

Manual for Oral Presenters

- ① Introduction (common matters)
- ② How to accept speakers
- ③ How to make a presentation/Q & A
- ④ How to upload presentation data

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.



■ 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

- ① We 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.



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※※※※

この視聴用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。

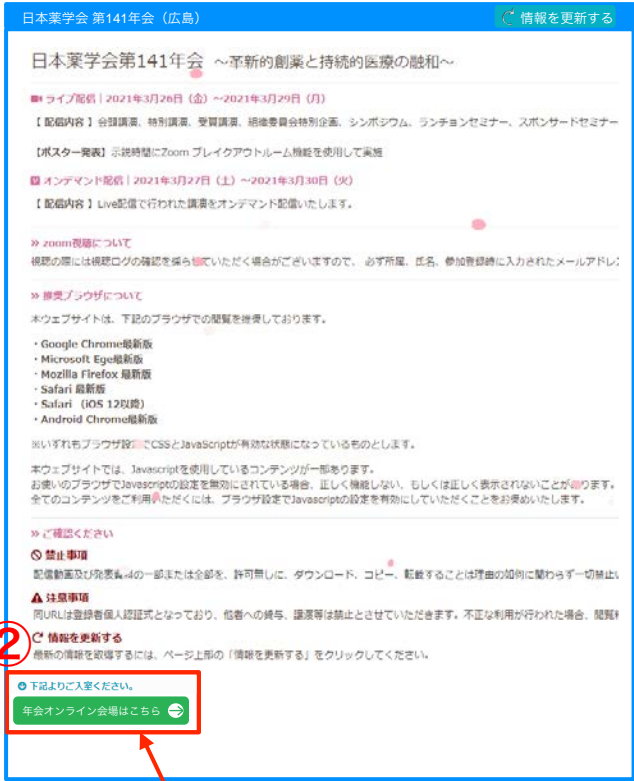
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担当：近藤 デスク：坂本



日本薬学会 第141年会（広島）

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】 分科講演、特別講演、受賞講演、総会委員会特別企画、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】 発表時間にZoomブ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仰ぐ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に

※ 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の設定を有効にしてください。

※ ご確認ください

② 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。

③ 下記より入室ください。

年会オンライン会場はこちら

Click here for the annual meeting online venue

※ ※ Caution ※ ※

📌 下記よりご入室ください。

年会オンライン会場はこちら ➡

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.

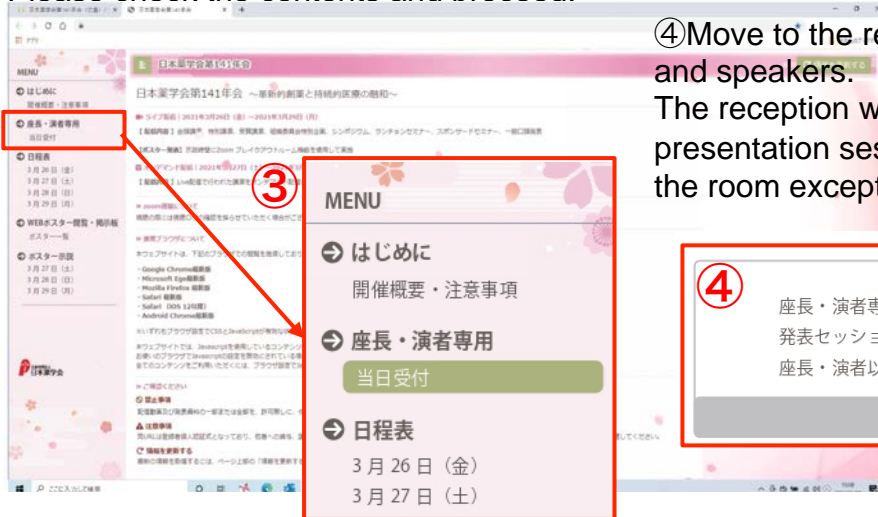
LIVE video and poster viewing / presentation can only be participated via the above URL.

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

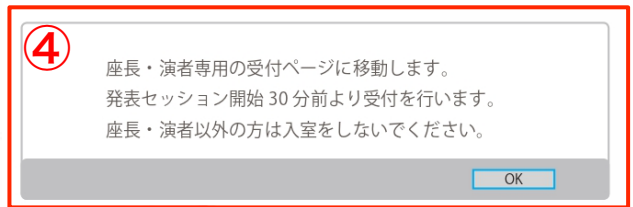
③ Click "当日受付" from "座長・演者受付" in the MENU.

