

Manual for Major Lecture speakers

Keynote lecture

Special lecture

Symposium

-
- ① Introduction (common matters)
 - ② How to log in as a speaker
 - ③ How to make a presentation / Q & A
 - (a) When sharing the screen of the presentation slide (PowerPoint) by yourself and making a presentation / question in LIVE while performing operations such as playing forward / backward
 - * How to operate them for Win / Mac is posted.
 - (b) When the presentation video is sent in advance and only questions are asked LIVE
 - (c) When the presentation slides are sent in advance and presentations and questions are given LIVE.
 - * If you do not have the ZOOM app, you cannot make a presentation via (a) screen sharing.
 - ④ How to upload presentation 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 on-line 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 will 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. This manual was prepared to express how to login, and to compensate for Japanese description in our webpage.

■ 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.



■ 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.

For speakers of major lectures (keynote lectures, special lectures, symposiums), the URLs will be sent by email for non-members only of the Pharmaceutical Society of Japan.

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

① Individually email will be sent, which includes the URL for viewing the online venue (hereinafter,"the viewing URL") to the main speakers.

* The viewing URL will be distributed sequentially from 10 days before the annual meeting.

② Clicking the viewing URL (describing as “個人専用URL” (individual URL)), login 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 it will move to the program page.

件名(U) 【日本薬学会】オンライン視聴ページURLのお知らせ

●●大学病院
●●様

この度は日本薬学会 第141年会（広島）への参加登録をいただき、誠にありがとうございました。

つきましては、オンライン視聴ページのURLをお送りします。

① 個人専用URL: <https://www.rogbank.jp/1/8/index.html?id=7uMBwWmdmTOiT237>

※※注意※※※※

この視聴URLは、ご登録いただいた個人情報に紐づけられた個人専用URLです。

他人への譲渡・貸与はできません。

1名の参加登録につき、URLをひとつ発行しております。

ひとつのURLにつき、1端末での閲覧に制限しております。

複数端末で視聴される場合は台数分の参加費をお支払いいただきますようお願いいたします。

上記URLは学会当日のライブ配信日のみアクセス可能となります。

LIVE映像は、上記URLからしか視聴できませんのでご注意ください。

入退出ログの確認を行いますので、不正があった場合は請求をさせていただきますことを予めご了承ください。

【日本薬学会 第141年会（広島） 運営事務局】

〒730-0032
広島市中区立町1-24 有信ビル7F
TEL:082-502-0909 / FAX:082-221-7039
E-mail: pharm141-hij@or.kntcs.co.jp
担当：近藤 デスク：坂本

日本薬学会 第141年会（広島） 情報を更新する

日本薬学会第141年会 ～革新的創薬と持続的医療の融和～

■ ライブ配信 | 2021年3月26日（金）～2021年3月29日（月）
【配信内容】 全額講演、特別講演、受賞講演、組織委員会特別企画、シンポジウム、ランチョンセミナー、スポンサーセミナー

【ポスター発表】 示説時間にZoom プレイクアウト/ルーム機能を使用して実施

■ オンデマンド配信 | 2021年3月27日（土）～2021年3月30日（火）
【配信内容】 Live配信で行われた講演をオンデマンド配信いたします。

※ zoom視聴について
視聴の際には視聴ログの確認を採らなければならない場合がございますので、必ず所属、氏名、参加登録時に入力されたメールアドレス、

※ 推奨ブラウザについて
本ウェブサイトは、下記のブラウザでの閲覧を推奨しております。

- ・ Google Chrome最新版
- ・ Microsoft Edge最新版
- ・ Mozilla Firefox 最新版
- ・ Safari 最新版
- ・ Safari (iOS 12以降)
- ・ Android Chrome最新版

※ いずれもブラウザ設定でCSSとJavaScriptが有効な状態になっているものとします。

本ウェブサイトでは、JavaScriptを使用しているコンテンツが一部あります。
お使いのブラウザでJavaScriptの設定が無効にされている場合、正しく機能しない、もしくは正しく表示されないことがあります。
全てのコンテンツをご利用いただくには、ブラウザ設定でJavaScriptの設定を有効にいただくことをお求めいたします。

※ ご確認ください
② 禁止事項
配信動画及び発表資料の一部または全部を、許可無しに、ダウンロード、コピー、転載することは理由の如何に関わらず一切禁止。

▲ 注意事項
本URLは登録者個人認証となっており、他者への貸与、譲渡等は禁止させていただきます。不正な利用が行われた場合、閲覧

③ 情報を更新する
最新の情報を取得するには、ページ上部の「情報を更新する」をクリックしてください。

④ 下記よりご入室ください。
年会オンライン会場はこちら

⑤ 下記よりご入室ください。
年会オンライン会場はこちら

※※ Caution ※※

Click here for the annual meeting online venue

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.

