Manual for WEB Poster Presenters

Introduction（common matters）

① How to view WEB posters and use bulletin board

（answer questions）

② How to participate in poster presentations

・In the case you have already installed ZOOM app

③ How to participate in poster presentations

・In the case you can not install ZOOM app

④ How to upload poster data

The 141st Annual Meeting of
the Pharmaceutical Society of Japan (Hiroshima)

Introduction

At the 141st Annual Meeting of the Pharmaceutical Society of Japan (Hiroshima), we initially prepared for the meeting, but due to the influence of the corona virus, it was decided to hold it completely online in a hurry.

Therefore, apart from the "Annual Meeting Website" that posts the outline and announcements of the event, we decided to operate the "Annual Meeting Online Venue" that is fully online.

Originally, it is desirable to operate all on one site, but we would appreciate your understanding.

■Annual Meeting Website （ https://confit.atlas.jp/guide/event/pharm141/top ）

The annual meeting website can be searched by the above URL or "Pharmaceutical Society of Japan 141 Annual Meeting", and anyone can browse it.

You cannot move to the annual meeting online venue from the annual meeting website.

Not linked

■ Annual Meeting Online Venue

The annual meeting online venue has introduced a system that sends URLs that can only be viewed by those who have completed registration.

Excludes speakers of major lectures (president's lecture, Special Program by the Organizing Committee, keynote lectures, special lectures, award lectures, symposiums, luncheon seminars, sponsored seminars), chairpersons of each session, and some related parties.

In order to prevent fraudulent viewing (illegal viewing, illegal acquisition of credits, etc.), the URL of the annual meeting online venue will be individually issued and distributed as a personal URL linked to the personal information registered for participation. It cannot be rented or transferred.

At the annual meeting online venue, we have prepared pages for "Chair / Speaker Reception", "Schedule", "Program", "Web Poster Viewing / Bulletin Board", and "Poster Presentation". 。

Login from personal URL

①We will sent the URL for the annual meeting online viewer to your registered e-mail.
*The viewing URL will be distributed sequentially from 10 days before the annual meeting.
② Click the viewing URL to confirm the login with the meeting name, event outline, and notes. The page will be displayed, so check the contents and click "年会オンライン会場はこちら(Here for the annual meeting online venue)." Then move to the program page.
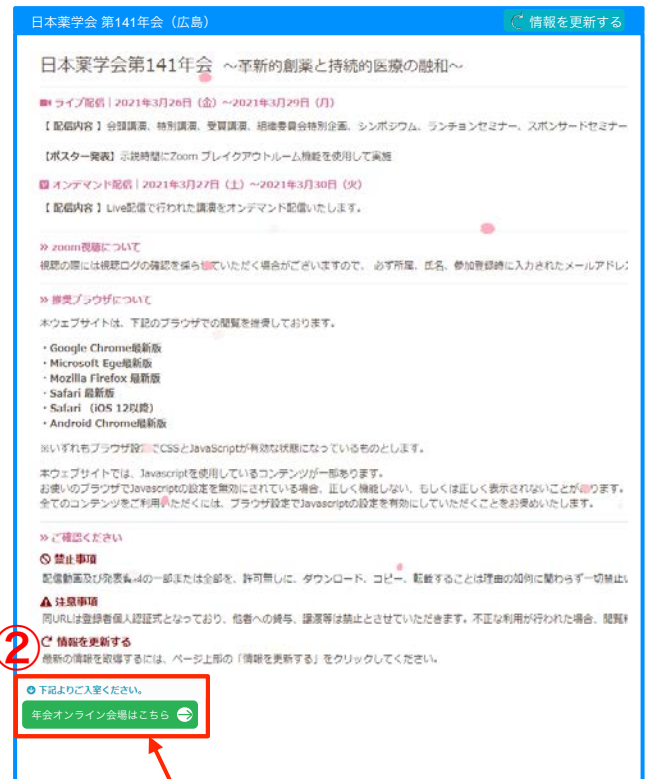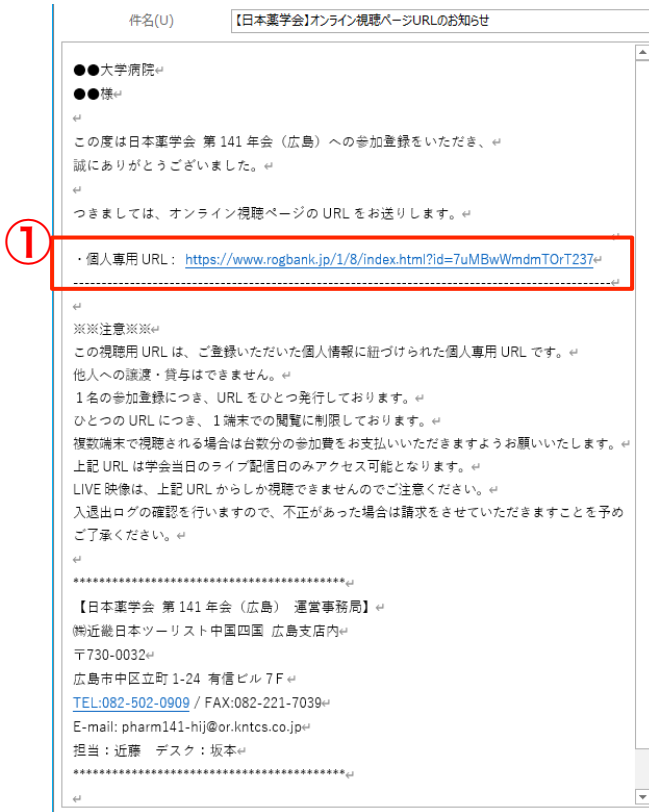
Click here for the annual meeting online venue

