



Japan Geoscience Union

**JpGU Meeting 2024 (26 – 31 May)**

**Uploading presentation materials:  
Manual**

**Ver.1 8 April 2024**

**Created by Meeting Organizing Committee**



## Table of Contents

1. For Presenters .....	3
2. e-poster .....	3
3. How to upload e-posters .....	4
4. On-demand video .....	7
5. How to upload On-demand videos .....	8
6. Additional materials .....	10
7. How to upload/publish "Additional materials" .....	11
A. Log in to the Meeting Portal site "Confit" .....	11
B. Uploading/Publishing procedure of additional materials .....	12
B-1. Uploading/ Publishing procedure of pdf • image files .....	12
B-2. Publishing procedure of movies .....	15

## 1. For Presenters

Thank you for registering to participate in JpGU 2024. This manual is a guide for uploading e-posters, on-demand videos, and additional materials.

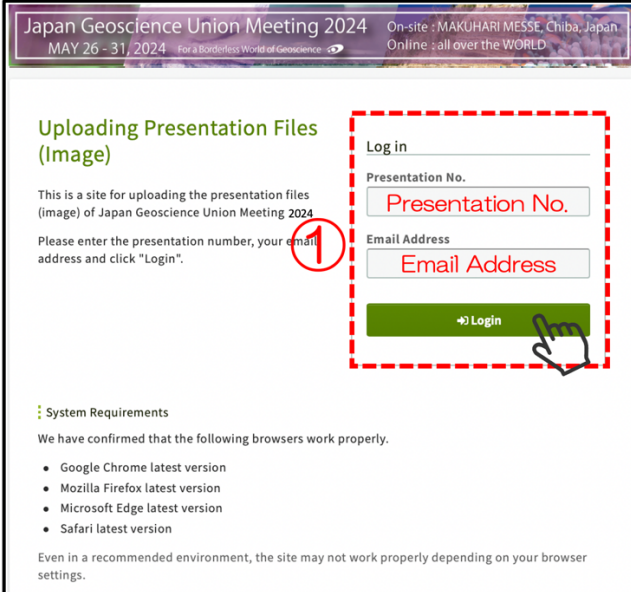
- **【Optional】** On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online.
- **【Required】** All poster presenters must upload their poster presentation materials in advance. One or more of these will be combined to form the poster presentation 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 or on-demand videos whenever possible. In principle, e-posters will be used for the poster flash talks (projected by the venue staff), so please upload your e-poster as much as possible.

## 2. e-poster

- You can upload **from (Tu) 23 April**. Instructions and link for uploading will be sent (from [noreply.confit@atlas.jp](mailto:noreply.confit@atlas.jp)) to e-poster presenters who have already registered by 18 April.  
Subject : 【Japan Geoscience Union Meeting 2024】 e-poster uploading information
- Uploaded materials will be posted on Confit (Meeting Portal Site) from 17 May (from this date, log in authentication is required to view Confit, so the materials will be available only to registered attendees). Display period will be from 17 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 (23 May) so that participants can view them before the meeting.
- The content can be the same as the on-site poster. Upload each of your slides as a single file. Up to 100 slides (10 MB or less/ file, JPEG, JPG, PNG format) can be uploaded. The first page of slides will be displayed in the presentation space in Confit, and subsequent slides can be viewed in order.
- Until the upload is complete, a temporary file titled "No Files have been uploaded" will be posted in the presentation space in Confit.
- 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.**



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

#### Uploading Presentation Files (Image)

This is a site for uploading the presentation files (image) of Japan Geoscience Union Meeting 2024.

Please enter the presentation number, your email address and click "Login".

Log in

Presentation No.

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.



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

#### 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

← 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.

**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.

③ Selected image file

1  1.jpg 🗑️

Add Files ④ Add files

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

⇄ Replace all image files

Upload

⑤ Upload

← Cancel

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

**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**

⑥ Uploaded file

Your registration is not completed. Please check the notes and please see

1  1.jpg 🗑️

⇄ Replace all image files

⑦ Check

- ➡️  This images does not infringe the copyrights of third parties and other intellectual property rights.
- ➡️  I have read and understood the "Notice".

Register

⑧ Register

← Cancel

<b>Last Modified</b>	Invalid Date
----------------------	--------------

← Logout / Register other files

⑨ Registration is **complete**. You will receive an e-mail "[jpgu2024] 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**

**⑨ Complete**

🔵 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.



