



ONLINE CONGRESS GUIDELINES FOR POSTER PRESENTERS

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

General Information

This congress will be held by the video conference app "ZOOM". You are required to submit your presentation file in advance and it will be shown on the online congress web page.

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 file (PDF). Language is in English. Your poster presentation must be uploaded by PDF within the volume of 10 MB. Your contact email address must follow your name written in the presentation file for the purpose of online discussion.

Submission

Upload here: 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

Deadline: Friday **August 14** 2020

Note: We kindly ask for your understanding that the committee put a watermark on your presentation file.

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

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:

Full Name (First name and Last name)

e.g. Taro Yamada, John Smith

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

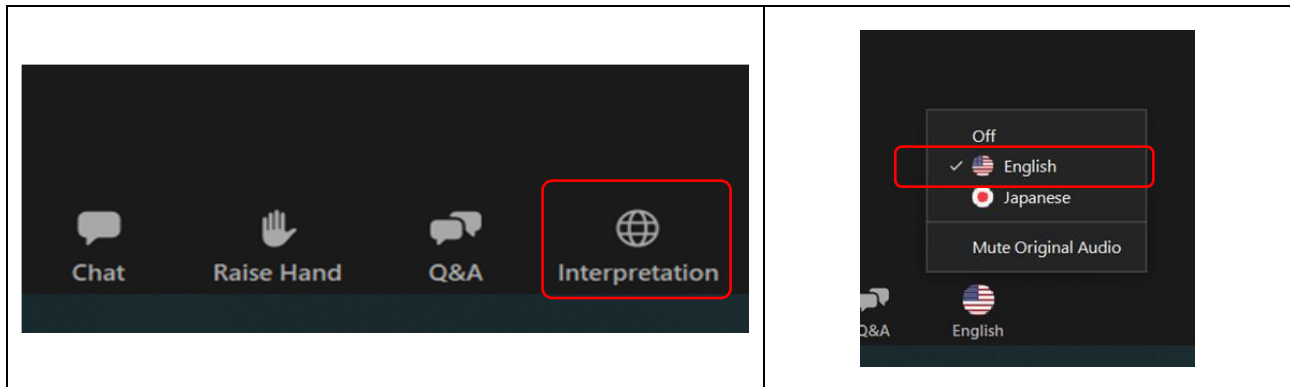
We will open a room for Day 1 around 30 minutes prior to the opening ceremony. We expect you to be there 5 minutes before at the latest. We will organize sessions of this day by Zoom webinar.

If you have any questions for 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

Your poster can be seen all time until the online congress web page closes. There is no core time to present your poster during the congress. You will receive questions via email.

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 a comment during the presentation on **Chat** freely. This chat is open to all the attendees.