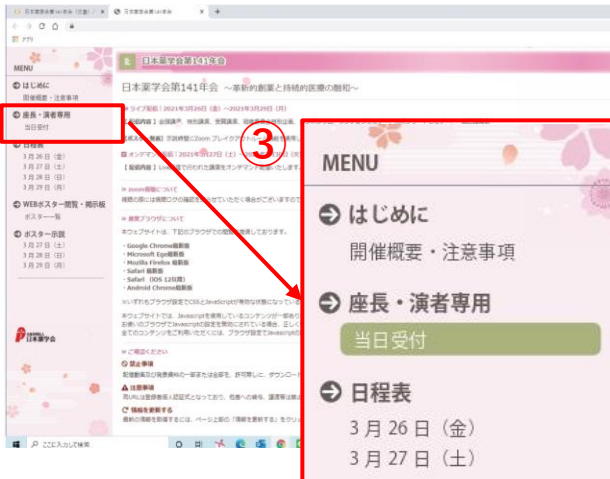
LIVE video and poster viewing / presentation can only be participated via the above URL.

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

Move from the Annual Meeting Online Venue (top page) to the chair / speaker reception page

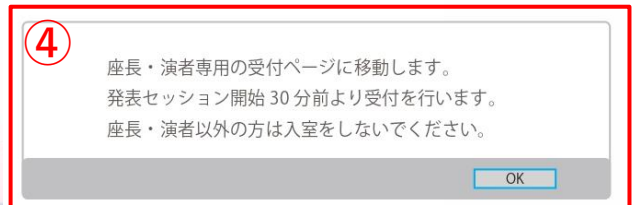
③ Click "当日受付"(Reception) from "座長・演者受付" (Chair and Speaker reception) in the MENU.

④ A window will open to confirm the move to the reception page for the chair / speaker.
Please check the contents and proceed.

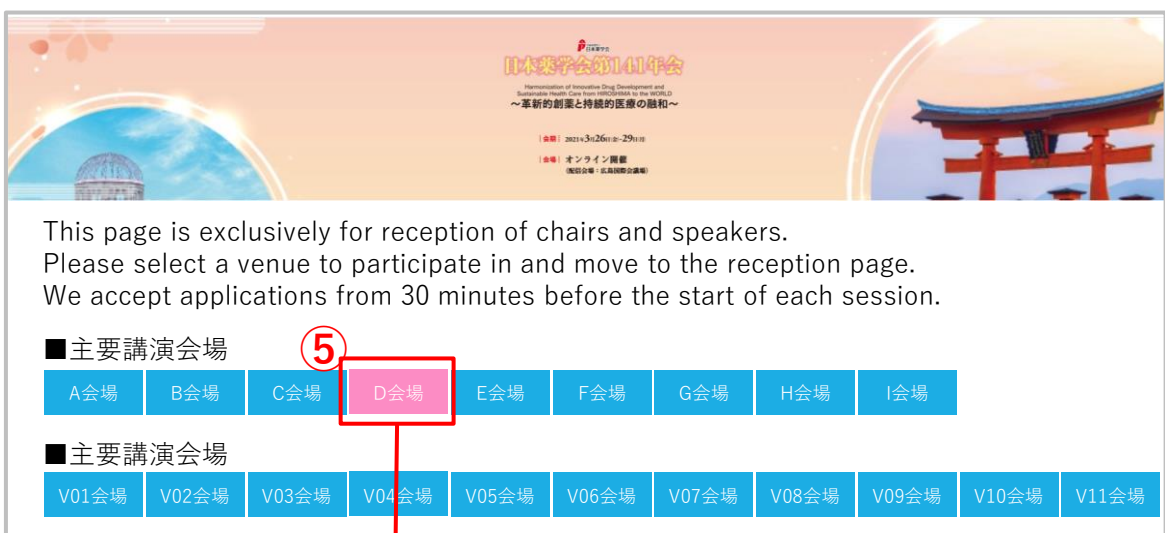


④ Move to the reception page only for chairs and speakers.

The reception will start 30 minutes before the presentation session starts. Please do not enter the room except for the chair and the speaker.



⑤ Go to the chair / speaker reception page and select "主要講演会場 (Presentation venue)".
If your venue was not informed, please contact with organizer. Move to the ZOOM channel for reception (test for communication, image quality, voice).
Please complete the reception of the chair / speaker **from 30 minutes to 15 minutes before the session starts.**



This page is exclusively for reception of chairs and speakers.
Please select a venue to participate in and move to the reception page.
We accept applications from 30 minutes before the start of each session.