※ ※ Caution ※ ※

The URL attached to the email will be accessible only on the day of the conference (March 26-29).

This viewing URL is a personal URL linked to the registered personal information.

It cannot be transferred or lent to another person.

One URL is issued for each registration.

We limit viewing on one device per URL.

If you want to watch on multiple devices, please pay the participation fee for each device.

LIVE video and poster viewing / presentation can only be participated via the above URL.

We will check the entry / exit log, so if there is any fraud, we will charge you.

① For viewing WEB poster

How to answer questions using the bulletin board function

※　Caution for all participants

If you have any posting comments other than the question about the subject on the bulletin board and would like to delete them, please contact the annual meeting management office below.

【Contact information on the day】

The contact information of the annual meeting management office on the day is posted on the annual meeting website.

 Or contact us by e-mail webposter@wfamp.com

Move to WEB poster list page

① Click "WEB Poster List（Webポスター閲覧・掲示板）" from the MENU.

② You can search for your own poster.

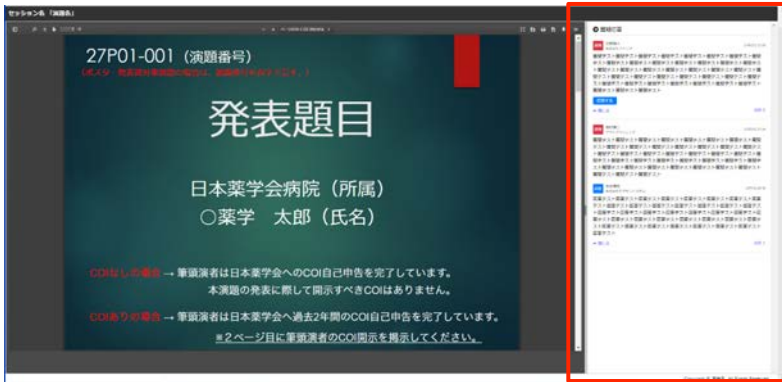③ Click ■٤閲覧リンク on the rightmost to move to the poster viewing page.

How to answer questions on the WEB poster bulletin board.

① Please confirm your poster data.

Q＆A session can be held on the bulletin board function on the right side of the screen.

※When a viewer asks question, you will receive it in your e-mail.

You can check Q＆A session here.

※ Poster presentation is not available on this page.

For poster presentation, see how to utilize the breakout room.

(p.7)

②Check the contents of questions and click 「回答する」 "Answer"button.

