

## Web Presentation Application and Registration Instructions

Registration for the 68<sup>th</sup> Annual Meeting, including presentation registration, session proposal and participation as audiences, must be done through the registration website. Follow the instructions for registration from the 68<sup>th</sup> Annual Meeting of the Ecological Society of Japan website. Please read through the <Registration Notes> below before registering.

- **Presentation Registration Deadline:** 23:59 (JST), Monday, November 2, 2020 (strict)
- **Abstract Submission Deadline:** 23:59 (JST), Monday, February 15, 2021 (strict)

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### <Registration Notes>

(Regarding the Application)

1. All online registration processes should be done by the member who is registering. We cannot accept member IDs and passwords of other members that are not of the applicant themselves.
2. Submitted data will be used to create the program and abstract books. Please be careful to avoid typographical errors and submission of incorrect information.
3. Periodically check for announcements on the Annual Meeting website as schedules may be subject to change.
4. We will not be able to respond to any inquiries between 17:00 and 10:00 (JST) prior the deadlines. Please be advised to confirm all registration processes well in advance.
5. For all deadlines listed above, we are not able to respond to requests after the deadline for corrections or addition of information to the submitted application.

### <System Requirements>

For Windows 8, 10

- the latest version of Microsoft Edge (IE mode is not guaranteed to work)
- the latest version of Google Chrome
- the latest version of Mozilla Firefox

For Macintosh (Mac OS 10.x or later)

- Safari 10.x or later
- the latest version of Google Chrome
- the latest version of Mozilla Firefox

\*We cannot ensure proper operation for those using browsers other than those listed above, including pre-release versions, beta versions, mobile or tablet versions, or mobile full website versions.

You must have a valid email address (mobile phone email addresses cannot be used).

(Character Input)

1. Use full-width characters when entering Greek letters ( $\alpha$ ,  $\beta$ ,  $\gamma$ , etc.), and alphanumeric characters I, V, and X when entering roman numerals (I, II, III, etc.).
2. Do not use special characters (株, ①, etc.).
3. Use full-width characters when using katakana (カタカナ).

## 01. Applicant Information Registration

Required for all session organizers and presenters, oral/poster presenters, and audiences (pre-registration).

### STEP 1 【Log-in Screen】

Select your membership status.

The log-in screen will open.

- For Members

Enter your Membership ID and Password and click the ‘Proceed to Next Page’ button. When log-in is successful, you will be taken to the ‘Applicant Information (New)’ input form.

- For Temporary Members (applying for the membership)

\*For new members, complete the [online membership application](#) and obtain a temporary ID first. Confirm using the temporary membership number (sent during the online membership application process) and registered email address to get to the ‘Applicant Information (New)’ input form.

- For Non-Members and audiences who attend only workshops

Select ‘Create a new ID’ to get to the ‘Create a new ID’ page. After you create a new ID, log-in by selecting the ‘Register/Change Registered Information/Confirm (ID required)’ option.

\*The registration fee is not charged for undergraduate and younger (junior high school and high school) students who attend as audience members. Since the registration on the days of ESJ68 will not be allowed, you must apply for your participation by February 15, 2021, using another registration form. Please check the ESJ68 official website(<http://www.esj.ne.jp/meeting/68/entry-e.html>) for details.

### 【Member Log-in Screen】

### 【Temporary member Log-in Screen】

### 【Log-in Screen for Non-Members and audiences who attend only workshops】

### 【Create New ID Screen for Non-Members and audiences who attend only workshops】

### 【Log-in Home Screen for all Membership Statuses】

## STEP 2 【Applicant Information Submission Form】

Enter applicant information after reading through the ‘Handling of Personal Information’ section.

- For members and temporary members, information stored in the membership database will be displayed. Check the information, and if any changes need to be made, make those changes as needed before continuing the registration process.

\*Information entered here is valid only for this Annual Meeting registration. Changes made here will not reflect changes in the membership data.

\*If changes to the membership data need to be made, please do so beforehand through the Ecological Society website’s member information update page. Changes made in the membership database will be updated at midnight, and so please be advised that it may take some time for the changes to be reflected.

- For Non-Members and audiences who attend only workshops, enter the required information in the application.

For those planning to give a presentation at Symposium/Workshop sessions and co-organizers, entering the address of an organizer in the ‘CC Address’ section may ensure a smoother presentation registration process.

