

Manual for ONLINE CONF

Steps for Uploading Poster

AGRI SMILE, Inc.
ONLINE CONF Office

Poster Image on ONLINE CONF

The screenshot shows the ONLINE CONF interface. On the left is a dark sidebar with icons for Home, Timetable, My Schedule, Sponsor's Exhibitions, Participants, and Manual. The main content area has a header with 'ONLINE CONF DEMO' and 'DEMO PURPOSE ONLY'. Below this is a 'Timetable / 02/16 / 演題詳細' section with '意見交流場 デモ' and 'Keyword#3 | 02/16 10:00~12:00 | null'. There are buttons for 'Online' and 'Japanese'. A navigation bar includes 'Abstract here', 'Calendar Export', and 'Add Presentation to My Schedule'. The main display area shows a green poster with 'AGRI S' and a play button icon. A red box labeled 'Full Screen mode' points to an 'Enter Full-screen' button. Another red box labeled 'In the case of multiple sheets of materials, you can turn the pages.' points to a '1/9' page indicator. A third red box labeled 'Uploaded Poster' points to the green poster area. A fourth red box labeled 'You can view the next poster.' points to a right arrow button on the right side of the poster. On the right side of the interface, there is a video player showing a video titled '意見交流場の使い方' (How to use the opinion exchange field) with a duration of 0:00 / 3:53. Above the video player, a red box labeled 'Uploaded videos will appear here.' points to the video player area. Below the video player, there is a 'Presenter' section with 'AGRI SMILE test test' and 'AGRI SMILE ueda yuna'. Below that is a 'Discussion Area' section with a date range '01/17 00:00~01/20 23:59' and a button 'Participation in Discussion Area'.

ONLINE CONF DEMO
DEMO PURPOSE ONLY

Timetable / 02/16 / 演題詳細
意見交流場 デモ
Keyword#3 | 02/16 10:00~12:00 | null
Online Japanese

Abstract here Calendar Export Add Presentation to My Schedule

1/9 Enter Full-screen

AGRI S

Full Screen mode

In the case of multiple sheets of materials, you can turn the pages.

Uploaded Poster

You can view the next poster.

Uploaded videos will appear here.