1/1 🔍 ↻

✎ Edit
🔄 Replace all image files

**Last Modified**    Invalid Date    **⑩ Edit or Replace**

← Logout / Register other files

#### 4. On-demand video

- You can upload **from (Tu) 23 April**. Instructions and link for uploading will be sent (from [noreply.confite@atlas.jp](mailto:noreply.confite@atlas.jp)) to on-demand presenters who have already requested by 18 April.

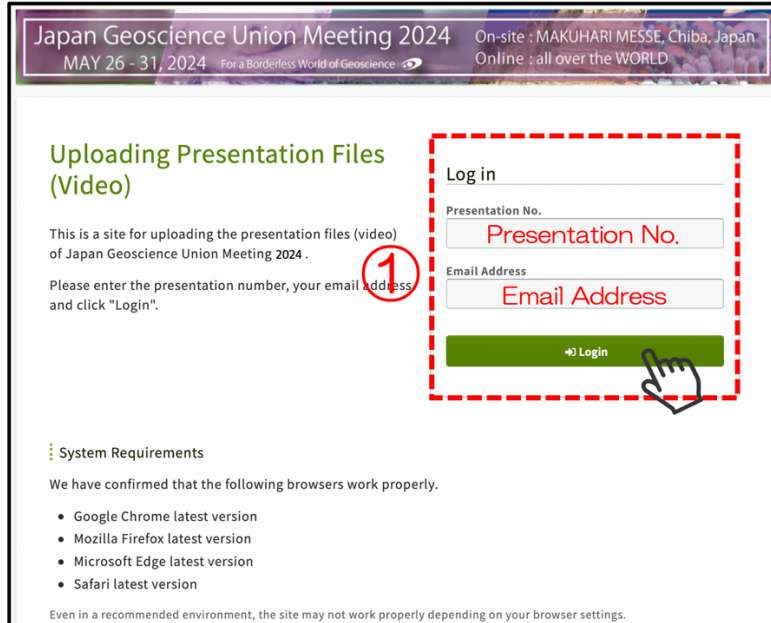
Subject : 【Japan Geoscience Union Meeting 2024】 On-demand video uploading information

- 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 17 May (from this date, log in authentication is required to view Confit, so the materials will be available only to registered attendees). Display period will be from 17 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 (23 May) so that participants can view them before the meeting.
- Until the upload is complete, a temporary file titled "No Files have been uploaded" will be posted in the presentation space in Confit.
- Downloading and copying are prohibited by the system.

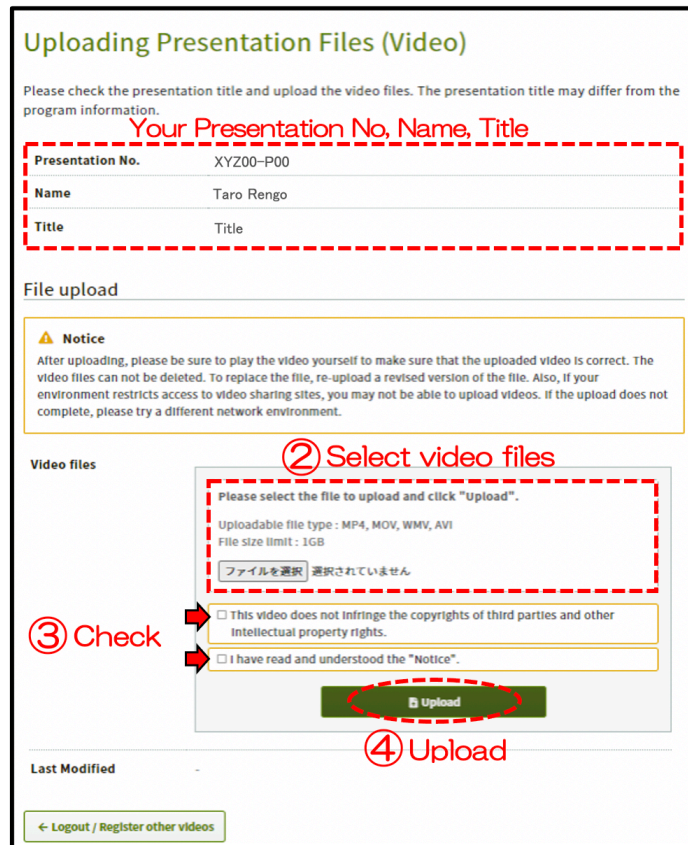


## 5. How to upload On-demand videos

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.