**Registration information [New]**

Information registration --> Confirm --> Complete

\* Fill out the below information and click on the "Proceed" button.  
\* The entered information will be used in future correspondence, so please enter carefully.  
\* When completed, a confirmation email will be sent to the email address entered below.  
\* \*\*Required fields.

**Privacy policy**

The organizing committee of ESJ87 will only use the information collected on this website for conference purposes and will not disclose/provide the personal information to third party.

☒ Agree to privacy policy ☒ Agree ☐ Disagree

**Applicant information**

Membership category: Regular member (Kinki)

Name: Dr. Taro IPPAN

Affiliation: University of YYY

Address: Street, City, Province/State, 111-2222, Japan

Phone number: 03-1234-5678

Email: esj-desk@bunken.co.jp

CC address: Name: , Title: , Email: , Ex: siroon@xxxx.jp

## 【Applicant Information Submission Form】

## STEP 3 【Confirmation of Information Screen】

If there are no changes to the entered information, click the ‘Submit Applicant Information’ button.

If you would like to edit the entered information, click the ‘Edit Applicant Information’ button.

This information may be edited any number of times before the presentation registration deadline (23:59 (JST), November 2, 2020).

**Registration information [New]**

Information registration --> Confirm --> Complete

\* Confirm entered information. If correct, click on the "Register applicant information" button below to complete.  
\* If you wish to correct the below information, click on the "Correct entered information" button. Do not use the back button of your browser as the information entered may be lost.  
\* If you wish to cancel registration, click on the "Cancel" button. The information entered in the previous page will be lost.

**Applicant information**

Membership category: Regular member (Kinki)

Name: Dr. Taro IPPAN

Affiliation: University of YYY

Address: Street, City, Province/State, 111-2222, Japan

Phone number: 03-1234-5678

Email: esj-desk@bunken.co.jp

CC address: Name: , Email: ,

## 【Confirmation of Information Screen】

## STEP 4 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration.

This notifies the completion of the registration process, however, please also confirm registration through the confirmation email.

**Registration information [New]**

Information registration --> Confirm --> Complete

Registration of "Applicant information" completed.

**Only registration of applicant information is completed. Proceed to registration of talks and payment of participation/banquet fees.**

**Click on the "Register presentations and pay participation/banquet fees" button to proceed.**

\* An email will be sent to [ esj-desk@bunken.co.jp ] to confirm that the registration of applicant information was completed successfully.  
\* The confirmation email will arrive in 2-3 minutes after registration but may take longer depending on network condition.

## 【Submission Confirmation Screen】

## 02. Participation Fees Payment

This is the procedures for online payment of the participation fees. The early registration fee is applicable to those who complete payment by February 1, 2021. Please view the [Annual Meeting website](#) for details.

### STEP 1 【Menu Screen】

Upon log-in, you will be taken to the following page. Once you click on the 'Start payment' button under the 'Payment of participation' section, you will be taken to the 'Payment of participation (New)' screen.

**Menu**

Do not use the back button of your browser during registration as it may result in an error. Click on the "Cancel" button when you wish to cancel registration.

**Applicant information** [Change information] [Confirm information]

Membership category: Regular member (Kanto)  
Name (affiliation): Prof. Taro ABCD DANNY (Department of XXX)  
Email: esj-desk@unken.co.jp

**Registration**

**Payment of participation fees**

Not yet paid [Start payment]

※ If you pay by postal transfer, the status will still be "Not yet paid" at the time of transaction. The status will be "Paid" in about one week from the date of transaction.  
※ If the amount paid does not match the invoice, the status will not change from "Not yet paid".

**Proposal for symposium, workshop and forum** [Start session proposal]

※ Click on the "Start session proposal" button to register proposal.  
※ To submit a proposal of a symposium or an organized session, please enter the presentation's titles and the membership IDs (or login IDs) of all presenters including the invited speakers of the symposium or non-ESJ-member speakers of the organized session. Organizers should confirm in advance that all related speakers have completed their registrations in advance.

**Registration for each presentation of symposium and workshop**

After an organizer has completed the proposal, a registration request e-mail will be sent to the related speakers.

**Registration of oral/poster presentation** [Register oral/poster presentation]

※ Click on the "Register oral/poster presentation" to register your presentation.

【Menu Screen】

### STEP 2 【Participation Fees Payment Screen】

Select a payment option and click on the 'Proceed' button.