2 people online JP/EN

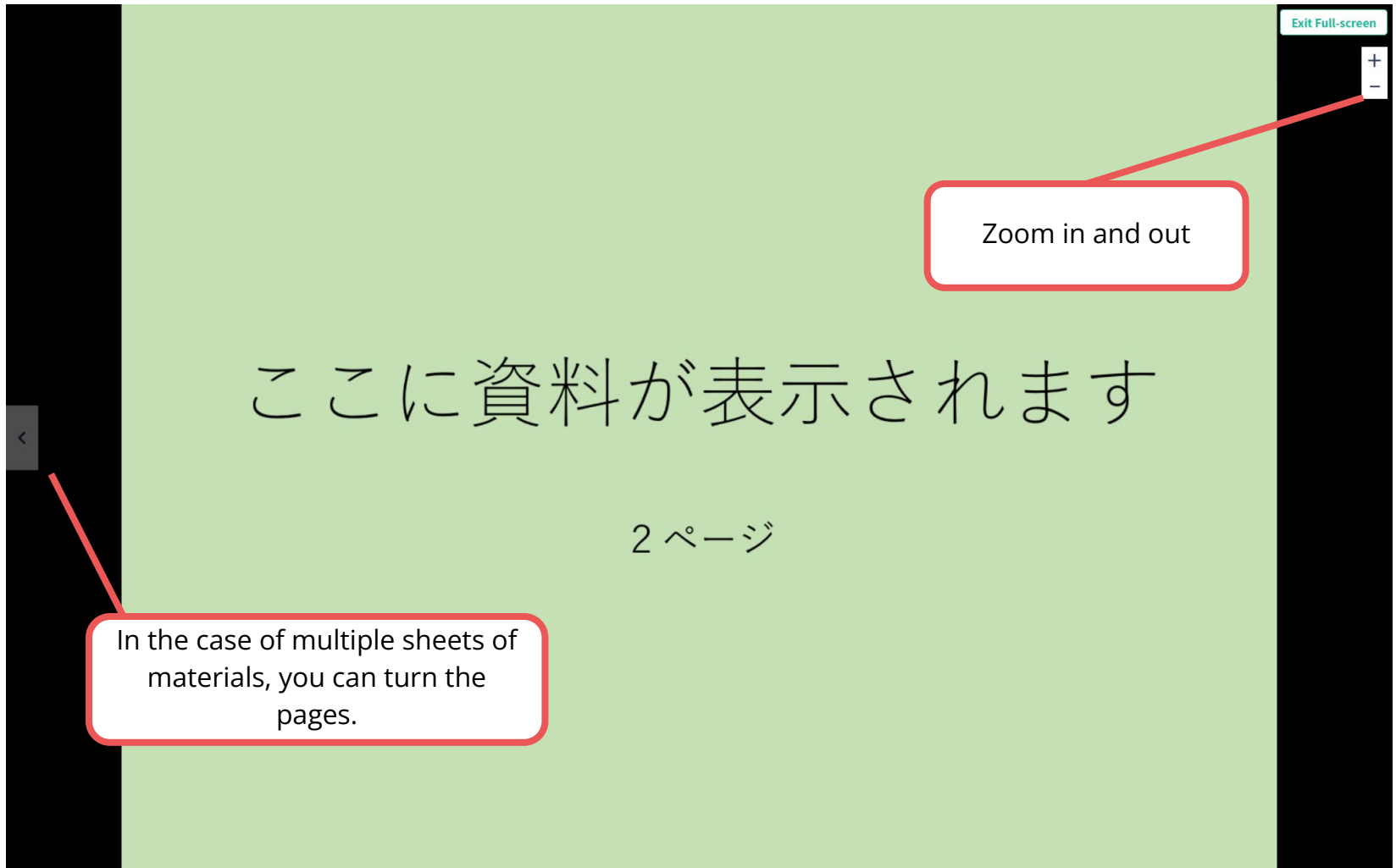
Presenter
AGRI SMILE
test test
AGRI SMILE
ueda yuna

意見交流場の使い方
ONLINE CONF

01/17 00:00~01/20 23:59
Discussion Area
mple.com(管
0 Participating
Participation in Discussion Area