→ 質疑応答

質問　薬科 次郎
　　　広島薬科大学　　　　　　　　　　3月27日15:10

ここに質問者からの質問が記入されます。
質問Aについてのご回答をお願いします。

回答する　　←クリックをすると、回答画面が開きます。

Click to open the answer screen.

③ Enter your answer and click 「回答を投稿する」 "Post answer" button.

※You cannot modify the answer after posting the answer

質問内容 Question

ここに質問者からの質問が記入されます。
質問Aについてのご回答をお願いします。

回答内容 Answer

ここに質問Aについての回答を記入します。
質問Aについて回答します....

Post an answer

回答を投稿する

Cancel

キャンセル

②How to participate in poster presentations
(Zoom Breakout Room)

In the case you have already installed ZOOM app

How to participate in poster presentation

① Enter to the breakout room

　Presenters need to enter the room 30 to 15 minutes before the start time.

② Select the program with your presentation number from poster presentation venue in the timetable below. (from P01 P02)


When you choose the poster program you want to see, the zoom login screen opens. After logging in, please move to the assigned room.

If you are using the ZOOM app, please install (upload) the latest version.
If it is not up to date, Breakout Room functionality may be limited.

In the case you have already installed ZOOM app

① When you log in to ZOOM, you will enter the host room of the breakout room.

* Please use "P: Name (affiliation)" as the login name.

② Turn off audio / video

③Please move from the host room to the discussion room of your choice.
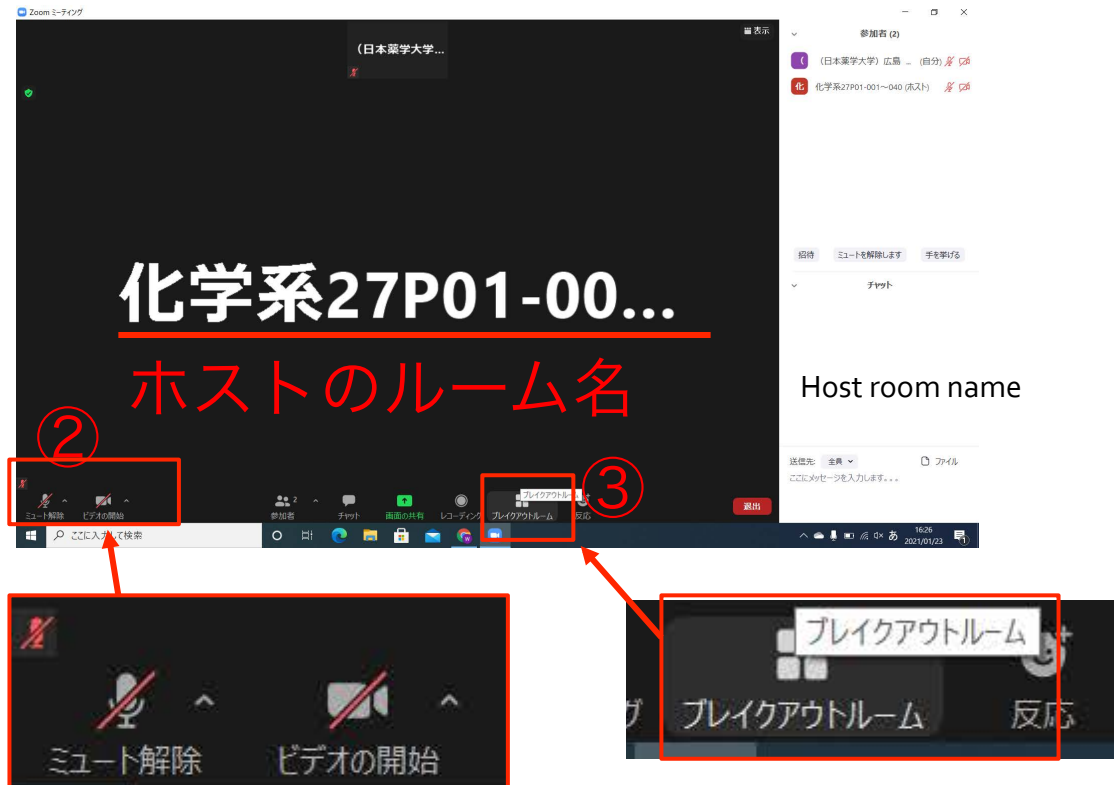
④A list of breakout rooms will be displayed, so enter 「参加」 "Participation" in your presentation number. Click to enter the room and wait until the start time.
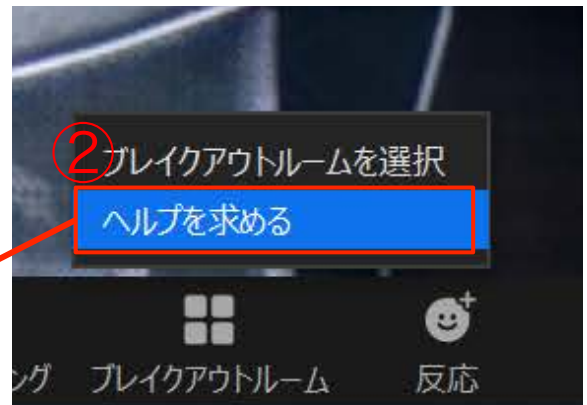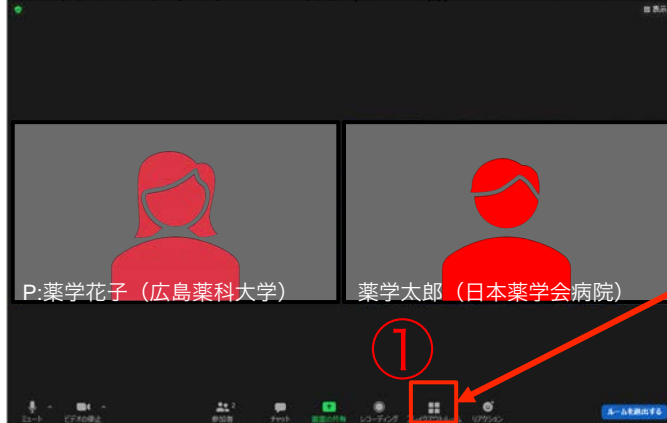
In the case you have already installed ZOOM app