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

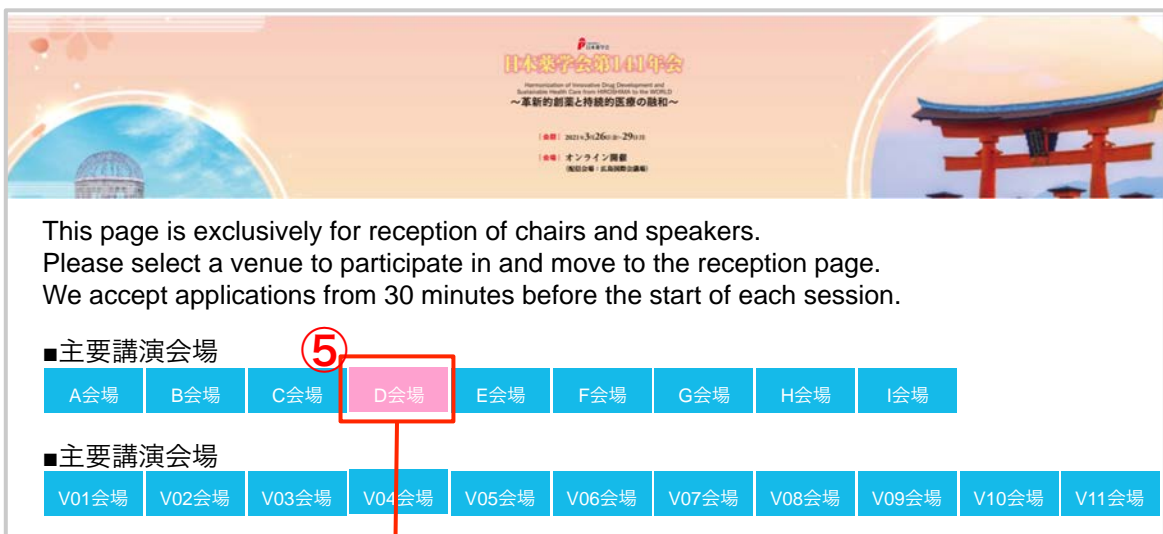


④ Move to the reception page only for chairs and speakers.

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 "Presentation venue". 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.



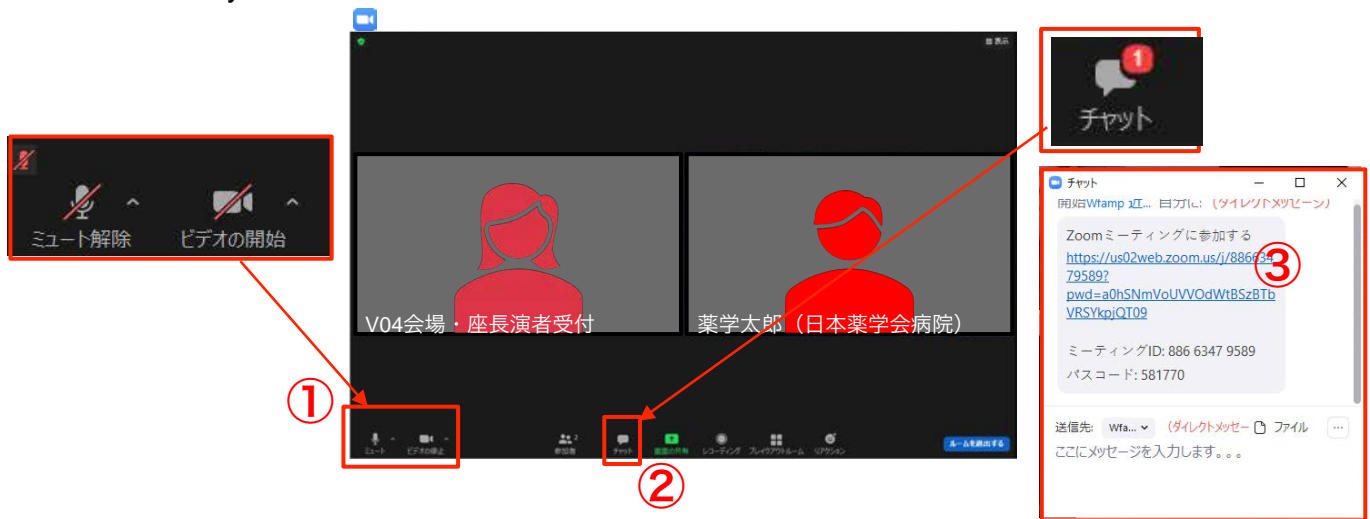
The login screen for ZOOM will open, so enter your "Name (affiliation)" and proceed to the reception.

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

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

It will lead to a ZOOM meeting for the reception of chairs and speakers.

① Unmute · 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 and audio, then giving the simple information about operation, etc.”, we will invite you to the URL for real environment.