Poster Image on ONLINE CONF

Full Screen mode

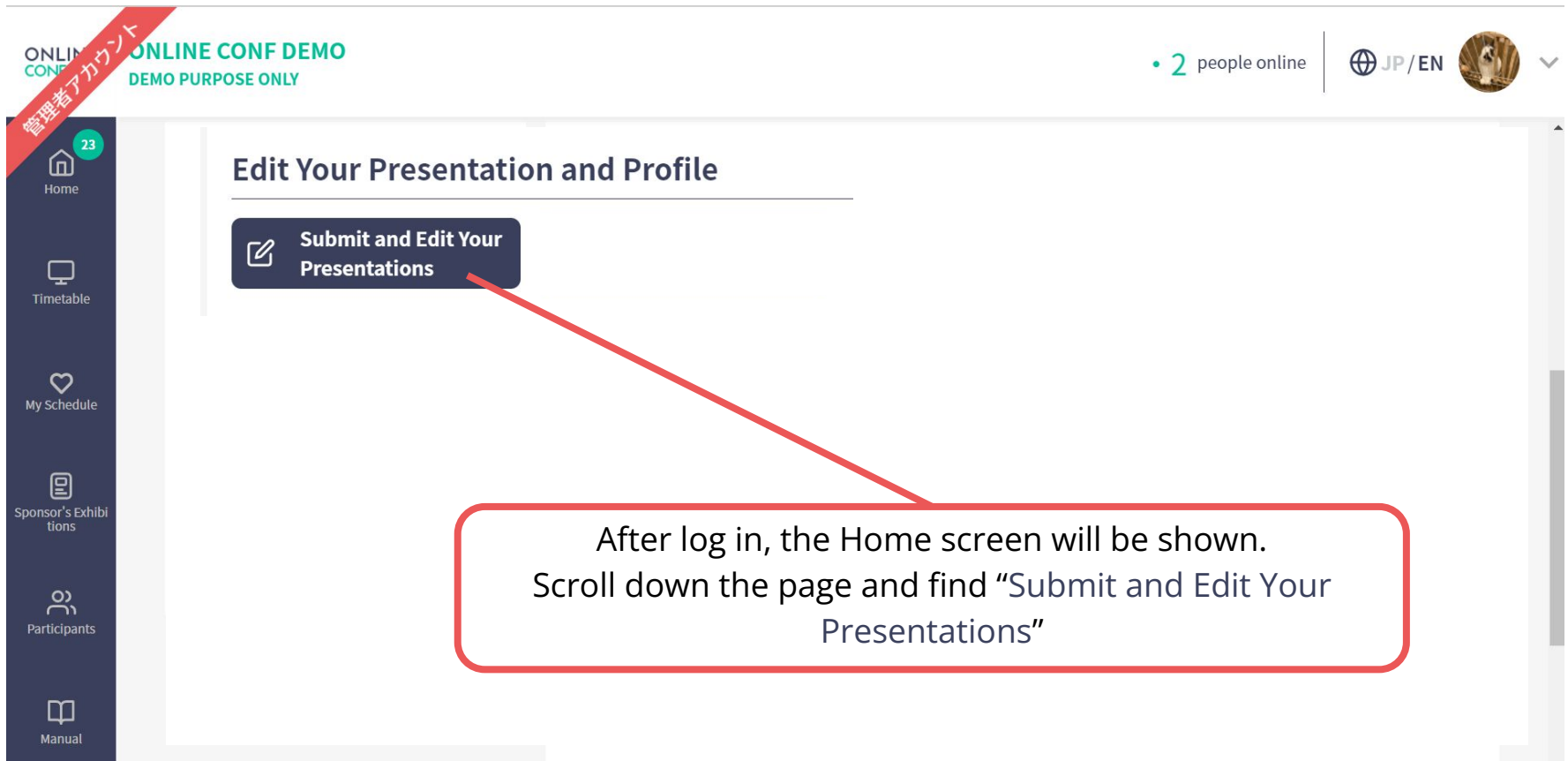


Steps for Uploading Poster

1. After log in, from the Home Screen, click “Submit and Edit Your Presentations”. and “EDIT”.
2. Upload the file.
3. Complete uploading. (Edit and check the contents after uploading.)

Steps for Uploading Poster

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Steps for Uploading Poster

1. After log in, from the Home Screen, click “Submit and Edit Your Presentations”. and “EDIT”.

The screenshot shows the 'ONLINE CONF DEMO' interface. At the top, there is a header with 'ONLINE CONF DEMO' and 'DEMO PURPOSE ONLY'. On the right, it says '3 people online' and 'JP / EN'. A red banner on the left side says '管理者アカウント' (Administrator Account). The main content area is titled 'Poster Presentation'. It contains a table with three rows, each representing a presentation. The first row is 'Discussion Area Test', the second is 'test', and the third is 'test'. Each row has a 'Published' status, an 'EDIT' button, and two buttons: 'Presentation Page' and 'Abstract Page'. A red arrow points from a red-bordered box containing the text 'Click "Edit"' to the 'EDIT' button of the second row.

Poster Presentation			
Discussion Area Test	Published	EDIT	Presentation Page Abstract Page
test	Published	EDIT	Presentation Page Abstract Page
test	Published	EDIT	Presentation Page Abstract Page

Click "Edit"

Steps for Uploading Poster

2. Upload the file.

The screenshot shows the 'Edit Poster Presentation' page for 'The 70th Annual Meeting of the Ecological Society of Japan (ESJ70)'. The page has a dark sidebar with icons for Home, Search, Timetable, Poster Presentations, Discovery, Sponsor's Exhibitions, and Manual. The main content area is titled 'Edit Poster Presentation' and contains a 'Presentation' section with a 'Presentation Title' field (marked 'Required') containing the text 'test'. Below this is the 'Upload Poster (PDF)' section (marked 'Required'), which has a 'ファイルを選択' (Select File) button and a file named 'certificate_of_attendance_sample.pdf'. Further down are two 'Upload Video (MP4)' sections. The first has a 'ファイルを選択' (Select File) button and a file named '202301302003_1ae532c8c2.mp4'. The second has a 'ファイルを選択' (Select File) button and a file named '202301302003_f755c7c551.mp4'. Two red callout boxes provide additional instructions: the first box points to the PDF upload section and lists requirements for PDF files; the second box points to the video upload sections and lists requirements for video files.