Q&A will be conducted by the presenter. The presenter should consider the situation of Q&A.

When it's time, turn on the microphone and video and start the question.

You can ask the secretariat for help in the case of an incident that may interfere with your progress.

If you select "①Breakout room"-> "②Ask for help"-> "③Invite host", the operator will enter the room and respond. During that time, the question will be suspended. Please follow the operator's instructions and cooperate in smooth operation.

In the case you have already installed ZOOM app

Regarding the elapsed time and the end time, the secretariat operator will inform you of the end, 5 minutes before the end and 1 minute before the end.

Thank you for your cooperation so that the questions can be completed in time.

ZOOMミーティング_27P1-005（ルーム名）

事務局から全員へ：終了5分前です。

P:薬学花子（広島薬科大学）　薬学太郎（日本薬学会病院）

From the secretariat to everyone:
5 minutes before the end.

From the secretariat to everyone:
1 minutes before the end.

From the secretariat to everyone: It's end.

※Cautions※

・ When logging in to ZOOM, enter " P: Name (affiliation)".

・ After the presentation time, the secretariat will forcibly terminate the breakout room.

For subsequent questions, please go to the bulletin board on the WEB poster.

You cannot log in to multiple programs / breakout rooms at the same time.

・In the unlikely event that you are browsing atultiple venues at the same time, you will be charged the participation fee for the number of units.

③ How to participate in poster presentations
(ZOOM Breakout Room)

In the case you can not install ZOOM app

How to participate in poster presentation

① Entering the breakout room
　Participants can enter the room from 30 minutes to 15 minutes before the start of the poster session time.
② Please select the program you want to participate in the poster session from the poster presentation venues (P01 and P02 venues) in the schedule below.

Select the poster program you want to see and the ZOOM login screen will open.
Please log in. After logging in, you will be taken to the assigned breakout room.

In the case you can not install ZOOM app

If you cannot install the ZOOM app, you can join the breakout room via your browser. (ZOOM recommends Google Chrome)

However, please note that there are functional restrictions.

① When you log in to ZOOM, you will enter the host room of the breakout room.

