

37th Annual Meeting

Japan Association for International Health

Instructions for General Abstract Presenters

Thank you for submitting an abstract. The following is a brief description of the presentation.

Outline of Presentation Methods

Oral Presentation

- (1) Please submit a video file (no longer than 7 minutes) with audio as your presentation file by Friday, November 11.
- (2) On the day of the conference (November 19-20), presentations and plenary discussions will be held in each session. **Please make sure to participate on-site or via Zoom.**
- (3) During the presentation sessions, the secretariat will show the videos submitted in advance (please let us know in advance if you wish to make an on-site live presentation). Please note that all presentation videos will be shown consecutively, followed by a 15-minute discussion session.
- (4) Video files submitted in advance will be available on demand on the "Online Conference Website".
(Scheduled until December 11)
- (5) Questions and comments board will be available on the "Online Conference Website". If you receive questions or comments, please respond to them by December 10 (Sat.).

Poster Presentation

- (1) PDF files (30 pages or less) must be submitted by November 11 (Fri.).
- (2) The PDF files submitted in advance will be available on demand on the Online Conference Website (scheduled by December 11).
- (3) Question and comment boards will be available on the Online Conference Website. If you receive questions or comments, please respond to them by December 10 (Sat.).

*On-demand: Unlike live delivery, which can only be viewed in actual time, on-demand can be viewed at any time during the set period on the website.

Details on each of the oral and poster presentations will be provided on the subsequent pages.

If you have any questions, please feel free to contact us at the address below.

<Contact>

Administrative office for 37th Annual Meeting of Japan Association for International Health

Tanabe (Dr.)

MAIL: jaih37.office@gmail.com

** Please state "enquiry your presentation number your name" in the subject.*

A. Oral Presentation

1. Submission of presentation file (by Friday, November 11)

Please submit your presentation file in advance as a video file with audio up to 7 minutes in length. Your presentation file will be screened on the day of the presentation and also posted on the Online Conference Website for on-demand distribution.

【Submission of Oral Presentation File】

Submission deadline : November 11 (Fri.) by 24:00

Submission file : Video file with sound (mp4, mov etc.)

Video length : 7 minutes or less

File name : Please indicate your presentation number and the first author's name
(e.g., O14-1_Gakkai Hanako)

Submission address : <https://www.dropbox.com/request/pGZxcas939rJXTDloKVR>

*Please be sure to refer to "2. Important notes for preparation of presentation file" before creating your presentation file.

*Submission is limited to once. Files cannot be replaced.

*The Dropbox file request function is used to submit the file.

When the upload is complete, the screen will switch to the "Upload Complete" screen.

*Please contact us if you wish to confirm that your submission has been completed.

【Video Creation Methods】

Any method is acceptable as long as a video file.

For example, you can convert a PowerPoint file into a video file by inserting voice, or you can record a video file while sharing the screen via Zoom.

【Others】

If you have difficulty submitting a video file, a PowerPoint file with audio is acceptable. Again, please make sure that the length of the video is less than 7 minutes.

If you submit an audio file, the secretariat will convert it into a video file. Please note that the layout may be changed during this process.

2. Important notes for preparation of presentation File

(1) A wide-screen (16:9) slide format is recommended.

(2) The first slide of your presentation should include your presentation number, title, name, and affiliation.
(The abstract number will be announced in mid-October.)

(3) On the second slide of your presentation, please indicate whether there is any COI and provide details.
Example: https://jaih37.yupia.net/files/jaih37_COIslide.pptx

(4) If your presentation requires ethical considerations, please clearly state them on the slide.

(5) Please be sure to pay sufficient attention to the protection of privacy and copyright.

The publication of photographs for which permission has not been obtained from the subject, or the use of illustrations, background music, etc. for which permission for use has not been obtained, is considered an infringement of rights. Please fully check the contents of the site.

3. Request for responses regarding the location of participation on the day of the event (details to be provided at a later date)

All participants are requested to be present on the day of the presentation (November 19-20), either onsite or online (Zoom).

To prepare the venue, we will ask you later by e-mail about where you plan to participate on the day of your presentation. Please answer this question.

Even if you answered that you plan to attend on-site, you can change your participation to online on the day of your presentation.

4. Procedure on the presentation day (November 19, 20)

<On-site participation>

- Please register with the staff at the front of the oral session room 10 minutes before the session starts (after the end of the previous session).
- The chairperson will lead the session and video of each presentation will be screened by staff.
(If you wish to make your own presentation at the venue on live, please let us know in advance by e-mail.)
- After completion of all video screenings of the session, there will be 15 minutes for general discussion.
Please be seated at the presenter's table at the front of the room for the discussion.
(Please be sure to disinfect your hands before and after entering the room to prevent the spread of infection.)