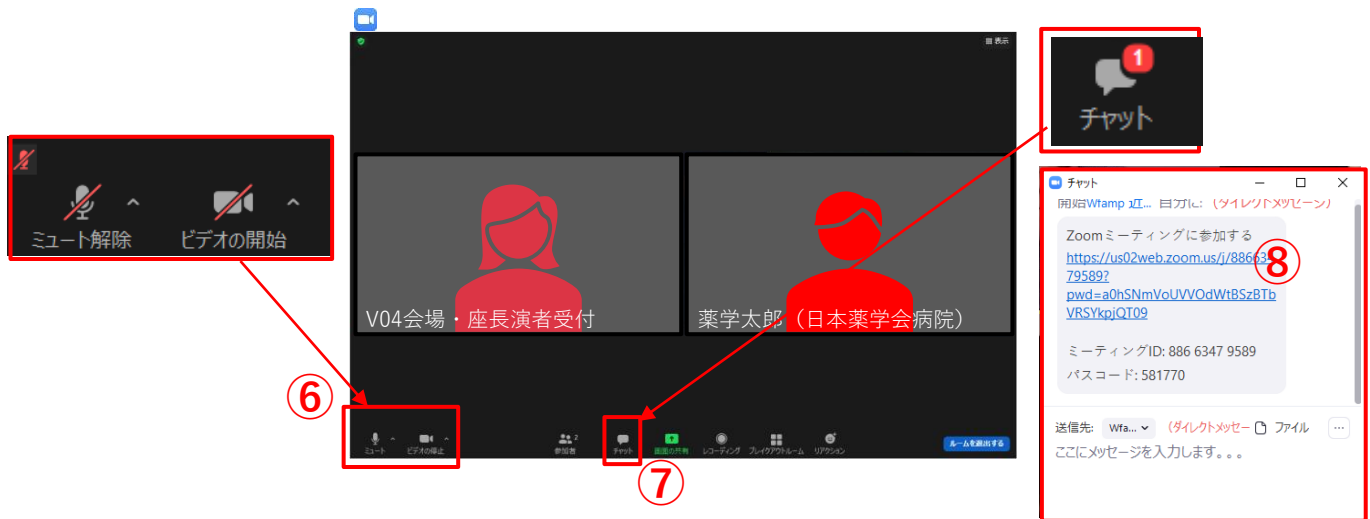
The login screen for ZOOM will open, so enter your "Name (affiliation)" and proceed to the reception.

The reception operator is waiting, so please follow the guidance.

Tests for communication, image quality, voice on the ZOOM channel at the reception of chairs and speakers.

You will be connected to a ZOOM meeting for the reception of chairs and speakers.

⑥ unmute and start the video. You will be connected to the reception operator, so please follow the instructions to complete the reception. Here, after checking the communication status, image quality, audio and the presentation method, etc.", we will invite you to the URL for session.



⑦ Login to the URL

After completing each test or confirmation at the reception, the reception operator will send next URL for this session via chat. Click the URL (⑧) sent in the chat to log in to the session channel. (* Please log in at least 15 minutes in advance)

At this time, the ZOOM will ask "Would you like to join a new meeting?", So click "Leave and join" and log in to the session channel.

After logging in to the URL for the session channel, turn off the audio and turn on the video.

Please use chat to contact the operator after logging in. In this case, specify "Host" as the chat destination.

After the setting is completed, wait until the session starts.

【caution】

If you leave after logging in to the session channel, please log in again from the WEB history or log in again from the chair / speaker reception page on page 4.

③How to make a presentation / Q & A

(a) When making a presentation by sharing the screen

How to make a presentation (a) by sharing the screen (common to Windows and Mac)

[Flow until presentation]

- ① Log in to the URL for the session channel and wait until the session starts.
- ② **Prepare the presentation slides while waiting.**
 - When the chairperson introduces you, you should be ready to show the cover page of your slides immediately. For how to prepare slide preparation, refer to P.8-11 for Windows and P.12-15 for Mac.
- ③ Wait for the start (microphone is off, video is on)
- ④ The facilitator will announce the start of the session.
- ⑤ The chairman and the speaker are projected.

The presentation / lecture will start as the chair progresses.
- ⑥ **Share your presentation slides on ZOOM screen sharing with a guidance of chair.**
 - If you prepare for ②, you can smoothly move to the presentation.
- ⑦ When the presentation is over, the question will be accepted. Question will be accepted only via chat, and chair will select question from the chat. Please turn on the microphone when answering the question. Turn it off when there is no comment.

From the next page, we will describe the procedure for the preparation of ② and the sharing operation of ⑥.

Please refer to it.

[Request for cooperation]

On the day of the event, we ask for your cooperation in sending the presentation data (PowerPoint file) in advance in case of emergency.

We will responsibly delete the data we receive after the annual meeting.

See page 22 for how to send presentation slides in advance.

If for some reason it is not possible to entrust the presentation video to a third party, we would appreciate it if you could inform the annual meeting management office (pharm141-hij@or.kntcs.co.jp).

For Mac, refer to pages 12 to 15.

How to make a presentation (a) by sharing the screen (for Windows)

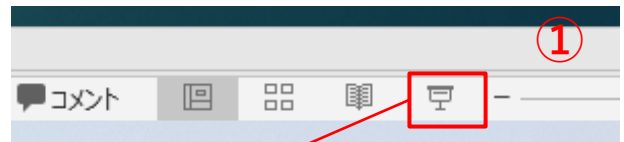
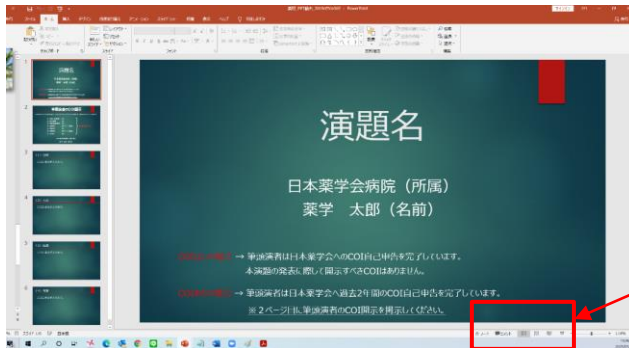
[Prepare the presentation slides while waiting]

If you perform screen sharing operations after starting the session, the process of preparing presentation slides will be also shared.