※Please use "Name (affiliation)" as the login name.

②Entry is "permit system by operator". Since it will be assigned to the host room, please cancel "Mute microphone" and start "Video" and tell the operator the title number you want to enter.

ZOOMミーティング ホストルーム

②●●会場（ホスト）　氏名（所属）
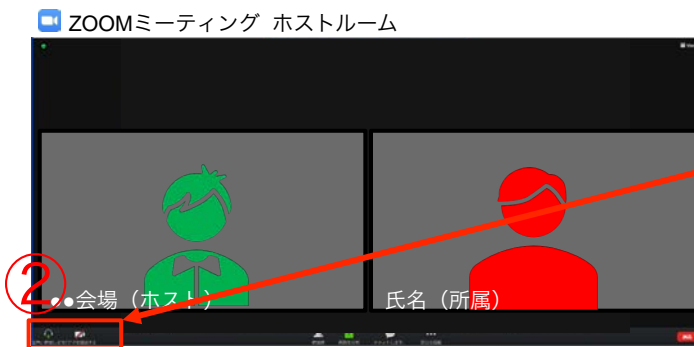
You can talk with the operator by starting audio / video.

③ The room is moved by the operation of the host .

ホストはブレイクアウトルームを開けています。割り当てられるまでお待ちください。

The host has a breakout room open. Please wait until it is assigned

ZOOMミーティング ホストルーム

ホストはブレイクアウトルームを...

あなた（■■病院）

③　●●会場（ホスト）

After moving to the poster venue, depending on the situation, please operate audio and video ON / OFF.

In the case you can not install ZOOM app

Q&A session will be conducted by the presenter. The presenter should consider the situation of Q&A.
 When it's time, turn on the microphone and video and start the question. You can ask the secretariat for help in the case of an incident that may interfere with your facilitation. If you perform steps ① and ②, the operator will enter the room and respond.
During that time, the question will be suspended.
Please follow the operator's instructions and cooperate in smooth operation.

ZOOMミーティング 27P1-005（ルーム名）

あなた（■■病院）

薬学花子（広島薬科大学）

①

サポートを求める

サポートを求める　　　　　　　　　　　　　　×
ホストをこのブレイクアウトルームに招待してサポートを求めることができます

②　　　ホストを招待します　キャンセル

Regarding the elapsed time and the end time, the secretariat operator will inform you of the end 5 minutes before the end and 1 minute before the end.

Thank you for your cooperation so that the questions can be completed in time.

ZOOMミーティング 27P1-005（ルーム名）

事務局から全員へ：終了5分前です。
あなた（■■病院）

薬学花子（広島薬科大学）　　薬学太郎（日本薬学会病院）
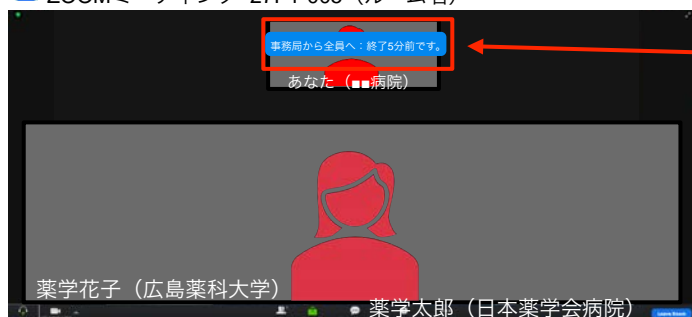
From the secretariat to everyone:
5 minutes before the end.

From the secretariat to everyone:
1 minute before the end.

From the secretariat to everyone:
It's done.

※ Caution※

・When logging in to ZOOM, enter "Name (affiliation)".

・After the poster session time, the secretariat will forcibly terminate the breakout room.

For subsequent questions, please go to the bulletin board on the WEB poster.

・You cannot log in to multiple program breakout rooms at the same time.