**Payment of participation fees [New]**

Registration --> Confirm --> Complete

Fill out the form below and click on the "Proceed" button to continue.  
When completed, a confirmation email will be sent to the registered email address.  
\*\*\*Required fields.

**Payment of participation fees**

Name	Prof. Taro ABCD DANNY (Department of XXX)
Email	esj-desk@unken.co.jp
Membership category	Regular member (Kanto)
Banquet	● No application required ※ The banquet fee for the ESJ88 is free. No pre-registration is required. Please check the official website for details.
Method of payment	● Credit card (Visa/Master) ※ Payment by credit card will be completed immediately after transaction. ※ Once payment by credit card is complete, no change is allowed for payment method or banquet preference. ※ Transaction fee for postal transfer must be paid by the applicant.

[Cancel] >> Proceed

【Payment of participation fees (New) Screen】

### STEP 3 【Confirm Information and Payment Information Entry】

#### ▼Credit Card Payment Option Screen

**Payment of participation fees [New]**

Registration --> Confirm --> Complete

Confirm entered information. If credit card is chosen, enter credit card details.  
If correct, click on the "Pay participation fee" to complete the payment.  
If you wish to correct the below information, click on the "Correct entered information" button. If the back button is used, entered information may be lost.  
Click on the "Cancel" button to cancel payment. When canceled, the information entered will be lost.

**Payment of participation fees**

Name	Prof. Taro ABCD DANNY (Department of XXX)
Email	esj-desk@unken.co.jp
Membership category	Regular member (Kanto)
Banquet	No application required
Method of payment	Credit card (Visa/Master)

**Payment detail**

Participation fee	7,000 yen
Banquet fee	-----
Total	7,000 yen

**Credit card information**

Card type	VISA / Master Card
Card holder's name	Ex: TARO SUZUKI
Card number	-----
Valid until	----- / ----- (Month / Year)

[Correct entered information] [Cancel] >> Pay participation fee

#### STEP4 【Menu Screen】

After confirming your payment, the payment status of the ‘Payment of participation fees’ will be ‘Paid’.

Then, you will be able to click the ‘Receipt’ button.

The screenshot shows a web interface titled "Menu". At the top, there is a warning: "Do not use the back button of your browser during registration as it may result in an error. Click on the 'Cancel' button when you wish to cancel registration." Below this, there are two tabs: "Applicant information" (selected) and "Confirm information". The "Applicant information" section shows: "Membership category: Regular member (Kanto)", "Name (affiliation): Prof. Taro ABCD DAWNY (Department of XXX)", and "Email: esj-desk@bunken.co.jp". Below this is a "Registration" section. Under "Payment of participation fees", the status is "Paid" (highlighted with a red circle), and the payment method is "RG0009 / Credit card (Visa/Master)". To the right of the status are buttons for "Modify", "Confirm", and "Receipt" (highlighted with a red circle). Below this, there are sections for "Proposal for symposium, workshop and forum" (with a "Start session proposal" button) and "Registration for each presentation of symposium and workshop" (with a "Register oral/poster presentation" button). The bottom section is "Registration of oral/poster presentation" (with a "Register oral/poster presentation" button).

【Menu Screen (After confirming payment)】

#### STEP5 【Receipt issue Screen】

You can download the PDF file of your receipt by specifying the issue date and the name of the receipt and clicking the ‘>> Receipt issue’ button.

The screenshot shows a web interface titled "Receipt issue". Below the title is a "Receipt issue" button. Below this is a warning: "Fill out the information below and click on the 'Receipt issue' button to continue. \*\*Required fields." Below this is a form with two fields: "Date of issue" (Year: 2020, Month: 10, Day: 13) and "Name on receipt" (with a placeholder text: "Please enter the address of the receipt within 40 characters"). At the bottom, there are two buttons: "Cancel" and ">> Receipt issue" (highlighted with an orange background).

【Receipt issue Screen】

### 03. Session Registration (Symposia, Workshops, and Forums)

\*Required only for Symposium, Workshop, and Forum organizers

\*For those registering for Oral/Poster Presentations, please continue to Page 10

#### STEP 1 【Menu Screen】

Upon log-in, you will be taken to the following page.  
Click on the 'Start session proposal' button under the  
'Proposal for for symposium, workshop and forum'  
section.

