The 83rd Annual Meeting of Japanese Society of Public Health

To presenters of general presentations (oral presentations)
(General (oral) presentations and selection for the Excellent Presentation Award)

Pre-Uploading Procedure for Presentation Data

Presentation date: Tuesday, October 29 – Thursday, October 31, 2024

Presentation venue: Sapporo Business Innovation Center

How to bring your presentation data

Data for general presentations (oral presentations) must be **<u>uploaded</u>** in advance using the Confit presentation submission system.

Upload (production) period: Tuesday, October 15, 2024 to Thursday, October 24, 2024 at 12:00 noon

There will be no extension of deadlines. Please be sure to register well in advance.

Please note that while you can modify your entry during the upload period, you will not be able to modify it after the deadline.

Please ensure that you have scanned the file for viruses before submitting it.

The Secretariat will permanently delete all presentation data following the Annual Meeting.

Pre-Uploading Procedure for Presentation Data

1. **Opening the Confit site**
   First, please open the Confit site where you submitted
   your presentation.
   You can access the site from the following link:
      URL: https://jsph.confit.atlas.jp/login

2. **Log in to My Page**
   Log in to Confit's My Page using your login ID and password. If you have forgotten your ID or password,
   please use the site's password reissue function to obtain a new password.

3. **Confirm the title of your presentation**
   After logging in to My Page, "Pre-Upload Presentation Data" will appear on the screen on the right.
   First, please check the title of the presentation you have submitted.

4. **Uploading Presentation Data**
   Please prepare your presentation data according to the presentation format described on the website. Upload
   your presentation data from the "File Upload" screen of Confit. **Audio and video files are not accepted.**
   If your data was created on a Mac, please convert it to PDF format prior to submission.

5. **Modifying Uploads**
   Data can be re-uploaded multiple times within the deadline by replacing the files.

Presentation format for the day

Presentation time

Please keep to the 12-minute time limit (7 minutes for presentation, 5 minutes for Q&A) and cooperate in the smooth operation of the event.

The PCs available at the venue will be Windows PCs. The presenter's data will be displayed on the PC screen by the staff member in charge of the room.

Presenters are requested to operate the PC on the podium independently.

The presentation will be delivered in Microsoft PowerPoint format.
If you have created your slides on a Mac, please submit them in PDF format.

Notes: File format: ppt, pptx, pdf; file size: up to 10.0 MB; video and audio files are not accepted.

Seating at the presentation site
On the day of your presentation, please be seated at the next presenter's seat at least **10 minutes before your presentation**. Staff will confirm your seating.

Correction of Data
Please notify venue staff at least **one hour before your presentation** if you need to correct your data. Changes made after that may not be accepted.

In case of late arrival for your presentation
Failure to arrive at the venue on time without prior notification may result in **the withdrawal of your presentation**.

In case the primary presenter is unable to present
In the event of the primary presenter's absence, a co-presenter will deliver the presentation.

Screen Size

Slides for oral presentations will be projected on a single screen (4:3).

Due to the progress of the session and the space available on the podium, the PowerPoint presenter tool will not be available.

If you need a presentation manuscript, please bring a printed copy in advance.

The Secretariat will permanently delete all presentation data following the Annual Meeting.

Please do not hesitate to contact us if you have any questions.

[Secretariat]

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