**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

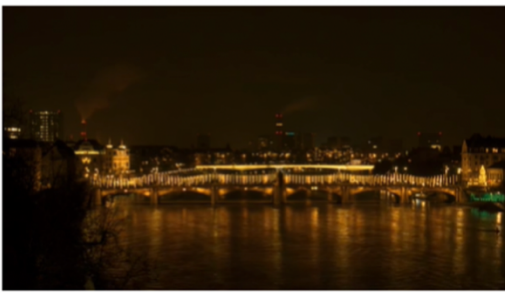
**Last Modified**      Uploading

⑥ Registration is **complete**. You will receive an e-mail "【日本地球惑星科学連合2024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

⑦ ファイルを選択して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".



## 6. Additional materials

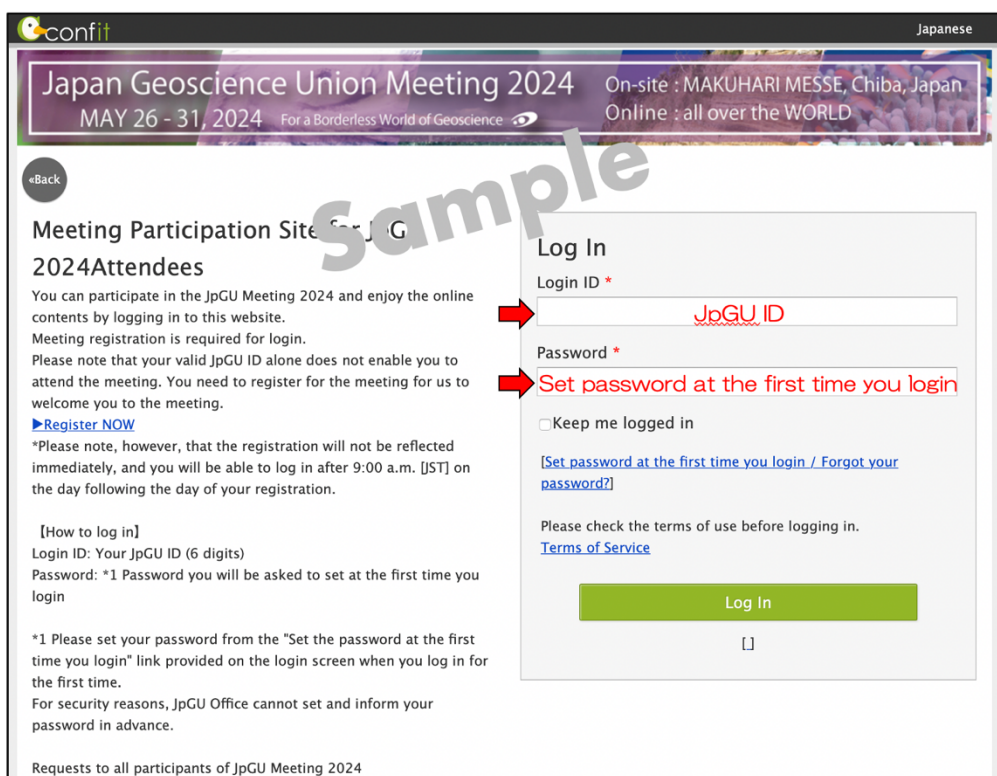
- You can upload **from (F) 17 May**.
- Log in to Confit (Meeting Portal Site) and upload your additional materials to your own presentation space (file cabinet). Up to 10 files (10 MB or less each in PDF, JPEG, JPG, PNG, GIF format) can be uploaded.
- If you use movies as additional materials, please upload the created movie to YouTube or other sites and post the URL in the space.
- Uploaded additional materials can be viewed by meeting attendees who have logged in to Confit. 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.