Please upload the poster.

- PDF format
- Only 1 file can be uploaded.
- There is no upper limit of pages in one file.
- Please upload less than 5MB file. To display smoothly on the system, less than 1MB in total or less than 500KB per page is recommended.

You can upload up to two videos at your discretion.

If you upload a video, please refer to the following.

- MP4 format
- Please upload less than 5MB file.

Steps for Uploading Poster

2. Upload the file.

The screenshot shows the submission page for 'The 70th Annual Meeting of the Ecological Society of Japan (ESJ70)'. On the left is a dark sidebar with icons for Home, Search, Timetable, Poster Presentations, and Discovery. The main content area has a header with the event name and a '1 people online' indicator. Below the header, there's a section for 'Abstract' with a 'Required' tag. It includes a rich text editor with formatting tools (Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Undo, Redo) and a character count of 2. Below the editor is a section for 'グラフィックアブストラクト' (Graphic Abstract) with the following specifications: Size: 1,200x1,200 px, Language: English, Font: Helvetica or Arial (Recommended), Font size: 12pt or larger, Output: JPEG, File size: 1MB or less, and a note that the title and presenter's name do not need to be included. A 'ファイルを選択' (Select File) button is present. Below this, a file named 'image_14.png' is shown with a document icon. A red callout box points to the 'image_14.png' file with the text: 'You can optionally upload a graphic abstract. Size: 1,200x1,200 px, Language: English, Font: Helvetica or Arial (Recommended), Font size: 12pt or larger, Output: JPEG, File size: 1MB or less. The title and presenter's name do not need to be included in the figure.'

Steps for Uploading Poster

3. Complete uploading. (Edit and check the contents after uploading.)

The screenshot displays the 'ONLINE CONF DEMO' interface. A red banner in the top left corner reads '管理者アカウント' (Administrator Account). The top right shows '2 people online' and a language selector set to 'JP/EN'. A sidebar on the left contains navigation icons for Home, Timetable, My Schedule, Sponsor's Exhibitions, Participants, and Manual. The main content area features a table with columns: Reorder Notation, Affiliation, Name, Membership Number, and Presenter. The table lists two entries: 'First Author' (AGRI SMILE, test test) and 'Collaborator 1' (AGRI SMILE, ueda yuna). Each entry has an 'Edit' button. Below the table is an 'Add collaborator' button. Further down are input fields for 'keyword' (containing 'keyword(1)') and 'category' (containing 'Acquired immunity'). A 'keyword' field contains 'Keyword#3' with an 'add keyword' button. At the bottom, there is a 'Sponsor Exhibition' toggle switch and a 'Confirm' button. A red callout box with a pointer to the 'Confirm' button contains the text: 'To finish uploading, click "Confirm" and then "Create"'. The 'Confirm' button is highlighted with a red border.

Reorder Notation	Affiliation	Name	Membership Number	Presenter
⋮ First Author	AGRI SMILE	test test	○	Edit
⋮ Collaborator 1	AGRI SMILE	ueda yuna	✓	Edit ✗

[Add collaborator](#)

keyword | keyword(1)

category
Acquired immunity

keyword
Keyword#3
[add keyword](#)