The screenshot shows a web interface titled "Menu". It includes a warning about not using the browser's back button. There are two main sections: "Applicant information" and "Registration". The "Applicant information" section shows a user profile for "Prof. Taro ABCD DAWNY". The "Registration" section has three sub-sections: "Payment of participation fees" (showing a paid status), "Proposal for symposium, workshop and forum" (with a red circle around the "Start session proposal" button), and "Registration for each presentation of symposium and workshop".

【Menu Screen】

#### STEP 2 【Session Information Registration Screen】

You will enter information regarding the session.

Copyright Statement

You must select 'Agree' to continue.

Session Type

Refer to the [website](#) for session types.

Session Title

Enter the full title for the session.

Short Title

Enter a shortened title within the set character limit to be  
used in the timetable.

Session Proposal

Enter the proposal for the session.

You may also enter information of commentators for the  
workshops that do not provide a presentation here.

The screenshot shows the "Proposal for symposium, workshop and forum [New]" screen. It has a progress bar at the top: "Session information --> Organizer information --> Confirm --> Complete". The "Session information" section includes fields for "Session category" (Symposium, Workshop, Forum), "Session language" (Japanese, English, Japanese and English), "Session title" (with a character limit of 150), "Short session title" (with a character limit of 75), and "Session description" (with a word limit of 200). There is a "Copyright policy" section with a "Rules regarding copyright" and an "Agreement to copyright policy" checkbox. At the bottom, there are "Cancel" and ">> Proceed" buttons.

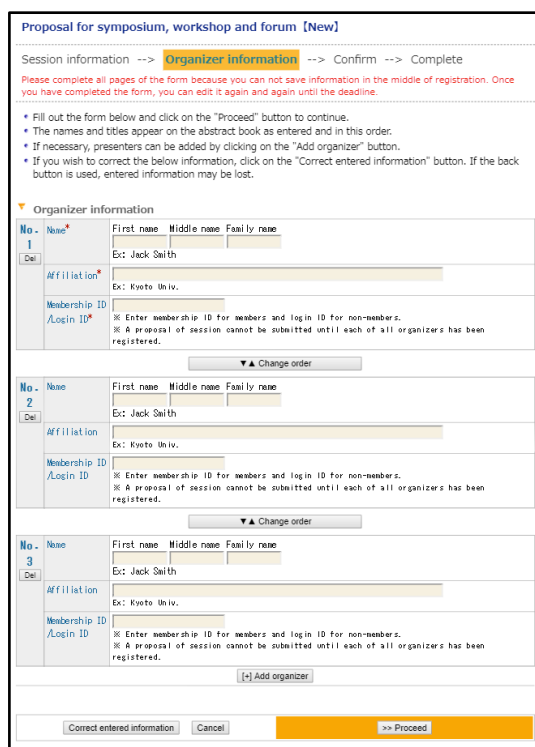
【Session Information Registration Screen】

### STEP 3 【Organizer Registration Screen】

Enter information for all organizers.

You may add additional organizers by clicking on the ‘+Add organizer’ button.

**\*All organizers must have completed the Applicant Information Registration in order to register. Please ask all co-organizers to complete the Applicant Information Registration beforehand.**

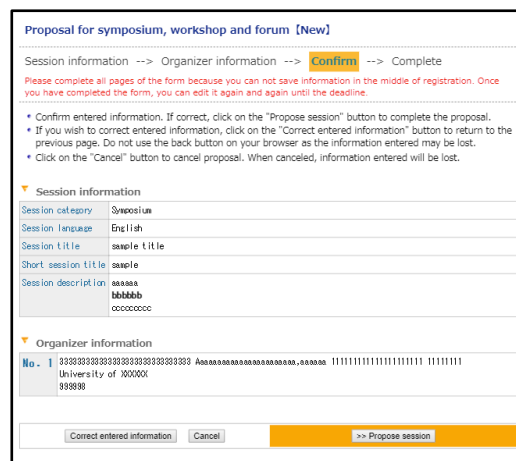


【Session Organizer Registration Screen】

### STEP 4 【Confirmation of Information Screen】

If there are no changes to the entered information, click the ‘Propose session’ button.