## 7. How to upload/publish "Additional materials"

### A. Log in to the Meeting Portal site "Confit"

- If you meet (Th) 16 May 23:59 JST for registration, you will be able to log in to Confit (Meeting Portal Site) system from (F) 17 May. Once the above regular registration deadline passes, your log in 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 log in screen when you log in for the first time. After that, please log in with your **JpGU ID**.



confit 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](#)

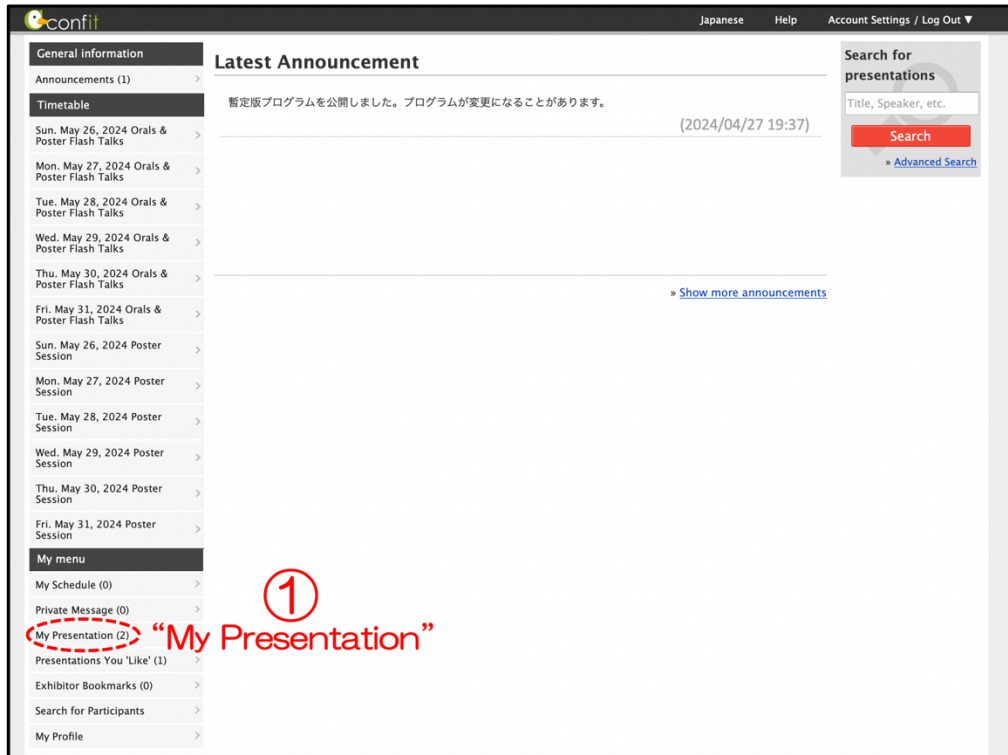
Log In

Fig. Confit log in page (sample)

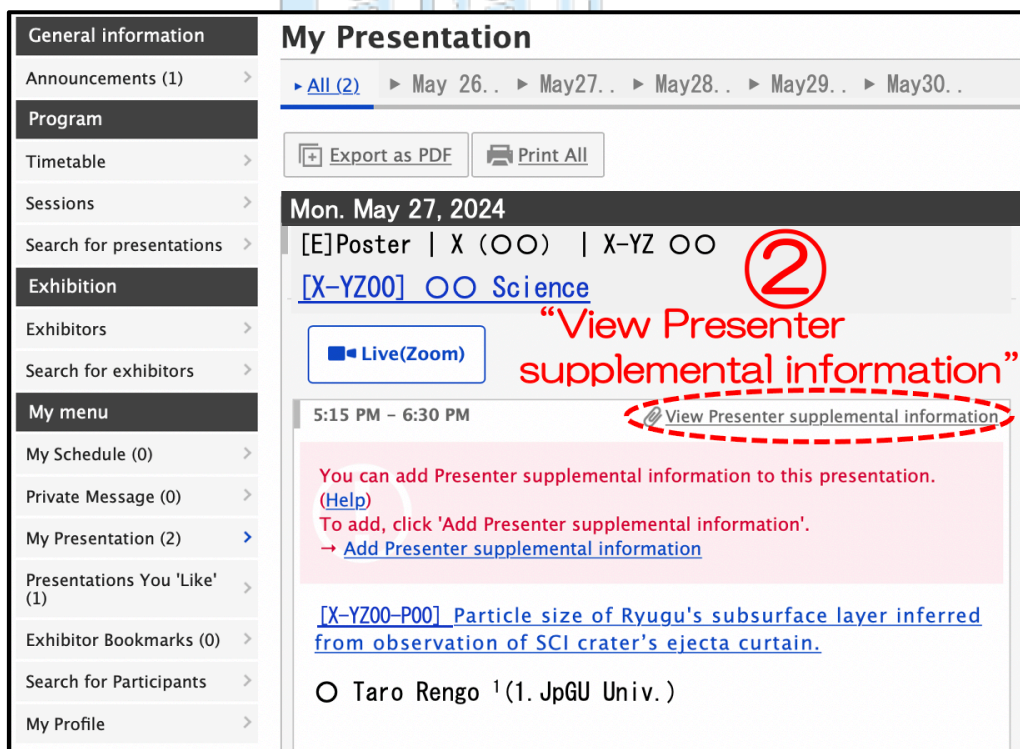
## B. Uploading/Publishing procedure of additional materials