② Login to the URL for real delivery on the day of the conference

After completing each test or confirmation at the reception, the reception operator will send the “URL for real environment” via chat. Click the URL (③) sent in the chat to log in to the channel for delivery on the day of the conference (* Please log in at least 15 minutes in advance)

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

After logging in to the URL for delivery on the day of the conference, 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 channel delivery on the day of the conference, please log in again from the WEB history or log in again from the chair / speaker reception page on page 4.

How to make Q&A session

Oral presenters need to **turn audio “ON/OFF”** during Q&A session.

Please confirm to **keep the video “ON”**.

The operator will perform other operations, for example “Playback” and “Switching the screen.”

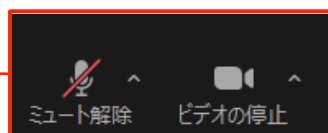
■Presenting the abstract (Video is playing)



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 session

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.



Q&A session is 3 minutes.

Follow the chair's instructions and answer the questions.

After your presentation and Q&A session, the screen automatically switches from presenter to viewer.

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
(From designated URL)

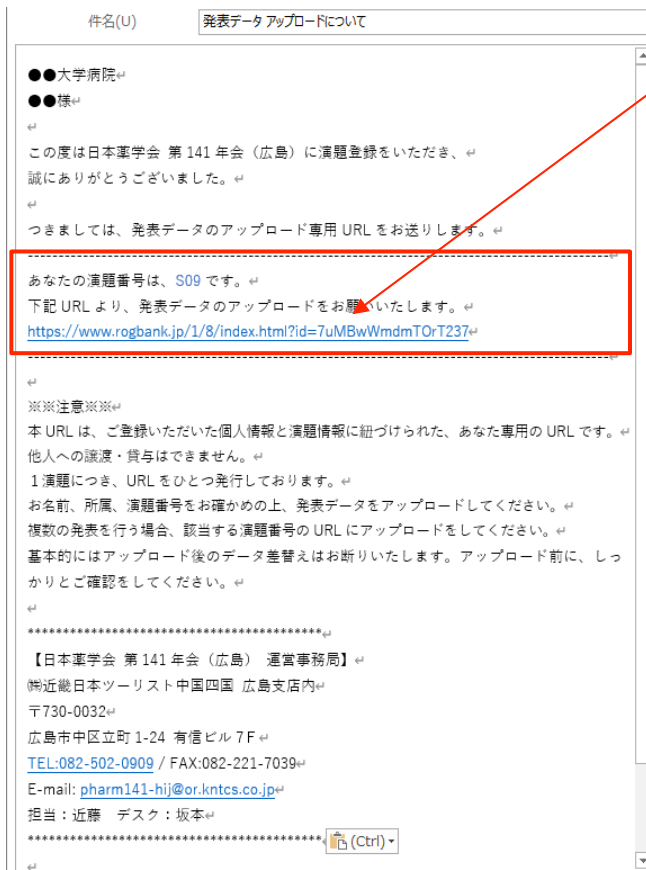
Reception period: 2/15 -3/15

※ 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).

発表データファイル登録

① 演題番号 23PO-am114S

所属 日本薬学大学病院

氏名 薬学 太郎

事前参加登録

会員登録

メールアドレス yakugaku@pharm.com

発表データファイル*

② 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.

発表データファイル登録

演題番号 23PO-am114S

所属 日本薬学大学病院

氏名 薬学 太郎

事前参加登録

会員登録

メールアドレス yakugaku@pharm.com

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。

④ 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. At the top, a browser tab is labeled 'Absinthe System' and the address bar shows 'endaiweb.wfamp.com/mem/top.php'. A confirmation dialog box is open, asking 'endaiweb.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 main page is titled 'Absinthe System (発表データ登録シ...' and has an 'アップロード' (Upload) button. The page content includes a header '発表データファイル登録' and a form with the following fields:

- 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
- 会員登録
- メールアドレス: yakugaku@pharm.com
- 発表データファイル*

The '発表データファイル*' field is highlighted with a red box. It contains a blue area with the text '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) and a button 'ファイルを選択' (Select a file). Below this, there is a note: '※ファイル容量は、3000MBまでです。' (File capacity is up to 3000MB). Below the note, there is a green 'アップロード' (Upload) button. Below the button, there is a message: '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). Below the message, there is a note: '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 a large file). Below the note, there is a green 'アップロード' (Upload) button.

Below the main form, there is a red box containing a progress bar. The progress bar is yellow and has the text '処理中... しばらくお待ち下さい。' (Processing... Please wait for a moment). Below the progress bar, there is a note: '※ファイル容量は、3000MBまでです。' (File capacity is up to 3000MB). Below the note, there is a green 'アップロード' (Upload) button. Below the button, there is a message: '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). Below the message, there is a note: '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 a large file). Below the note, there is a green 'アップロード' (Upload) 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 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