

# Guide for Poster presenters at the 71st SPSJ Annual Meeting

## 1) System

You will make your presentation using Webex Meeting

Please check internet speed, Webex application and your devices before the meeting.

Your mail address for joining the Webex Meeting is same as the address when you registered in the meeting

## 2) WebexMeeting Manuals

[https://main.spsj.or.jp/nenkai/71nenkai/en/E\\_71WebexMeetingManualver1.pdf](https://main.spsj.or.jp/nenkai/71nenkai/en/E_71WebexMeetingManualver1.pdf)

## 3) Participant Name

Format of Participant Name is your presentation number: Name Affiliation as 1A03IL John Smith Tokyo Univ .

Please set your Participant Name before joining the meeting. ( Refer to the other manuals)

If the affiliation is unknown, SPSJ staff ask you via chat. In case of no reply, you may be forced to leave the online venue.

## 4) Enter the online venue

Log in the website of the 71st Annual Meeting Preprints (<https://member.spsj.or.jp/convention/spsj2022/>)

Room listings will be displayed in the Web preprints once you log in (From 25 to 27 May).

You can access each linked room from the Web preprints by online.

## 5) How to make your presentation

- The presentation time is 60 minutes.
- Please enter the breakout session with your presentation number during the 20 minutes before the start of your presentation and display your poster in full screen. Presenters should not move or scale the displayed file. Audience can use their own PCs to view the parts of the poster they want to see while zooming in and out and moving around.
- When it is time for the presentation, the presenter repeats the presentation and questions for about 5 minutes, along with the audience.

- Since it is difficult for the presenter to know if anyone is viewing the presentation, please use voice communication such as "Do you have any questions?"
- After the presentation time is over, please leave the venue within 5 minutes.
- The room staff will confirm the presenter and poster display prior to the presentation.

## **6) Access test and Preview test**

- Please test your devices and communication via Webex Meeting before the annual meeting.
- In the term of the annual meeting, there are rooms for preview test. SPSJ staff will help your problem in the room.

## **7) Trouble shooting**

- If you cannot enter the room in time for your presentation due to internet or PC trouble, please contact SPSJ immediately and tell the presentation number and the status
- Even if you are in the presentation room, the presentation will be treated as canceled if you cannot make a presentation at the presentation time. The cancellation of presentation will be posted on the WEB preprints..
- In case of rescheduling of presentations, the chair or venue manager decide it considering time schedule. However, SPSJ does not guarantee the rescheduling.
- If you want to cancel the presentation or change the presenter due to the presenter's trouble, please contact SPSJ staff as soon as possible.
- The SPSJ staff is waiting for you in the preview room.

## **■ Note**

### **① Intellectual Property**

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