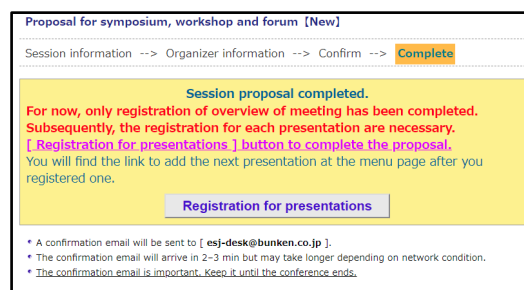
If you would like to edit the entered information, click the ‘Edit Registration Information’ button.



【Confirmation of Information Screen】

### STEP 5 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration. Please confirm registration through the confirmation email. For those registering a symposium, workshop, or forum, click on the ‘Registration for presentations’



【Submission Confirmation Screen】

### 【Note】

In the case of symposia and workshops, a Presentation Registration is required for abstract submission in addition to the Session Registration. Please follow the Presentation Registration procedures on the next page and submit the Presentation Registration before the deadline. A Presentation Registration is not required for forums.



## 04. Presentation Registration/Addition

\*Required only for symposium and workshop organizers.

### 【Note】

Repeat STEPS 1-7 to register for each session individually before the deadline.

### Registration for All Session Types

#### STEP 1 【Menu Screen】

Upon log-in, you will be taken to the following page.  
Click on the ‘Resister/Add presentations’ button under the ‘Proposal for symposium, workshop and forum’ section.

The screenshot shows the 'Menu' page with various sections. The 'Proposal for symposium, workshop and forum' section is highlighted in green, and the 'Resister/Add presentations' button is circled in red. Other sections include 'Applicant information', 'Registration', 'Payment of participation fees', and 'Registration for each presentation of symposium and workshop'.

【Menu Screen】

#### STEP 2 【Registration of Presentation Screen】

You will enter information regarding the presentation.

##### Session Category and Title

This cannot be changed through the Presentation Registration Screen.

##### Presenter Name, Organization, Member#/ID

Enter information for the primary presenter.

\*You must have completed the Applicant Information Registration for the organizer in order to register. Please complete the Applicant Information Registration beforehand.

##### Title

Enter the presentation title.

The screenshot shows the 'Registration of presentation [New]' screen. The 'Presentation detail' section is highlighted in yellow. It includes fields for 'Category' (Symposium), 'Session title', 'Name' (Title, First name, Middle name, Family name), 'Affiliation', 'Membership ID', and 'Login ID'. There are also buttons for 'Cancel' and '>> Proceed'.

【Registration of Presentation Screen】

#### STEP 3 【Author Affiliation Information Registration Screen】

Enter affiliation information for all authors included in the presentation (the primary author and co-author).

The screenshot shows the 'Registration of presentation [New]' screen with the 'Affiliation information' section highlighted in yellow. It lists three authors (No. 1, No. 2, No. 3) with fields for 'Affiliation' and 'Del'. There are buttons for 'Change order', 'Correct entered information', 'Cancel', and '>> Proceed'.

【Author Affiliation Information Registration Screen】



#### STEP 4 【Author Registration Screen】

Enter the name for all authors. The affiliation information entered in STEP 3 should be reflected in the dropdown. Click the appropriate affiliation for each author.

You may add additional authors by clicking on the ‘+add presenter’ button.

【Author Information Screen】

#### STEP 5 【Confirmation of Information Screen】

Check that the displayed ‘Preview of the abstract book’ contains the correct information. Click ‘Register presentation’ button to confirm.

【Confirmation of Information Screen】

#### STEP 6 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration. Please confirm registration through the confirmation email.

【Submission Confirmation Screen】

#### STEP 7 【Menu Screen】

Presentations that have been registered will be displayed. The ‘Registration for each presentation of symposium and workshop’ and ‘Abstract submission’ will be available in the Menu screen of the members/non-members who have been registered as the presenter through the above Presentation Registration.

To register additional presentations for that session, click on ‘Register/Add presentations’ and follow the steps from STEP 1 to register all presentations.

The ‘Registration for each presentation of symposium and workshop’ and ‘Abstract submission’ will be available in the Menu for those who have been registered as the presenter through the above Presentation Registration.

\* In this case, the organizer themselves is also the presenter, and so the information is shown under the organizer’s menu screen.

## 05. Oral/Poster Presentation Registration

### STEP 1 【Menu Screen】

Upon log-in, you will be taken to the following page.  
Click on the ‘Register oral/poster presentation’ button under the ‘Registration of oral/poster presentation’ section.