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

① After log in to Confit, please proceed to "My Presentation".



② Click "View Presenter supplemental information".



**Mon. May 27, 2024**

[E]Poster | X (OO) | X-YZ OO

[\[X-YZ00\] OO Science](#)

[View Presenter supplemental information](#)

5:15 PM - 6:30 PM

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 <sup>1</sup>(1. JpGU Univ.)

- 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.

**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 >

### File cabinet

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.

**File \***

ファイルを選択 / フォルダを選択

**④ Select a file**

**Title \***

Title

**Explanation**

Explanation

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.

Cancel

**⑤ "Upload"**

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.



The screenshot displays the 'File cabinet' interface. On the left is a navigation menu with categories like 'General information', 'Program', 'Exhibition', and 'My menu'. The main area shows two items:

- PDF Sample (Hidden):** A red arrow points to the title. Below it, a red circle with the number '6' and the text 'Check your file' is overlaid. A red dashed oval highlights the 'Move to live', 'Delete', and 'Edit' buttons. A message states: 'This content is Hidden. Click 'Move to Live' to show the contents. Your name will not be shown.'
- Image Sample (Shown):** A red arrow points to the title. Below it, a red dashed oval highlights the 'Move to staging', 'Delete', and 'Edit' buttons. A message states: 'This content is Shown to participants. Click 'Move to Staging' to hide.'

The image sample features a colorful illustration of the solar system planets (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune) and the text 'Welcome to JpGU 2024 !!'.

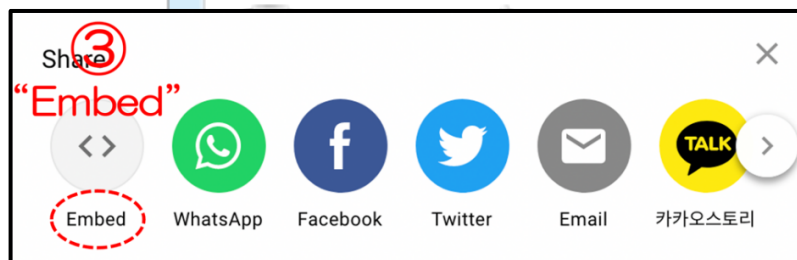
## B-2. Publishing procedure of movies

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.



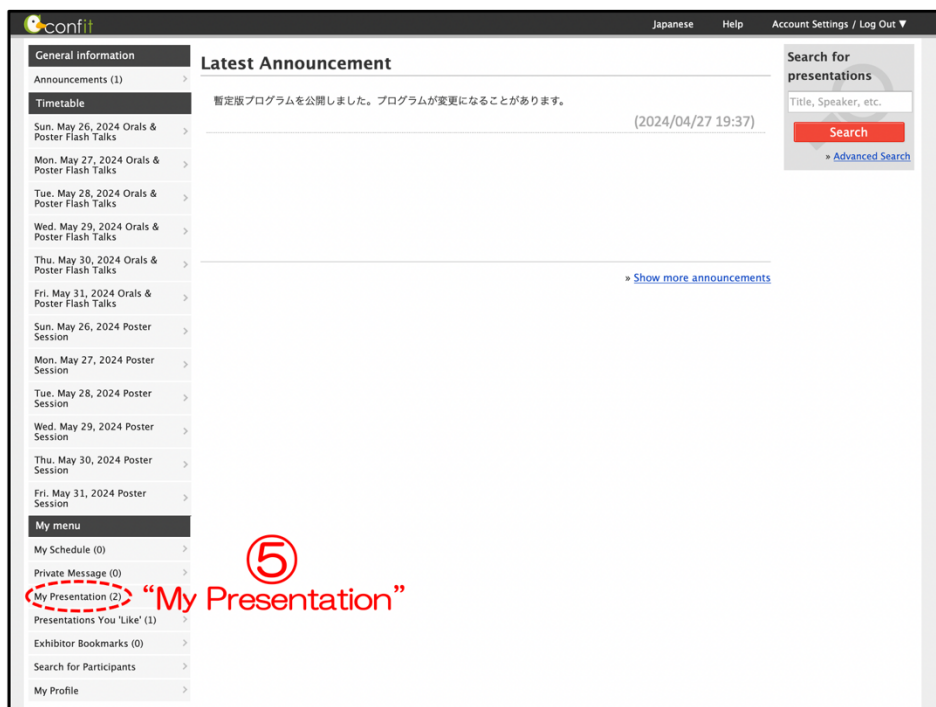
③ Click **"Embed"**.