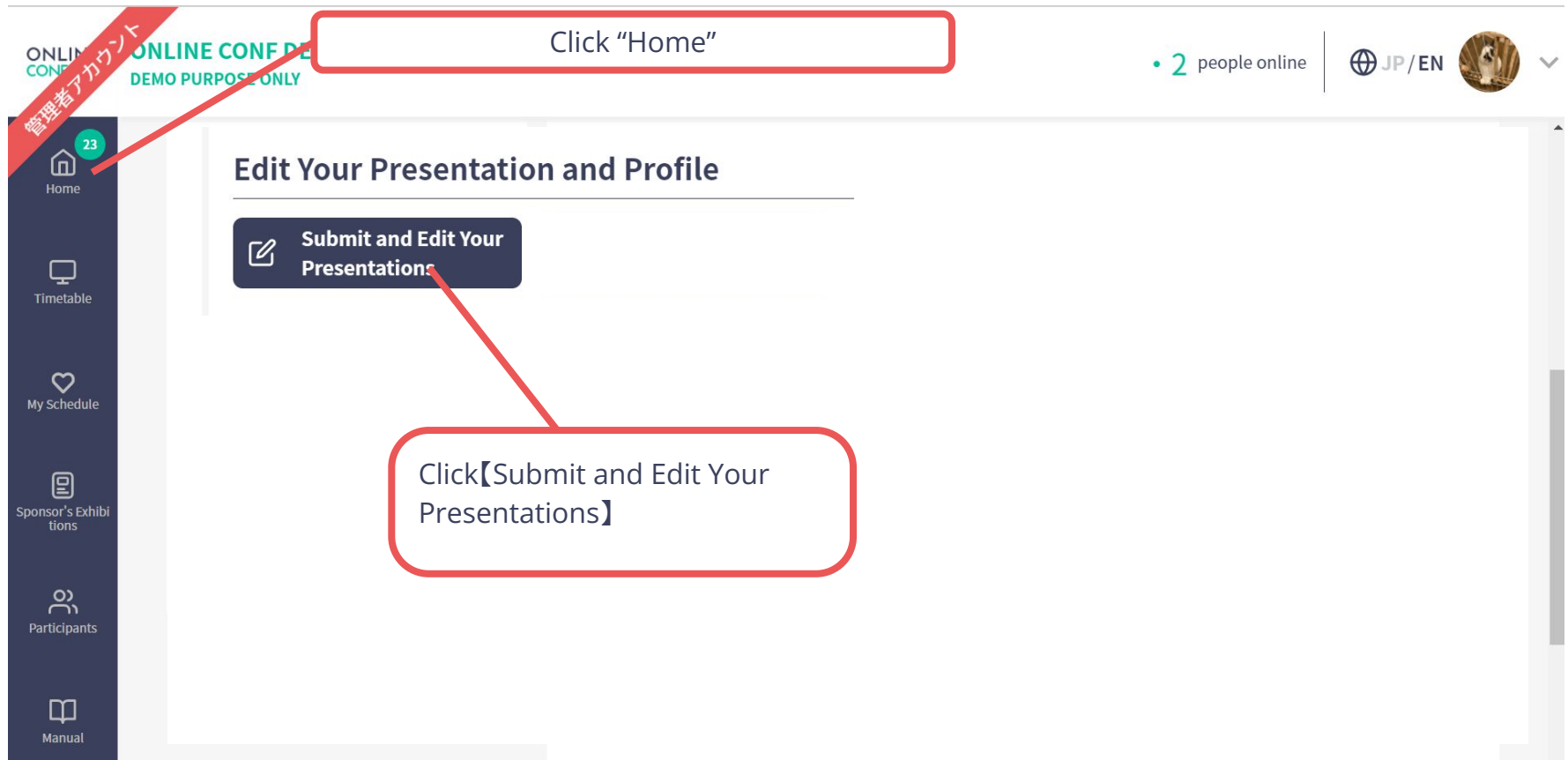
Sponsor Exhibition ☐

[Confirm](#)

To finish uploading, click "Confirm" and then "Create"

Steps for Uploading Poster

3. Complete uploading. (Edit and check the contents after uploading.)



Steps for Uploading Poster

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ONLINE CONF DEMO
DEMO PURPOSE ONLY

• 3 people online | JP / EN

Poster Presentation

Discussion Area Test	Published	EDIT	Presentation Page	Abstract Page
test	Published	EDIT	Presentation Page	Abstract Page
A班【AS_4期_2Q】	Published	EDIT	Presentation Page	Abstract Page

Click "EDIT" to re-upload the file.

Click "Presentation Page" to confirm
• your material uploaded
• what your page looks like