The screenshot shows a menu with several sections: 'Applicant information', 'Registration', 'Payment of participation fees', 'Proposal for symposium, workshop and forum', 'Registration for each presentation of symposium and workshop', and 'Registration of oral/poster presentation'. The 'Registration of oral/poster presentation' section is highlighted in green and contains a red circle around the 'Register oral/poster presentation' button. Below the button, there is a note: '※ Click on the "Register oral/poster presentation" to register your presentation.'

【Menu Screen】

### STEP 2 【Presentation Information Registration Screen】

You will enter information regarding the presentation.  
Refer to the [website](#) for details regarding the options below.

**Presentation Format**

Select between an oral or poster presentation.

**Presentation Information**

Selectable options will vary based on your previously entered information. Please select the options accordingly based on your preferences.

**Section Preference**

You may select up to three preferences.

**Title**

Enter the presentation title.

The screenshot shows the 'Registration of presentation [New]' screen. It has a breadcrumb trail: 'Presentation detail --> Affiliation information --> Presentation information --> Confirm --> Complete'. Below this, there is a red warning message: 'Please complete all pages of the form because you can not save information in the middle of registration. Once you have completed the form, you can edit it again and again until the deadline.' There are two main sections: 'Presentation detail' and 'Affiliation information'. The 'Presentation detail' section includes 'Category' (Oral, Poster, or both), 'Requirement' (Japanese or English session), 'Section' (1st, 2nd, 3rd choice), and 'Title'. The 'Affiliation information' section is currently empty. At the bottom, there are 'Cancel' and '>> Proceed' buttons.

【Presentation Information Registration Screen】

### STEP 3 【Author Affiliation Information Registration Screen】

Enter affiliation information for all authors included in the presentation (the primary author and co-author).

The screenshot shows the 'Registration of presentation [New]' screen, specifically the 'Affiliation information' step. It has a breadcrumb trail: 'Presentation detail --> Affiliation information --> Presentation information --> Confirm --> Complete'. Below this, there is a red warning message: 'Please complete all pages of the form because you can not save information in the middle of registration. Once you have completed the form, you can edit it again and again until the deadline.' There are two main sections: 'Presentation detail' and 'Affiliation information'. The 'Presentation detail' section is currently empty. The 'Affiliation information' section includes a list of authors with their affiliations. The first author is 'No. 1 Affiliation: Ex: Kyoto Univ.' with a 'Del' button. There are instructions: '※ Enter affiliation(s) of all persons listed as authors (primary author and co-authors). If two or more authors have the same affiliation, enter only once.' and '※ The information provided here will appear as it is on the abstract book. Use English throughout if the information should appear in English.' There are also instructions for adding affiliations: '※ If necessary, affiliations can be added by clicking on the "Add affiliations" button at the bottom of the page.' and '※ If you wish to correct entered information, click on the "Correct entered information" button to return to the previous page. Do not use the back button on your browser as the information entered may be lost.' At the bottom, there are 'Correct entered information', 'Cancel', and '>> Proceed' buttons.

【Author Affiliation Information Registration Screen】

#### STEP 4 【Author Registration Screen】

Enter the name for all authors. The affiliation information entered in STEP 3 should be reflected in the dropdown. Click the appropriate affiliation for each author.

You may add additional authors by clicking on the ‘+add presenter’ button.

Registration of presentation [New]

Presentation detail --> Affiliation information --> **Presentation information** --> Confirm --> Complete

Please complete all pages of the form because you can not save information in the middle of registration. Once you have completed the form, you can edit it again and again until the deadline.

- Fill out the form below and click on the "Proceed" button to continue.
- The names and titles appear on the abstract book as entered and in this order.
- If necessary, presenters can be added by clicking on the "Add presenter" button.
- If you wish to correct the entered information, click on the "Correct entered information" button. If the back button is used, entered information may be lost.
- If you change the affiliation information on the previous page, affiliation chosen on this page will be reset.

▼ Presentation information

No.	Name	First name	Middle name	Family name	Affiliation
1	Taro ABCD DAMMY				1. Kyoto Univ.
▼ Change order					
2	Ex: Jack Smith				1. Kyoto Univ.
▼ Change order					
3	Ex: Jack Smith				1. Kyoto Univ.
+ Add presenter					

Correct entered information Cancel >> Proceed

【Author Registration Screen】

#### STEP 5 【Confirmation of Information Screen】

the displayed ‘Preview of the abstract book’ contains the correct information. Click ‘Register presentation’ button to confirm.