Please note that your sharing will be off during preparing your slide on your PC. If you perform the following operations while waiting, you can share the screen smoothly.

[Last minute preparation ①]

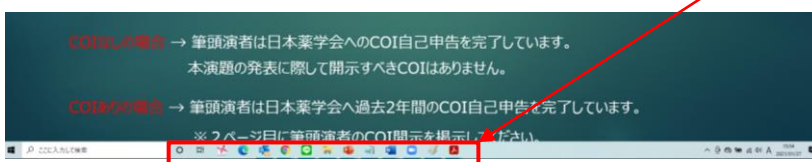
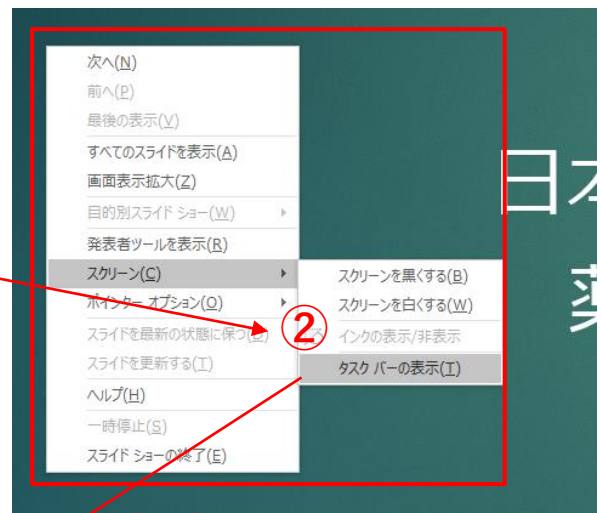
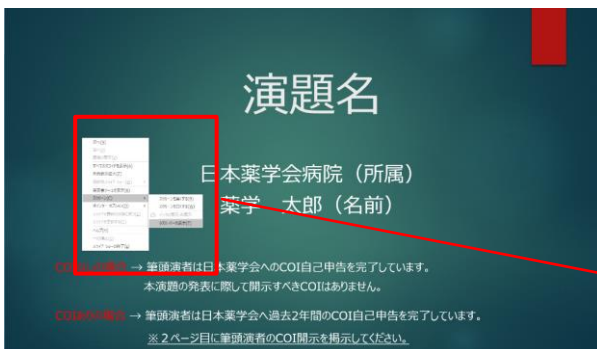
If the presentation slide is set to "slide show", it will be displayed in full screen.



You can also use the keyboard F5 for a slide show (full screen display).

[Last minute preparation ②]

When full screen is displayed, the taskbar at the bottom of the screen cannot be used. Therefore, right-click on the screen and select "Screen"-> "Show taskbar" to perform the task. You can display the bar.

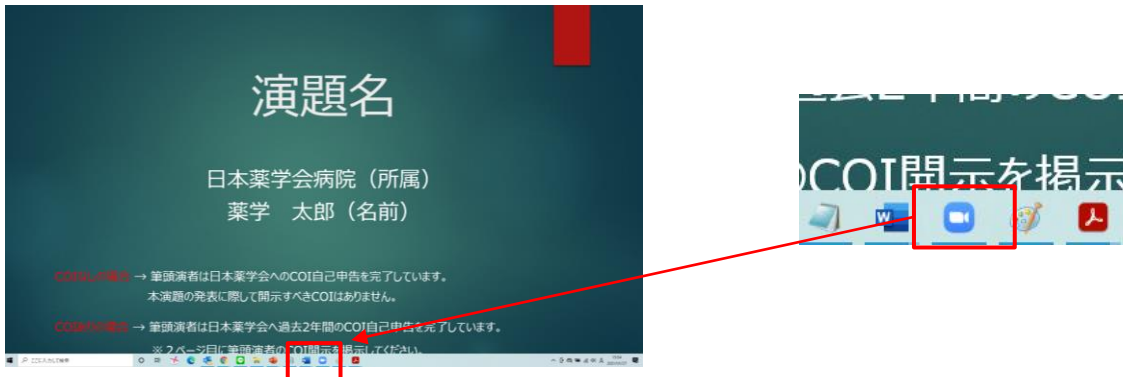


Taskbar

How to make a presentation (a) by sharing the screen (for Windows)

[Last minute preparation③]

Select ZOOM from the taskbar and launch the ZOOM screen.

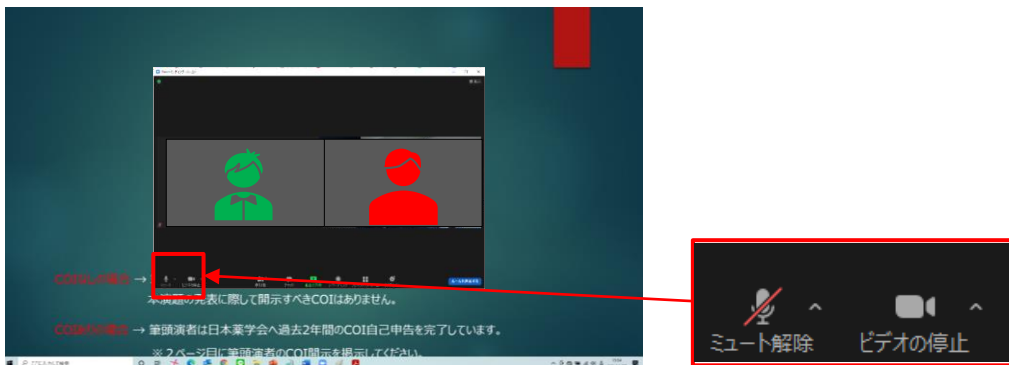


[End of last minute preparation]

Please wait with the audio turned off and the video turned on.

