



SAES2020 **Poster Presenter's Manual Vol.1** for "Poster Page" Preparation on Eventhub system

Poster presenter must prepare your poster page on Eventhub system by Dec. 10 before SAES2020 starts.

Contact: saes@jimu.kyutech.ac.jp

Ver. 1 Nov. 25, 2020



SAES2020 platform



• EventHub

- Online event platform used for SAES2020
- Address: https://client.eventhub.jp/login/YSule5qvC/





Poster Presentation in SAES2020



"Poster Page" on Eventhub instead of REAL poster

- Poster presenters are NOT required to make A0 posters.
- Each poster presenter has own poster page on Eventhub platform.
- The presenter's page has following functions as well as text based contents
 - 1. Your short video uploaded so that participants can see your short presentation
 - 2. "Slide" chat system to communicate with other participants
 - 3. You can arrange live Q&A and discussion session by "Whereby" web meeting system.
 - 3. Files can be uploaded as supporting material of your presentation. Participants can download the files.
 - 4. Place a photo to make your poster page attractive
- Note that all the poster presenters must build their poster pages before SAES2020 starts.



How is your poster page found by participants





Your page will be searched by keywords, authors



How is your poster page looks like







How to build your poster page



- Receive email from Eventhub with sign-up information
- Sign-up to Eventhub
- Create your **profile page** first with information and message.
- Find your poster page to be edit by clicking your icon at right upper corner of the page.
- Edit your poster page.
- **Upload** photo, movie and files on your poster page.
- Do not forget to press "SAVE" button when leaving the page.



Requirements

for your poster page

- 1 icon photo [optional]
- Title: up to 100 characters [required]
- Text: up to 2000 characters [required]
- 1 photo [optional]
- 1 movie (up to 5mins) [required]
- 3 files to be downloaded
 - Files can be..
 - Abstract [required]
 - PPT presentation file in PDF [required]
 - Poster PDF [optional]
 - Documents [optional]
 - Other video files [optional]







Details



Sign-up



An invitation email to the site will be sent to your registered email address, so once you get the invitation email, please set your favorite password and log in.

We registered some of your information in advance in your profile<u>, however, please set your profile with</u> additional information, images, schedule by yourself. You can change your information at any time.

Go to "Profile page" and edit it to make your own





Poster Page



There is a page to list / introduce the research contents of poster presentations.

On this page, you can post your presentation pdf, short presentation videos, and other materials.

(* In the preparation stage, the list shown below is not displayed yet. You can only edit your own page.)







Poster presenters can be access from Profile Page (in red frame)





You can edit your poster from the "Edit company" button (in red frame). If the "Edit company" button (red frame) is not displayed, please contact the organizer (saes@jimu.kyutech.ac.jp).







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Filled in by each presenter

- Logo image: [optional]
 - Recommended size Vertical 128px Horizontal 128px
- Title(Company name) : 100 characters or less [required] Please mention your research category and submission No.

in the title.

- (E.g.: [BiologicalC0000123] OOO ~)
- Description (Company detail): 2000 characters or less
 [required]
- •Website URL: 100 characters or less: [optional]

Images / Videos are browsed & played

- Number: Up to 10 in total
- Video file size: Up to 300MB per file [required]
- (Less than 5-min short video should be posted it here.)
- Image file size: Up to 50MB per file (optional)
- Image file: All image format

(APNG, BMP, GIF, ICO, JPEG, PNG, SVG, TIFF, WebP)

Image file: Vertical 250px Horizontal 250px



Poster Page (5)



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Material:

Audience can download your materials from your page.

- Number: Up to 3
- File size: Up to 50MB per file

(Files for poster presentation, you should post it here.) -Abstract [required]

- -Less than 10-page PPT presentation file in PDF
 (required)
- -Other Documents [optional]
- Format: No restrictions

"Save Changes" button to complete edition



Questions & Messages



During SAES week, participants will post questions and messages to your Inbox. Since core time is set for your presentation in the schedule, please await and answer especially at that time. If it is possible, please respond at any time other than core time. When question is posted, notification email will be sent to your registered email address.