Registration of presentation [New]

Presentation detail --> Affiliation information --> Presentation information --> **Confirm** --> Complete

Please complete all pages of the form because you can not save information in the middle of registration. Once you have completed the form, you can edit it again and again until the deadline.

- Confirm entered information. If correct, click on the "Register presentation" button to complete the proposal.
- If you wish to correct entered information, click on the "Correct entered information" button to return to the previous page. Do not use the back button on your browser as the information entered may be lost.
- Click on the "Cancel" button to cancel proposal. When canceled, information entered will be lost.

▼ Preview of the abstract book

- The information entered will appear as below on the abstract book. Please check carefully.
- Note that the line breaks on the web browser does not match those on the printed abstract book.

Sample title

Taro ABCD DAMMY (Kyoto Univ.)

▼ Presentation detail

Category	Oral
Requirement	▼ Session Japanese session ▼ Presentation language Japanese ▼ Use the bilingual mark Yes
Section	1st choice: Conservation 2nd choice: Biodiversity 3rd choice: Succession and regeneration
Title	Sample title

▼ Affiliation information

No.	1
Affiliation	Kyoto Univ.

▼ Presentation information

No.	1
Primary author	Taro ABCD DAMMY ··· First name Family name (Ex: Jack Smith)
Affiliation	1. Kyoto Univ.

Correct entered information Cancel >> Register presentation

【Confirmation of Information Screen】

#### STEP 6 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration. Please confirm registration through the confirmation email.

Registration of presentation [New]

Presentation detail --> Affiliation information --> Presentation information --> **Complete**

Registration of presentation completed.

- A confirmation email will be sent to [ esj-desk@bunken.co.jp ].
- The confirmation email will arrive in 2-3 min but may take longer depending on network condition.
- The confirmation email is important. Keep it until the conference ends.

【Submission Confirmation Screen】

## 06. Abstract Registration

The deadline for Abstract Registration is 23:59 (JST), Monday, February 15, 2021.

### STEP 1 【Menu Screen】

Upon log-in, you will be taken to the following page.  
Click on the 'Abstract submission' button under either the 'Registration of oral/poster presentation' section or the 'Registration for each presentation of symposium and workshop' section.

The screenshot shows two registration sections. The first section, 'Registration for each presentation of symposium and workshop', has a status of 'Incomplete abstract submission' and buttons for 'Abstract submission' and 'Confirm'. The second section, 'Registration of oral/poster presentation', also has a status of 'Incomplete abstract submission' and buttons for 'Modify', 'Confirm', 'Abstract submission', and 'Withdraw'.

【Menu Screen】

### STEP 2 【Abstract Submission Screen】

You will enter the presentation abstract.

Copyright Statement

You must select 'Agree' to continue.

Presentation Format and Title

This cannot be changed through the Abstract Registration Screen. This information can be edited at any time through the Presentation Registration Screen before the deadline (23:59 (JST), November 2, 2020). You may edit the information yourself for oral/poster presentations, or contact the organizer for Session Presentations.

Abstract

Input is limited to 800 characters in the case of Japanese, or 200 words in the case of English.

The screenshot shows the 'Abstract Text Registration Screen'. It includes a 'Copyright policy' section with a 'Rules regarding copyright' and a 'Agree' button. The 'Abstract' section contains a text area for the abstract and an 'Edit style' button.

【Abstract Text Registration Screen】

### STEP 3 【Confirmation of Information Screen】

Check that the correct information is displayed. Click 'Submit abstract' button to confirm.

The screenshot shows the 'Confirmation of Information Screen'. It displays the abstract information, including the presentation ID, category, session title, title, and abstract text. The status is 'Confirm' and there is a 'Complete' button.

【Confirmation of Information Screen】

### STEP 4 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration. Please confirm registration through the confirmation email.

The screenshot shows the 'Submission Confirmation Screen'. It displays a message: 'Registration of "Abstract submission" completed.' with a 'Home' button.

【Submission Confirmation Screen】

## 07. Poster presentation file upload

To set the poster file download and text copy protection,  
it is necessary to submit the file by 23:59 (JST), February 25, 2021, as follows.