・In the unlikely event that you are browsing at multiple venues at the same time, we will charge the participation fee for the number of units.
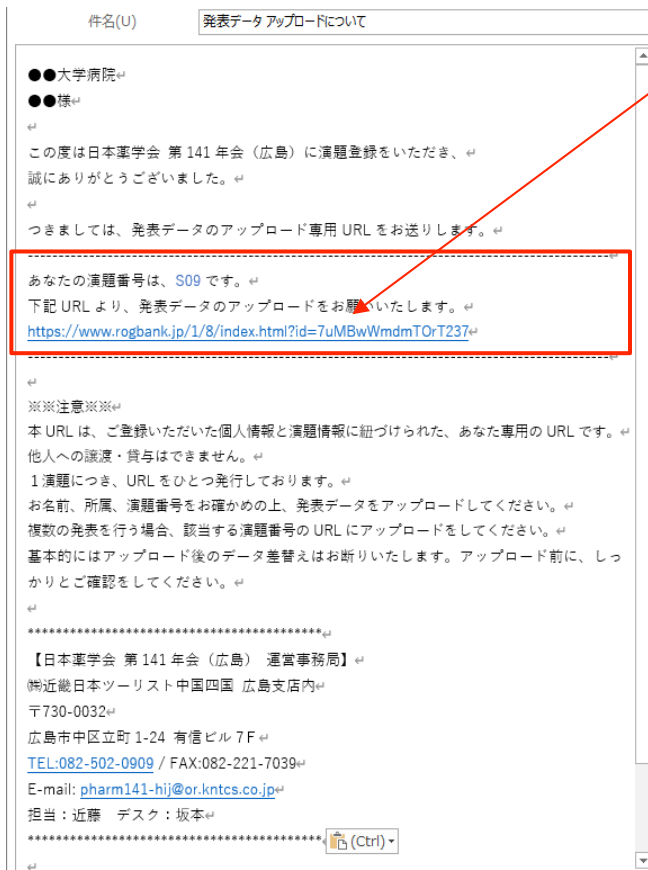
④How to upload presentation data

(From designated URL)

Reception period: 2/15 -3/15

※　Please follow the schedule exactly

No data can be replaced after this period.

Send personal upload URL

We will send the URL for uploading the presentation data to the individual email address. Please check the information such as "affiliation, name, presentation number" in the contents of the email. If there is no mistake, click the URL in the text to open the presentation data registration system screen. The deadline for uploading presentation data is March 15 (Monday). We kindly ask for your cooperation in uploading as soon as possible.

This URL links presenter information and presentation numbers. Please do not share it with other presenters. Also, even if you make multiple presentations by yourself, please upload only the presentation data of the "presentation number" in the text.

※Please be sure to submit (upload) all presentation data in this way.
※ We will responsibly delete the data we receive after the annual meeting.

How to use the file upload system

① The presentation data file registration screen opens. Please check if the contents are correct.

② Select the presentation data (drag and drop or file selection).

* The file size is up to 3000MB (3GB).

③ After selecting a file, the color of the window will change and a part of the file name of the selected file will be displayed, so check that there are no mistakes.

④ If it is OK, please click upload.

How to use the file upload system

⑤ A confirmation screen will open, so please confirm the upload. After confirming, the screen will switch to the processing screen. 。

Do not close the browser until the upload completion screen is displayed. It may take some time depending on the file size and communication network environment. (Reference: Communication network environment 100 Mbps up and down, about 3 minutes for a 2 GB file)

How to use the file upload system

⑥ File upload completion

When the upload is completed, the following window will open.

発表データアップロード完了　　Data upload completed

発表データのアップロードが完了しました。
ありがとうございました。
ブラウザを閉じて終了してください。

The presentation data upload is complete.
Thank you very much.
Please close your browser and exit.

※Once the upload is completed, you cannot re-upload from the URL on page 2.
The following notification screen will open.

発表データアップロード済み　Presentation data uploaded

発表データはアップロード済みです。

Those who would like to replace the presentation data

　If you need to replace the presentation data, please contact us at the email address below with the "title number, affiliation, and name" clearly stated. We will respond to inquiries by March 15 (Monday), the deadline for submission. We will respond to inquiries within 48 hours after receiving the email.　If there is a problem with "voice or operation" after checking the operation at the academic society management office,

We may request re-upload. In that case, we will contact you from the following e-mail address.

Thank you for your cooperation.

> For inquiries regarding uploading presentation
> data, please email us.
> upload@wfamp.com