<online (virtual) participants>

- Zoom URL, ID, and passcode will be posted on the "Online Conference Website ". Please enter the room from the same URL as general participants 10 minutes before the session starts.
- When entering the designated ZOOM room, please enter your name with your abstract number and name (e.g. O14-1_Gakkai Hanako).
To change your name, click "Participants" → place the mouse pointer over your name at the top → click the blue "Details" button → "Change Name".
(If you have difficulty changing your name by yourself, please do not hesitate to ask a staff member for help.)

5. Online Conference Website

Please refer to the section "C. About Online Conference Website " at the end of this document.

B. Poster Presentation

1. Submission of presentation file (by Friday, November 11)

Please submit your presentation file (PDF file) in advance.

The file will be posted on the Online Conference Website and also distributed on demand.

(There will be no on-site presentation or actual time exchanges for the poster presentations.)

【Submission of Poster Presentation File】

Deadline : November 11, 2012 (Fri.) 24:00

Submission File : PDF file

Number of slides : 30 slides or less (one large poster style is not acceptable)

File name : Please indicate your presentation number and the first author's name
(e.g. P14-1_Gakkai Taro)

- Submission address : <https://www.dropbox.com/request/wRt0q0Y8d0j331ZjEKcA>

*Please be sure to refer to "2. Important notes for preparation of presentation File" before creating your presentation file.

*Submission is limited to once. Files cannot be replaced.

*The Dropbox file request function is used to submit the file.

When the upload is complete, the screen will switch to the "Upload Complete" screen.

Please contact us if you wish to confirm that your submission has been completed.

【File Creation Methods】

We recommend that you create the file in PowerPoint (landscape version). However, if the file is created in another application, it can still be submitted as long as it is a PDF file.

Slide size can be either wide-screen (16:9) or standard (4:3).

If you submit a file in a format other than PDF, the secretariat will convert it to PDF. Please note that the layout may be changed in this process.

Audio(sound) insertion is not possible.

2. Important notes for preparation of presentation File

(1) The first slide of your presentation should include your presentation number, title, name, and affiliation.
(The abstract number will be announced in mid-October.)

(2) On the second slide of your presentation, please indicate whether there is any COI and provide details.
Example: https://jaih37.yupia.net/files/jaih37_COIslide.pptx

(3) If your presentation requires ethical considerations, please clearly state them on the slide.

(4) Please be sure to pay sufficient attention to the protection of privacy and copyright.

The publication of photographs for which permission has not been obtained from the subject, or the use of illustrations, background music, etc. for which permission for use has not been obtained, is considered an infringement of rights. Please fully check the contents of the site.

3. Online Conference Website

Please refer to the section "C. Online Conference Website " starting next section.

C. Online Conference Website

The "Online Conference Website" is a website where conference participants can log in with their IDs and passwords.

The Zoom URL for live streaming will be posted, and various on-demand streaming services will be available.

For general abstracts, presentation files submitted in advance will be posted on-demand.

Click the image on the right to view the video and PDF files.

Clicking on "Questions and Comments" will open a discussion board where you can exchange opinions on each presentation.

(The following is an example. Designs and specifications are samples and are subject to change.)



When posting presentation files, security settings will be implemented to prevent them from being downloaded or copied.

1. Confirmation of website presentation files (around Nov. 16-17)

The presentation file will be posted on the Online Conference Website prior to the event and will notify you by e-mail. Please check whether your presentation is correctly listed. Please let us know if there are any discrepancies. Otherwise, no corrections and revisions to submitted presentation files will be accepted.

2. Response to questions during on-demand streaming and others. (November 19-December 11)

On-demand streaming on the Online Conference Website is scheduled from Saturday, November 19 to Saturday, December 11. During this period, participants will be able to freely view the presentation files, ask questions, and write down their thoughts.

<Response to questions>

- You will receive an automatic email when there is a post (question or comment) on the "Questions & Feedback" board. (Please note that depending on your security settings and other environmental factors, this email may become spam and you may not receive it).
- Please open the bulletin board of your abstract and reply to it as best you can. **Please reply by December 10 (Sat.), particularly if you have any questions.**
- If you receive any inappropriate content, such as defamatory or slanderous comments, please let us know so that the secretariat can decide whether or not to delete the content. If there are URLs, etc., please check carefully to see if they are reliable.
- The name and time will be automatically displayed in the submitted content.
- We will ask that participants write questions as far as possible at least a few days before the end of the online event period.

<Like Button>

- Participants can press the "Like" button (only once per person per abstract).
- The button is completely anonymous, and the identity of the person who clicked the button will not be disclosed.
- The first presenter of a presentation can check the number of "Likes" for his/her presentation on the administration page named "Message Box".
(No notification will be sent to the presenter for the number of "Likes" of your presentation, so please check it by yourself.)

The number of "Likes" and the contents of questions and replies can be downloaded from the "Message Box" page. You can check the contents of the downloaded file even after the event period has ended.

Thank you very much for your cooperation.