



## ONLINE CONGRESS GUIDELINES FOR ORAL PRESENTERS

Updated: "Notes" regarding copyright is added (Aug 6)  
Simultaneous interpreting (Aug 5)

### General Information

This congress is will be held by the video conference app "ZOOM". You are required to submit your presentation file in advance and we are going to share your file on Zoom for you to provide attendees stable internet connection as far as possible. Presentations should be within 20-minutes and 10 minutes for discussion.

Attendees are NOT allowed:

- to capture any screen and/or to record presentations
- to share your ID and Password with others
- to copy any files from online web pages and distribute them

[Notes] every presentation must be aware of legal use of images, figures and citations in the light of copyright. Although this is an online congress with limited numbers of participants (not full public one), please note that it is different from the legal range of copyright applied to online class provided for educational purpose at university.

### Before the ISHPES2020

#### Preparation of Your Presentation

Prepare your presentation (20-min) file using Powerpoint (recommended). Language is English and use screen resolution 16:9 ratio.

We will use a laptop with "Windows OS: Windows10" and "Powerpoint 2016" in each session room.

To embed fonts in PowerPoint:

1. Select File tab.
2. Save As...
3. Under Tools, choose Save Options.
4. Check the box for Embed fonts in the file

You can also prepare a file with your performance recording by Powerpoint or Zoom.

Help guides for recording your presentation are available here:

- [Recording using Zoom](#)
- [Recording using PowerPoint](#)

## Submission

Upload here: [https://ec-convention.com/ISHPES2020/presentation/upload\\_01.php](https://ec-convention.com/ISHPES2020/presentation/upload_01.php)

\*in case you failed to upload it due to the file size, contact at [ishpes2020@ec-pro.co.jp](mailto:ishpes2020@ec-pro.co.jp)

Deadline: Friday **August 14** 2020

## Online Congress Web Page

You will receive an ID and Password to enter the page **1 week before** the congress. A reminder notice will be sent to you the day before the Congress. The page is scheduled to open on **August 19**. You will find a digital program book and abstracts as well as a room for oral sessions and poster session there.

## Is Your Computer compatible with ZOOM?

Refer this page to make sure if your computer or laptop can work.

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

For testing a mic and a camera, you can also try this page.

<https://zoom.us/test>

## Internet Connection

We strongly recommend you to use wired network during the congress to keep stable internet connection. Depending on your internet environment, you may not be able to watch the presentations well.

## How to manage Zoom?

When you enter Zoom as first time, the app will be downloaded and installed. If you have any difficulties to manage Zoom, contact us at [ishpes2020@ec-pro.co.jp](mailto:ishpes2020@ec-pro.co.jp)

## On the Day

### Check-in

You are requested to check-in online according to your time zone (roughly 3 zones: Asia, Europe and the US). This is to identify your attendance and give you a try to access the congress online site. Enter the online web page and click "Check in" on the program to enter Zoom. The name entering a room should be as below:

Presentation ID\_Full Name (First name and Last name)

e.g. E1-1\_Taro Yamada, W1-1\_John Smith

## Day 1 (22nd): Opening Ceremony, Event, Symposium and Keynote Speeches

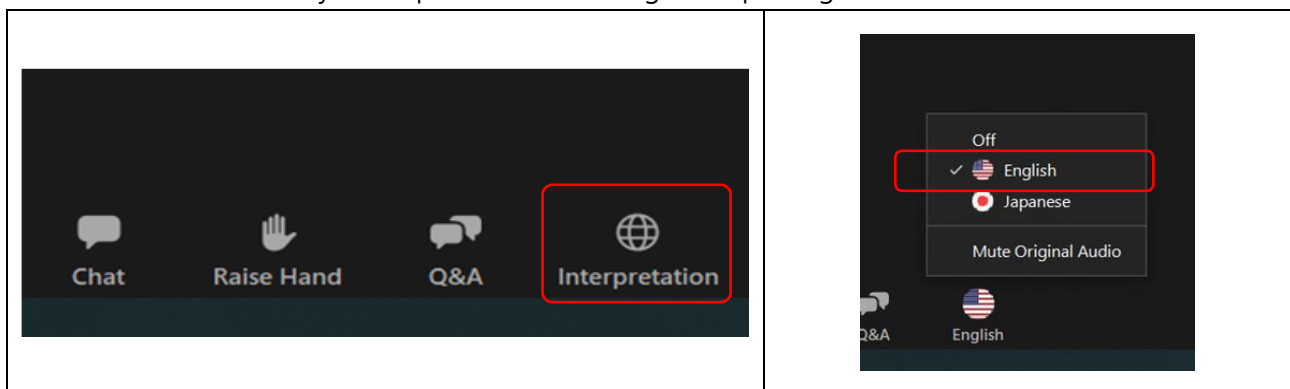
We will open a room for Day 1 around 30 minutes prior to the opening ceremony. We expect you to be there 5 minutes before the Congress at the latest. We will organize sessions of this day by Zoom webinar.

### If you have any questions for the symposium and keynote speeches...

Use **Q & A** in the Webinar Controls. A chair will recognize it and allow you to ask your questions through your mic.

### Simultaneous interpreting

Official language is English, but the opening event hosted (keynote and symposium) by JSSH will be done in Japanese language. For international attendees, we provide Japanese-English interpreting service during the event. Click **Interpretation** and select English. No interpretation is available for three keynote speeches following the opening event.



## Day 2 (23rd): Presentation

We will organize the sessions of this day by Zoom meeting. All attendees can show their face on screen. Presenters are requested to enter your session room 15 minutes before your session. The name entering a room should be as below:

Presentation ID\_Full Name (First name and Last name)

e.g. E1-1\_Taro Yamada, W1-1\_John Smith

Chair introduce you to attendees and our staff will share your presentation file on the screen. Please get start your presentation after it. Our staff show you the time left on screen using **Subtitle** feature. If you made a presentation file with your performance, you just say hello before starting and stay during the presentation. After your presentation video ends, you are required to join the discussion.

If you will be not online by your presentation, it must be skipped or canceled according to chair's decision. In case, we cannot issue a certificate of attendance/presentation for you.

## Any Trouble?

If you need a help to enter online session rooms, please text or call us via “WhatsApp” or email.

WhatsApp: TBA      Email: [ishpes2020@ec-pro.co.jp](mailto:ishpes2020@ec-pro.co.jp)

## As a Listener

### How to Enter

You may enter any rooms you wish. See the program on the web page and click a session.

The name entering a room should be as below:

Registration ID\_Full Name (First name and Last name)

e.g. 2\_Taro Yamada, 76\_John Smith

**NOTE:** Registration ID should be shown in the email you receive before the congress. It is not the same as the submission ID.

### Mic and Video

We will control your mic and video for making better presentation situation. When you enter the room, your mic will be muted by us and your face will be shown on screen. In case the internet connection is unstable, we might turn off the attendees' video.

### Q & A

Click **Raise Hand**. The chair will recognize it and allow you to talk. At that time, unmute your mic by yourself and start to talk.

### Chat

You can make comments during the presentation on **Chat** freely. This chat is open to all the attendees.