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



⑤ After log in to Confit, please proceed to "My Presentation".



Confit Japanese Help Account Settings / Log Out

General information Latest Announcement

Announcements (1)

Timetable

Sun. May 26, 2024 Orals & Poster Flash Talks

Mon. May 27, 2024 Orals & Poster Flash Talks

Tue. May 28, 2024 Orals & Poster Flash Talks

Wed. May 29, 2024 Orals & Poster Flash Talks

Thu. May 30, 2024 Orals & Poster Flash Talks

Fri. May 31, 2024 Orals & Poster Flash Talks

Sun. May 26, 2024 Poster Session

Mon. May 27, 2024 Poster Session

Tue. May 28, 2024 Poster Session

Wed. May 29, 2024 Poster Session

Thu. May 30, 2024 Poster Session

Fri. May 31, 2024 Poster Session

My menu

My Schedule (0)

Private Message (0)

My Presentation (2)

Presentations You 'Like' (1)

Exhibitor Bookmarks (0)

Search for Participants

My Profile

Search for presentations

Title, Speaker, etc.

Search

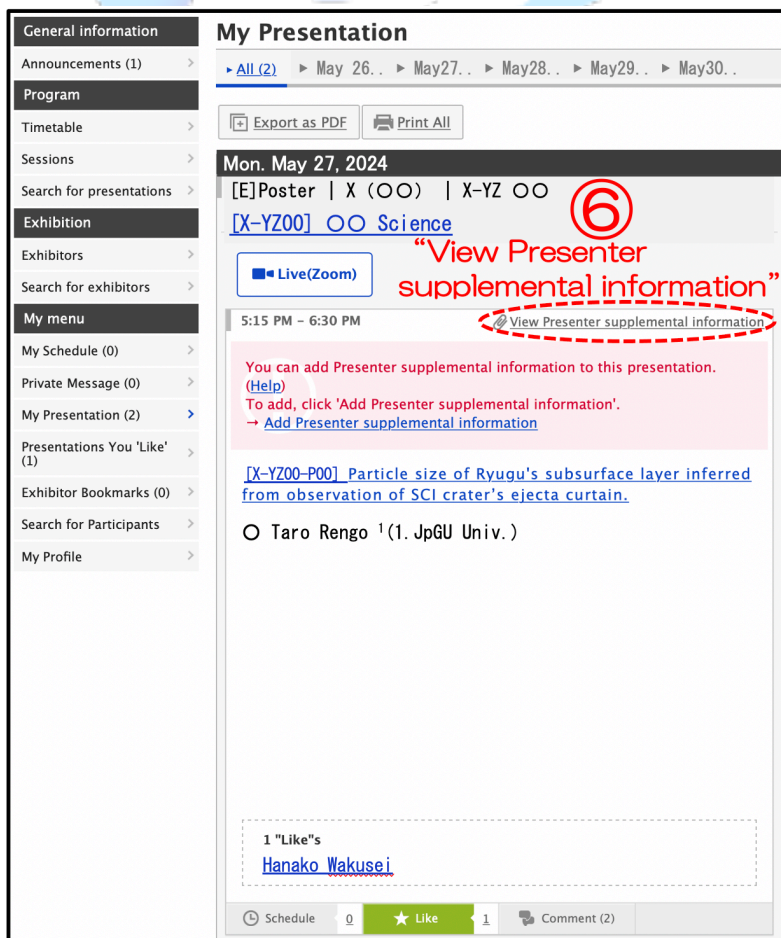
Advanced Search

暫定版プログラムを公開しました。プログラムが変更になることがあります。 (2024/04/27 19:37)

Show more announcements

⑤ "My Presentation"

⑥ Click "View Presenter supplemental information".



