# Poster Presentation Guide

※The schedule for participants other than poster presenters is provided at the end of this document.

The poster presentation includes poster viewing and chat/messaging (using LINC Biz) starting before the conference and continuing until September 26 (Sun), and flash talk (using Zoom) and core time (using LINC Biz) in the afternoon of September 20 (Mon) (see below for details). Poster Presentation Award will be given at the banquet on September 22 (Wed).
To access LINC Biz, please follow the invitation email that you will receive from LINC Biz to complete the registration process (see schedule below). If you have not received an email invitation by September 9, please contact us at rikusui85@gmail.com.
Access to Zoom, which will be used for the flash talk, will be posted on the portal site that will be announced to the conference participants later.

For more information about LINC Biz services, please refer to the LINC Biz brochure below. The presenter's manual mainly describes how to upload your poster file. The participant's manual contains information on initial registration and poster viewing. Please read through this manual as well, if you are a presenter.

LINC_Biz manual for poster presenters (available at the meeting website)
LINC_Biz manual for the participants (available at the meeting website)

# Poster preparation and presentation

**Presenters are advised to prepare posters and slides for flash talks according to the following instructions.**
① Poster (see p.12 of the presenter's manual)
・ Only PDF, JPEG, PNG, and MP4 file formats are accepted.
・ The recommended aspect ratio of poster(s) is 16:9 or 4:3, but other sizes are also acceptable.
・ Up to 100MB per file can be uploaded.
・ Up to 5 files of posters can be uploaded at the same time per submission.
・ Submitted poster(s) can be replaced at any time. Please delete the old poster(s) and then resubmit the new one(s).
・ You will not be able to download other participants' posters.
・ Posters must be submitted to LINC Biz by September 17 (Fri).
② Slides for flash talk
・ Please prepare one slide to introduce your poster(s) in two minutes.
・ We ask you to give a clear and concise overview of your poster at the flask talk.
・ The aspect ratio of the slide should be 16:9.
・ Please submit both PDF and PPT/PPTX (Microsoft PowerPoint) files (i.e. 2 files).
・ The file name of your slides should be "presentation number (two digits after P)_presenter's name" such as 01_rikusui_taro.pdf and 01_rikusui_taro.pptx.

- Click "Submit Slides for Flash Talk" below to submit your slides by September 17 (Fri). ※The file-receiving Dropbox will open.

"Submit Slides for Flash Talk" https://www.dropbox.com/request/dg4GUAX69JbMQjfKXBbC

**The poster presentation will include the four contents listed in the table below.**

| Poster presentation | | | | |
|---|---|---|---|---|
| | **Poster viewing** | **Flash talk** | **Core time** | **chat/messaging** |
| System used | LINC Biz | Zoom | LINC Biz | LINC Biz |
| Contents | The presenter will post poster(s) on the LINC Biz presentation channel for participants to view. | Under the moderating by the Organizing Committee, each presenter will have two minutes to present an overview of his/her poster. Presenters are requested to submit one slide (PDF and PPT/PPTX files) in advance. | The presenter will give a detailed explanation of the poster and exchange discussions with participants who have come to listen to the poster using the video conferencing function (Note 1) of LINC Biz. Participants are encouraged to participate in the video meeting of the poster they wish to attend. | Presenters and participants are welcome to use the time outside of the core time for Q&A and exchange discussions. |
| Date | To be posted by September 17 (Fri) (Viewing is available until September 26) | Submit slides by September 17 (Fri). Flash talk will be held on September 20 (Mon), 13:30–14:45 | September 20 (Mon), 14:50–16:50 (Odd-numbered posters: 14:50–16:20; even-numbered posters: 15:20–16:50) (Note 2) | September 18 through 26 |

(Note 1) The video conferencing function of LINC Biz will be used during the core time, but can be used at other times as well. In such a case, poster presenters are requested to announce the date and time during the flash talk or in their own presentation channel.

(Note 2) If you are a poster presenter and wish to participate in the videoconference of other poster presentations, please do so from 16:20 to 16:50 for odd-numbered presenters, and from 14:50 to 15:20 for even-numbered presenters. If you do not wish to participate in the videoconference of other poster presentations, you may spend the entire core time on your own presentation. If you wish to discuss with presenters during the same core time, please use the videoconference during the designated time outside the core time..

## Poster Preparation and Presentation Schedule

Poster presenters are requested to prepare and present their posters as shown in the table below.

| Date | Preparation/presentation | Contents | Reference page of LINC Biz manual |
|---|---|---|---|
| In advance | Prepare posters and a slide for the flash talk | | |
| Around September 6 | Invitation of presenters to LINC Biz | After receiving the invitation email, register your account according to the content of the email. Once you have registered your account, you can submit your poster(s) on the Poster Channel (by September 17). | participant's manual P5～7, presenter's manual P5～10 |
| Around September 13 | Invitation of participants (other than poster presenters) | | |
| September 17 | Deadline for submission of a slide for the flash talk | Please submit your slide from the "Submit Slides for Flash Talk" link above. ※The file-receiving Dropbox will open. | |
| September 17 | Poster submission deadline | | |
| September 18 to 26 | Poster viewing | Poster viewing (LINC Biz) Q&A via chat (messaging) (LINC Biz) (Note 3) | participant's manual P8～12 |
| September 20 | Conference day (Poster Session) | Flash talk (Zoom) (2 minutes per person) Core time (video function of LINC Biz) Poster Award judging (for applicants only) | Videoconference manual |

| September 22 | Conference day (Banquet) | Poster Presentation Awards and remarks by the award winners | |
|---|---|---|---|
| September 26 | Poster Channel closing | | |

(Note 3) You can view posters and use the chat (messaging) system until September 26, but you are not obliged to reply to comments on the chat (messaging) system after the conference.

## Oral and Poster Presentation Award

（see the meeting website）

## For participants other than poster presenters

### Schedule for viewing and participating in poster session (for participants other than poster presenters)
Participants are welcome to enjoy the poster presentations as shown in the table below.

| Date | Viewing/participating | Contents | Reference page of LINC Biz manual |
|---|---|---|---|
| Around September 13 | Invitation of participants to LINC Biz | After receiving the invitation email, register your account according to the content of the email. Posters can be viewed on the Poster Channel after registering an account. | participant's manual P5〜9 |
| September 18 to 26 | Poster viewing | Poster viewing (LINC Biz) Q&A via chat (messaging) (LINC Biz) (Note 4) | participant's manual P8〜12 |
| September 20 | Conference day (Poster Session) | Flash talk (Zoom) Core time (video function of LINC Biz) | Videoconference manual |
| September 22 | Conference day (Banquet) | Poster Presentation Awards and remarks by the award winners | |
| September 26 | Poster Channel closing | | |

(Note 4) You can view posters and use the chat (messaging) system until September 26, but the presenters may not necessarily respond to your comments on the chat (messaging) after the conference.