. 9). All participants can see the names of those who have "Liked" 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. 10). You can change "Share" setting in the "Account Settings" page. For details, please refer to "4-B. My Profile and Account Settings".

※ All participants can view the comments. The presenters can optionally select mail notification of comments. Please refer to "4-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.

4-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. 11).

- 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 ("4-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. 11).

- **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.

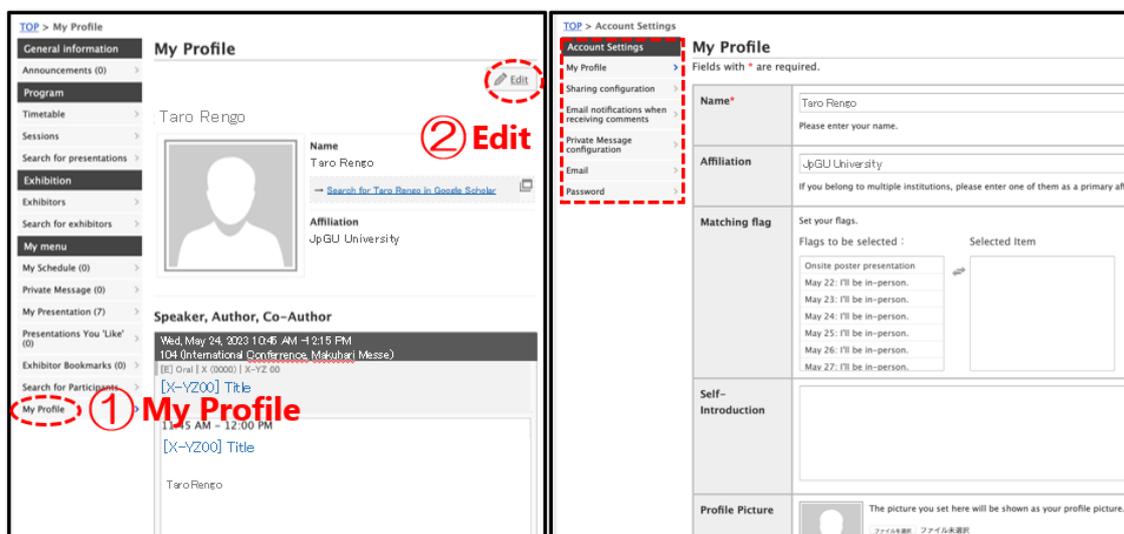


Fig. 11: My Profile and Account Settings

4-C. Browsing the presentation materials

e-posters and on-demand videos are available on Presentation Information page (Fig. 12). Additional (Supplemental) materials are available on session page (Fig. 13).