General information My Presentation

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

All (2) May 26. May 27. May 28. May 29. May 30.

Export as PDF Print All

Mon. May 27, 2024

[E]Poster | X (OO) | X-YZ OO

[X-YZ00] OO Science

Live(Zoom)

5:15 PM - 6:30 PM

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.

O Taro Rengo <sup>1</sup>(1. JpGU Univ.)

1 "Like"s

Hanako Wakusei

Schedule 0 Like 1 Comment (2)

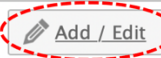
⑥ "View Presenter supplemental information"



⑦ Click **"Add/Edit"** in the Topics.

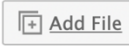
### Presenter supplemental information

**Topics** ⑦ **"Add/Edit"**



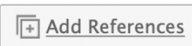
You can add topics or supplemental information for this presentation using text format. ([Help](#))

**File cabinet**



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**



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 within 400 characters in Japanese, or 150 words in English.  
 Max : 2000 bytes

⑧ **"Source"**

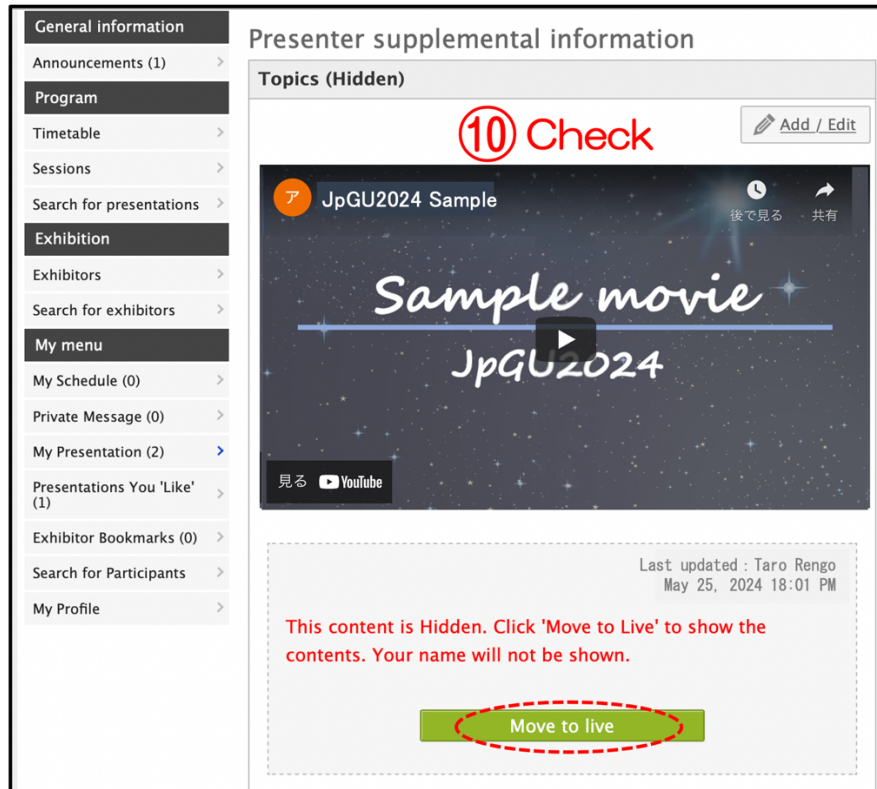


Paste

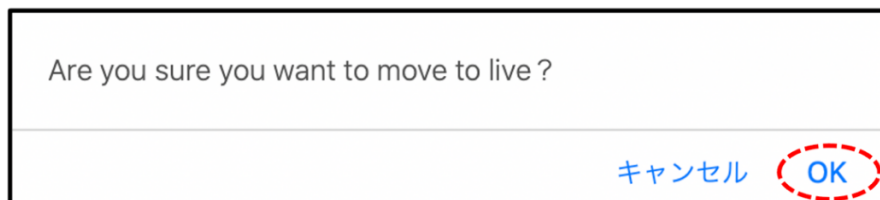
⑨ **"Save"**

Cancel


- 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).