The operator may contact you via chat.

Please wait with the screen visible.



※Caution※

Please do not share the screen at this stage.

How to make a presentation (a) by sharing the screen (for Windows)

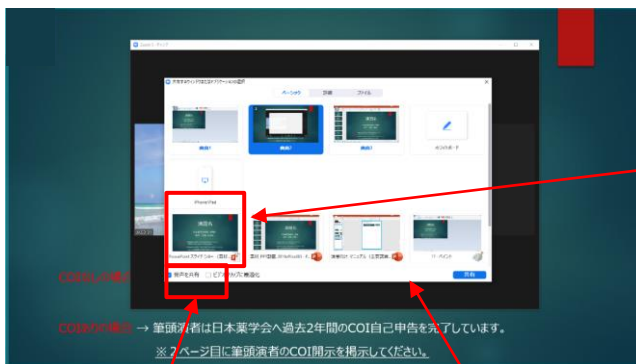
[Share presentation slides]

The presentation will start as the chair progresses the session.

① Click "Share screen" button and perform operations from ② to ④.



① Click 画面共有



② Select presentation slides



Share audio

Share

③ ☒ 音声を共有

④ 共有

*** If the presentation slide contains audio or video, be sure to "share audio". Please check the box.**

At the end of the presentation

When you have finished your presentation, click 「共有の停止」 "Stop sharing".

The screen can be switched by the venue operator according to the progress of the chair. 。



Start Q & A session

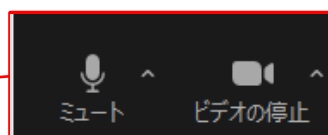
Windows

After the presentation, the question and answer session will begin with chair. **C** the chair and the speakers will be displayed on the monitor.

The speaker will unmute when there is a comment. If you do not make a comment, please mute.



Please answer the questions as the chair facilitates.



When the session is over, you will automatically leave.

To view other programs, please log in to the Annual Meeting Online Venue URL.

* For viewing methods, refer to the "Audience Manual" posted on the annual meeting website.

How to make a presentation (a) by sharing the screen (for Mac)

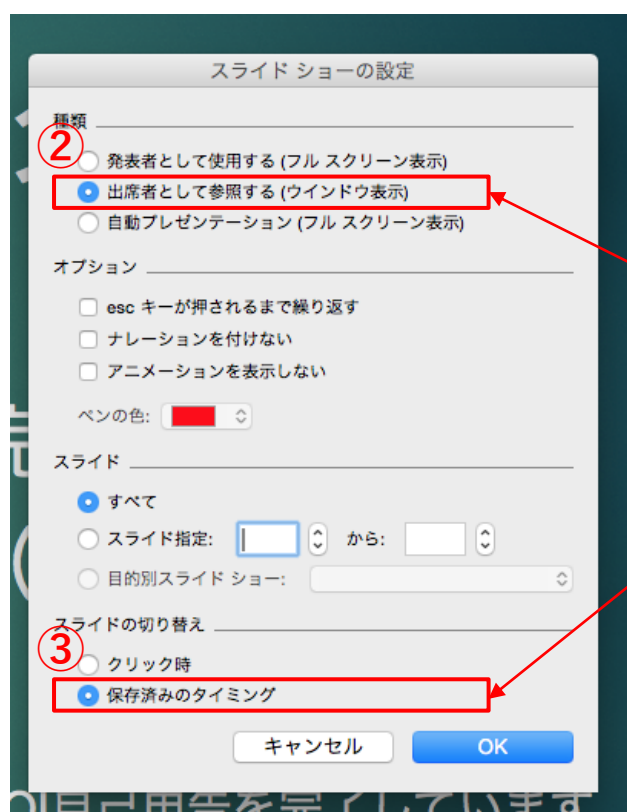
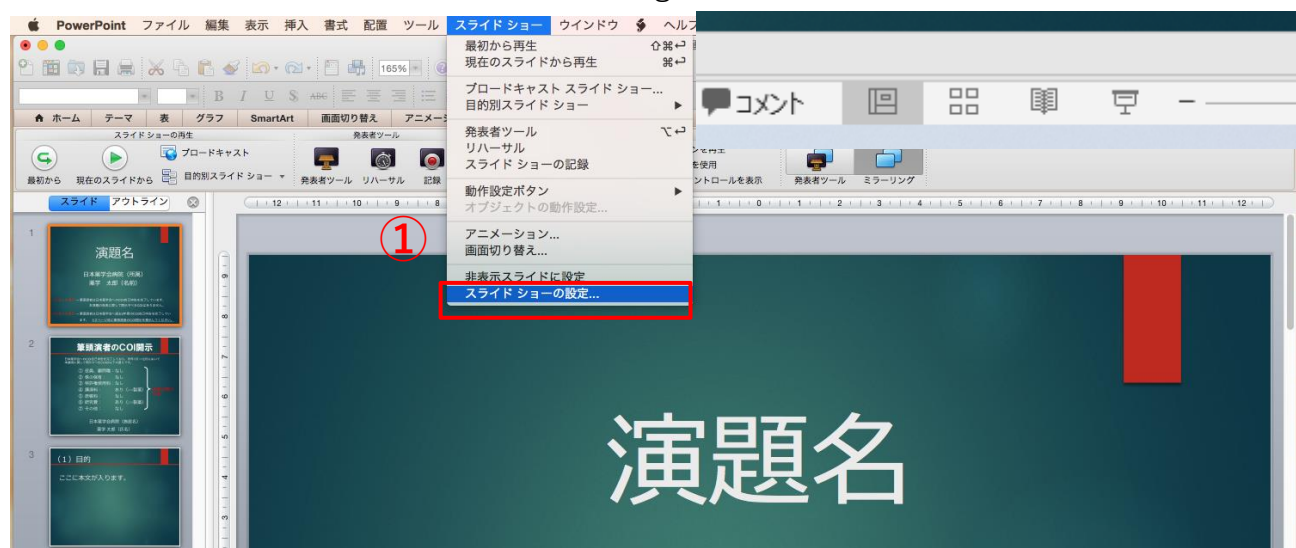
[Prepare the presentation slides while waiting]