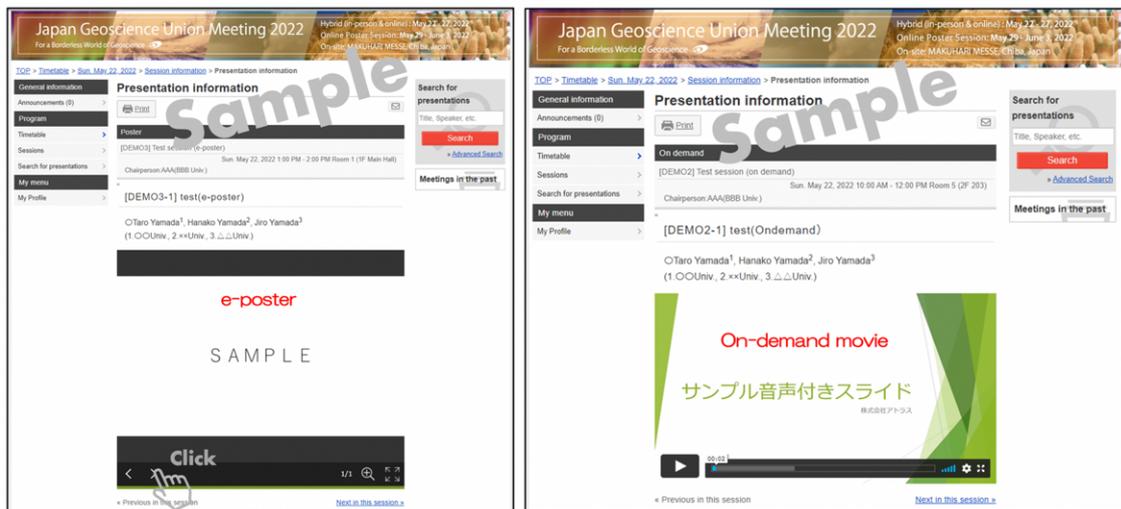


Fig. 12: Access e-poster and on-demand video from presentation page

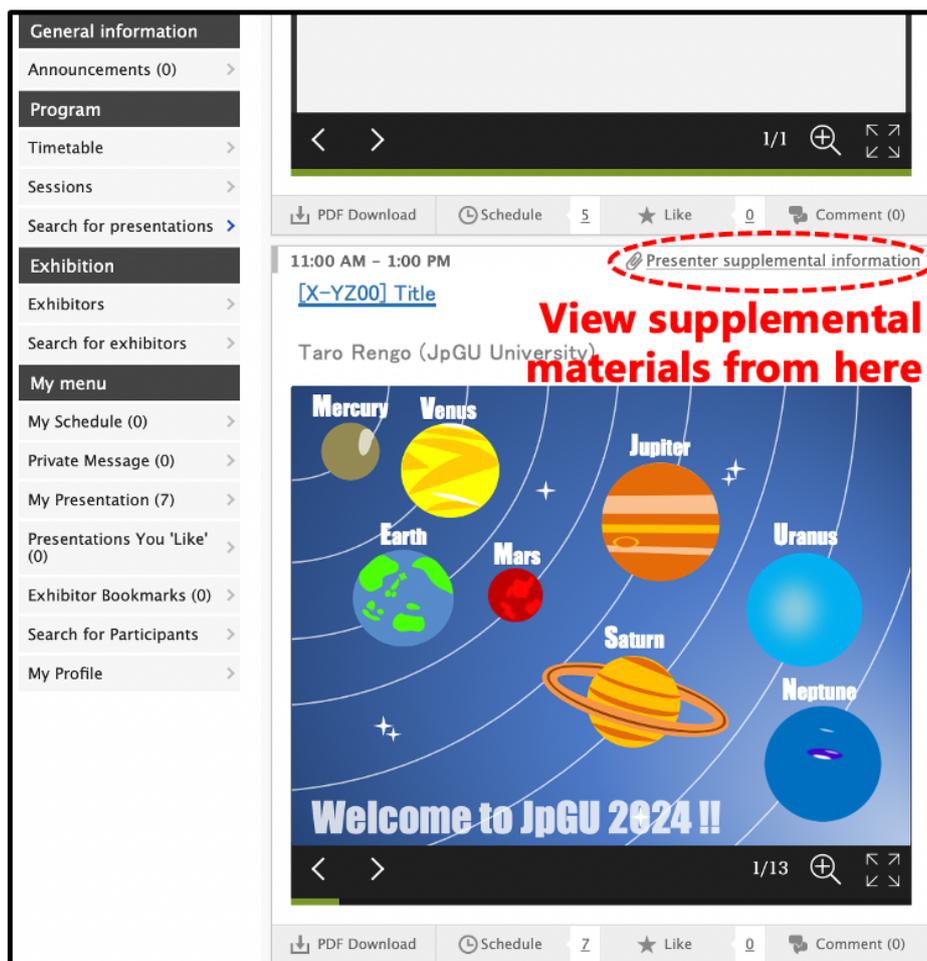


Fig. 13: Access materials from session information page

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

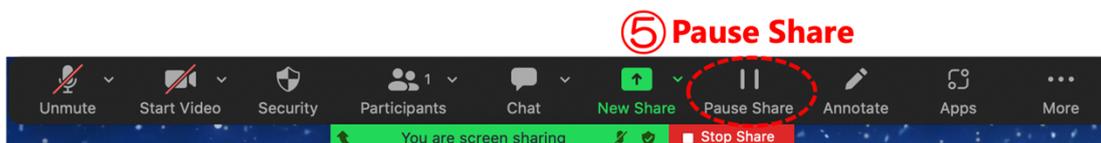
When using Zoom for screen sharing, here is how to display the presenter's view tool only on your side and a slideshow on the other audience side. See also Fig. 5: Zoom meeting functions.

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"