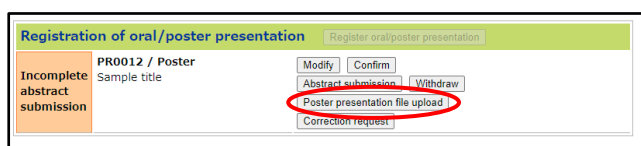
Please prepare the poster file in PDF format without any embedded audio or video. The file size should be 10MB or less.

You can also upload files yourself to the portal site (online venue) at any time after opening the site. Please note that in this case, download prevention and other settings will not be enabled. Those who apply for the poster award are requested to complete the upload by the date of ESJ68 meeting.

Please check “Preparing Poster Presentations (<http://www.esj.ne.jp/meeting/68/overview-e.html#poster>)” on the ESJ68 official website for details.

### STEP1 【Menu Screen】

If you have applied for poster presentation, the ‘Poster presentation file upload’ button will be displayed in the ‘Registration of oral/poster presentation’.



The screenshot shows a web interface titled "Registration of oral/poster presentation". On the left, there's a sidebar with "Incomplete abstract submission" highlighted. The main area shows "PR0012 / Poster" with a "Sample title". There are buttons for "Modify", "Confirm", "Abstract submission", "Withdraw", and "Poster presentation file upload" (which is circled in red). A "Correction request" button is also visible.

【Menu Screen】

### STEP2 【Poster presentation file upload Screen】

Select the file and click '>> Proceed' button.

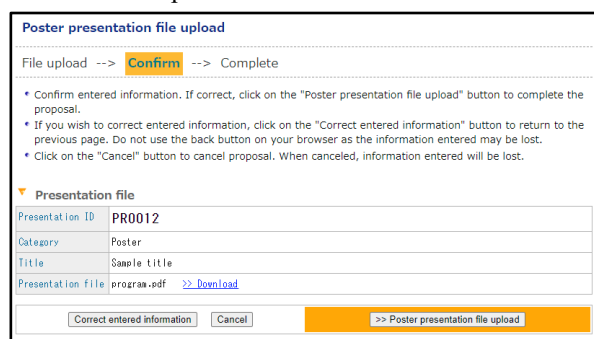


The screenshot shows a web interface titled "Poster presentation file upload". At the top, there's a progress bar: "File upload --> Confirm --> Complete", with "File upload" highlighted in orange. Below this, there are instructions and a form. The form has fields for "Presentation ID" (PR0012), "Category" (Poster), and "Title" (Sample title). The "Presentation file" field is highlighted in blue and contains a button "ファイルを選択" (Select file) and a message "選択されていません" (Not selected). Below the form, there are "Cancel" and ">> Proceed" buttons.

【Poster presentation file upload Screen】

### STEP3 【Confirmation of Information Screen】

You can check the file to be uploaded by clicking ‘>> Download’. If there are no problems, click ‘>> Poster presentation file upload’ button.

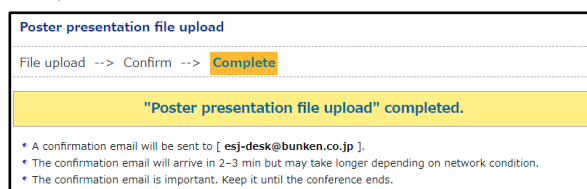


The screenshot shows a web interface titled "Poster presentation file upload". At the top, there's a progress bar: "File upload --> Confirm --> Complete", with "Confirm" highlighted in orange. Below this, there are instructions and a form. The form has fields for "Presentation ID" (PR0012), "Category" (Poster), and "Title" (Sample title). The "Presentation file" field is highlighted in blue and contains the text "prograa.pdf" and a button ">> Download". Below the form, there are buttons for "Correct entered information", "Cancel", and ">> Poster presentation file upload" (which is highlighted in orange).

### STEP4 【Submission Confirmation Screen】

A confirmation email will be sent to the registered address upon completion of the registration. Please confirm registration through the confirmation email.

The poster presentation file may be replaced any number of times before the deadline (23:59 (JST), February 25, 2021).



The screenshot shows a web interface titled "Poster presentation file upload". At the top, there's a progress bar: "File upload --> Confirm --> Complete", with "Complete" highlighted in orange. Below this, there's a yellow banner that says "Poster presentation file upload" completed. At the bottom, there are three bullet points: "A confirmation email will be sent to [ esj-desk@bunken.co.jp ].", "The confirmation email will arrive in 2-3 min but may take longer depending on network condition.", and "The confirmation email is important. Keep it until the conference ends."