If you perform screen sharing operations after starting the session, the process of preparing presentation slides will be also shared.

Please note that your sharing will be off during preparing your slide on your PC. If you perform the following operations while waiting, you can share the screen smoothly.

[Preparation just before]

① Perform "Slideshow" → "Slideshow settings"



Check Refer to as attendee (window display)

③ Check the saved timing,
Please click OK.

④ Launch a slide show

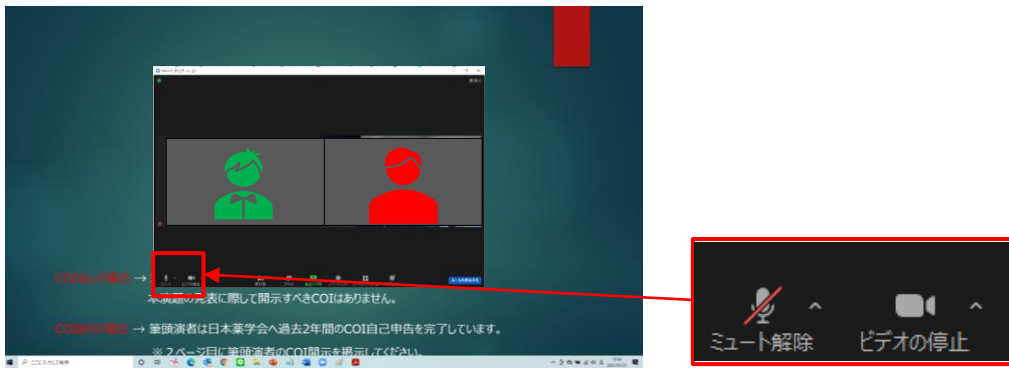
How to make a presentation (a) by sharing the screen (for Mac)

[End of last minute preparation]

Please wait with the audio turned off and the video turned on.

The operator may contact you via chat.

Please wait with the screen visible.



※Caution※

Please do not share the screen at this stage.

How to make a presentation (a) by sharing the screen (for Mac)

[Share presentation slides]

The presentation will start as the chair progresses session.

① Click “Share screen” button and perform operations from ② to ④.



① Click 画面共有



② Select presentation slides



Share audio

Share

③ ☒ 音声を共有

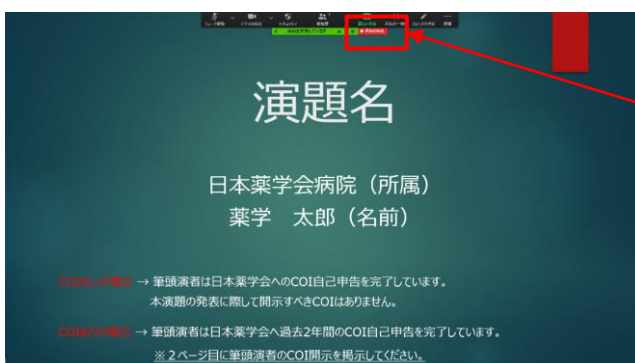
④ 共有

*** If the presentation slide contains audio or video, be sure to "share audio". Please check the box.**

At the end of the presentation

When you have finished your presentation, click “共有の停止” (Stop sharing).

The screen can be switched by the venue operator according to the progress of the chair.



Start Q & A session

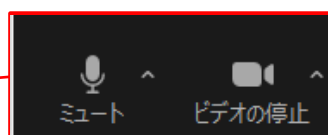
Mac

After the presentation, the question and answer session will begin with chair. C the chair and the speakers will be displayed on the monitor.

The speaker will unmute when there is a comment. If you do not make a comment, please mute.



Please answer the questions as the chair facilitates.



When the session is over, you will automatically leave.

To view other programs, please log in to the Annual Meeting Online Venue URL.

* For how to watch the program, refer to the "Manual for Audience" posted on the annual meeting website.

