

Guidelines for Poster Preparation and Submission

Presenters are kindly requested to create data of their presentations in advance and upload it to the designated URL as follows.

● Poster Display Specifications

Posters will be displayed on the closed symposium web site. Only symposium participants can view the presentation videos or pdf files and ask questions to the presenters via text chats. Access to the posters will be available from January 10th to 11th [US-PST], (January 11th to 12th [JST]), 2023.

● Poster Submissions

We would like all presenters to submit their poster data and other materials to our Dropbox as follows.

- Upload URL

<https://www.dropbox.com/request/zQWz5quRl6z8W6kiOb6K>

- Files to Upload

1. Text file including "your full name" and "presentation title" (.txt/.doc)
[Example] Name: Isaac Newton

Poster title: How to Record a Presentation

*The two pieces of information given in this file will be transferred as-is to the poster session programme.

2. Presentation file (.pdf/.mp4)
3. Thumbnail image (.jpg/.png)

(If the presentation pdf has a greater height than width, see below)

Please use "(First Name)_(Last Name)" with an extension as the filename for each file.

[Example]

"Isaac_Newton.txt", "Isaac_Newton.pdf", "Isaac_Newton.jpg"

- Submission Deadline

11:59 p.m. [JST], Monday, December 19, 2022.

- Presentation File Format
 - ✓ Poster format should be either pdf or video (.mp4).
 - ✓ For a pdf presentation:
Please upload one pdf file. You can use any size format, such as an A0 poster or 10-15 slides in 4:3 or 16:9 size.
If the first page of your slides is longer vertically than horizontally, please also provide us with a 4:3 or 16:9 (horizontal:vertical) image for a thumbnail (.jpg/.png) .
 - ✓ For a video presentation:
Please upload one mp4 file about 10 minutes in length. Instructions on how to create a video using PowerPoint or Zoom can be found at the bottom of this document.
- The uploaded files will be used only for the poster session of the 5th ICRReDD International symposium.

● Preparation of Presentation Video

We recommend using the presentation recording function of MS PowerPoint, using Zoom to record your individual presentation, or other professional presentation recording tools.

The instructions for making a video using PowerPoint or Zoom are as follows:

[Video Presentation by MS Power Point 1](#)

[Video Presentation by MS Power Point 2](#)

[Using Zoom to record your individual presentation](#)

Enquiries: Administrative Office of ICRReDD

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