③ How to make a presentation / Q & A

(b) When the presentation video is sent in advance

How to make a presentation / Q & A (b) When the presentation video is sent in advance

【Flow until presentation】

- ① Log in to the URL for the session channel and wait until the session starts.
- ② Wait for the start (microphone is off, video is on)
- ③ The facilitator will announce the start of the session.
- ④ The chairman and the speaker are projected.
→Turn on the microphone if necessary.
- ⑤ The presentation video sent in advance will be broadcast according to the signal by the chair.It will be played by the venue operator.Please turn off the microphone during video playback.
- ⑥ When the presentation is over, the question will be accepted.
Question will be accepted only via chat, and chair will select question from the chat.
Please turn on the microphone when answering the question. Turn it off when there is no comment.

On the next page, the procedure including the ZOOM operation is described. Please refer to it.

※Refer to page 22 for how to send presentation slides in advance.

Presentation method (b) When the presentation video is sent in advance

Speakers who have created and sent presentation videos in advance **only need to turn on / off the audio** when asked to speak, such as questions.

Other operations ("playing the presentation video" and "switching screens") will be performed by the venue operator.

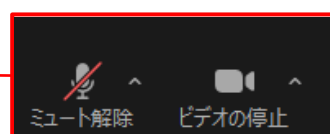
■ Presenting the abstract (playing the video)



The venue operator will operate the video playback and the screen display of the Speaker.

Use the control panel at hand to turn the voice on and off only.

Keep the video on at all times.



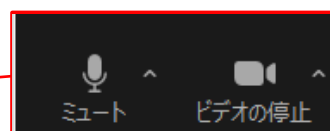
Start Q & A

After the presentation, the question and answer session will begin as the chair leads, so the chair and speakers will be displayed on the monitor.

The speaker should **turn on the voice when there is a comment**. If you do not make a comment, please turn it off.



Please answer the questions as the chair facilitates.



When the session is over, you will automatically leave.

To view other programs, please log in to the annual meeting online venue URL.

* For how to watch the program, refer to the "Manual for Audience" posted on the annual meeting website.

③ How to make a presentation / Q & A

(c) When PowerPoint is sent in advance and presentations and questions are given LIVE

【Cautions】

Please check the operation of the presentation slides on Windows PowerPoint 2019.

If there is a video in the presentation slide, please check the operation with Windows Media Player.

For details, please refer to P.9 "2. Special Lectures, Award Lectures, Symposiums, etc." in the Annual Meeting Program Collection.

How to make a presentation (c) When PowerPoint is sent in advance and presentations and questions are given LIVE

【Flow until presentation】

① Log in to the URL for the session channel and wait until the session starts.

② Wait for the start (microphone is off, video is on)

③ The facilitator will announce the start of the session.

④ The chairman and the speaker are projected.

→Turn on the microphone if necessary.

⑤ The session will start with the signal by the chair.

Please turn on the microphone and talk.

The PowerPoint slides sent in advance will be shared on the screen by the operation of the venue operator.

The venue operator will also perform the slide forward/ backward operations.

The speaker gives instructions verbally, such as "The next slide please", "Please return to the previous slide".

⑥ When the presentation is over, the question will be accepted.

Question will be accepted only via chat, and chair will select question from the chat.

Please turn on the microphone when answering the question. Turn it off when there is no comment.

On the next page, the procedure including the ZOOM operation is described. Please refer to it.

※Refer to page 22 for how to send presentation slides in advance.

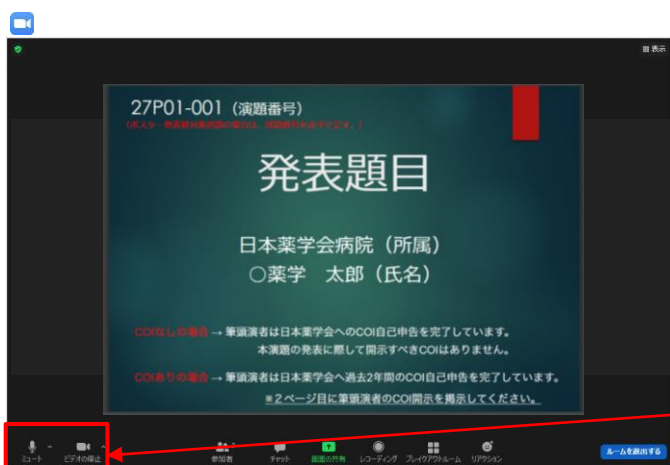
How to make a presentation (c) When PowerPoint is sent in advance and presentations and questions are given LIVE

The PowerPoint slides sent in advance will be played "forward /backward " by the operation of the venue operator.

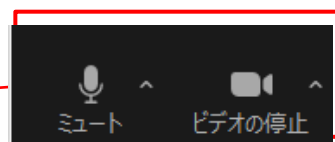
The speaker should **turn on the audio / video** and start the presentation.

The venue operator will perform the slide forward/backward operations.

■ Presenting the abstract (slide display)



The venue operator will also perform the slide forward/ backward operations. Please give instructions verbally, such as "The next slide please", "Please return to the previous slide".



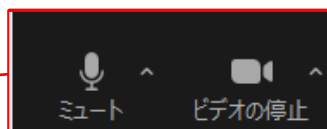
Start Q & A

After the presentation, the question and answer session will begin as the chair leads, so the chair and speakers will be displayed on the monitor.

The speaker should **turn on the voice when there is a comment**. If you do not make a comment, please turn it off.



Please answer the questions as the chair facilitates.



When the session is over, you will automatically leave.

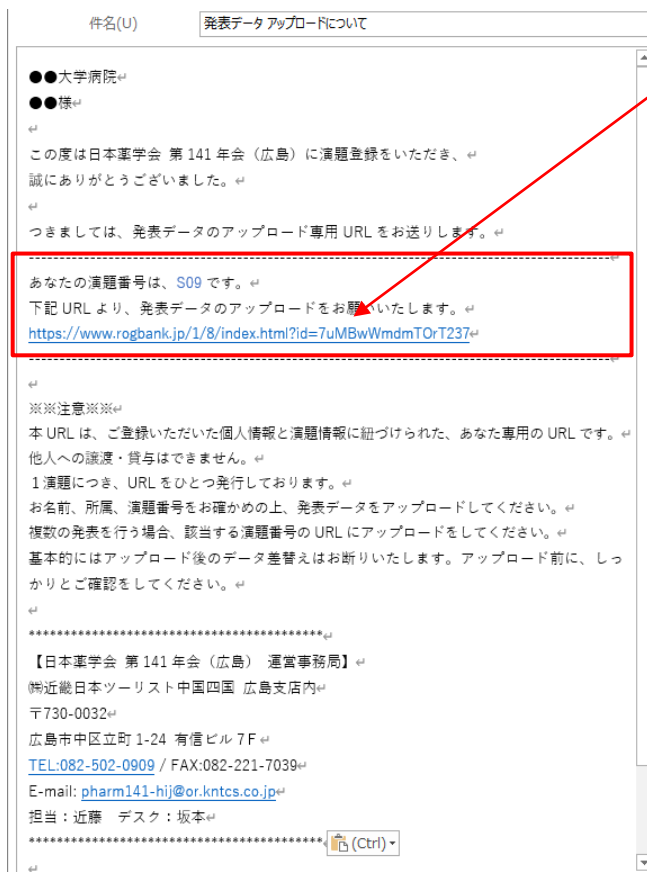
To view other programs, please log in to the annual meeting online venue URL.

* For how to watch the program, refer to the "Manual for Audience" posted on the annual meeting website.

④How to upload presentation data
(Upload from URL for uploading)

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 24 (Wednesday) Japan time.** We kindly ask for your cooperation in uploading as soon as possible.



This URL is a URL that 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).

発表データファイル登録 23PO-am114S

演題番号 日本薬学大学病院

所属 薬学 太郎

氏名 はい

事前参加登録 はい

会員登録 yakugaku@pharm.com

メールアドレス kendo@wfamp.com

発表データファイル*

Drag and drop or select file in this area

このエリアにドラッグ&ドロップまたはファイル選択

ファイルを選択 選択されていません

※ファイル容量は、3000MBまでです。

アップロードボタンは、1回のみクリックしてください。

ファイル容量が大きい場合には、アップロードに数分時間がかかる場合があります。

アップロード

- 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.

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発表データファイル*

このエリアにドラッグ&ドロップまたはファイル選択

ファイルを選択 PPT2011_...あり.pptx

※ファイル容量は、3000MBまでです。

アップロードボタンは、1回のみクリックしてください。

ファイル容量が大きい場合には、アップロードに数分時間がかかる場合があります。

アップロード 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.。

The screenshot shows the 'Absinthe System' web interface. A confirmation dialog box is overlaid on the page, asking 'endaibweb.wfamp.com の内容 アップロードしてよろしいですか?' (Is it okay to upload the content of endaiweb.wfamp.com?). The dialog has 'キャンセル' (Cancel) and 'OK' buttons. A red circle with the number '5' is next to the 'OK' button. Below the dialog, the '発表データファイル登録' (Registration of Presentation Data File) form is visible. The form contains fields for '演題番号' (23PO-am114S), '所属' (日本薬科大学病院), '氏名' (薬学 太郎), '事前参加登録' (はい), '会員登録' (はい), and 'メールアドレス' (yakugaku@pharm.com). The '発表データファイル*' field is highlighted with a red box and contains a message: 'このエリアにドラッグ&ドロップまたはファイル選択' (Drag & drop or select a file here), with a 'ファイルを選択' (Select file) button and a file name 'PPT2011_...あり.pptx'. Below this, there are instructions: '※ファイル容量は、3000MBまでです。' (File capacity is up to 3000MB), 'アップロードボタンは、1回のみクリックしてください。' (Click the upload button only once), and 'ファイル容量が大きい場合には、アップロードに数分時間がかかる場合があります。' (In some cases, it may take several minutes to upload if the file capacity is large). A green 'アップロード' (Upload) button is at the bottom. A red arrow points from the 'アップロード' button to the next screen. The next screen shows the '発表データファイル*' field with the same message and file selection options. Below this, there is a yellow bar with the text '処理中... しばらくお待ち下さい。' (Processing... Please wait for a moment). At the bottom, there are the same instructions and a green 'アップロード' button.

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 complete

When the upload is complete, 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 wish 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