

Instructions for Poster File Preparation for Poster Presentation at the 56th Annual Conference of Japan Society on Water Environment (JSWE)

These instructions are for all the poster presenters, including applicants for the annual conference-best presentation award (Kurita award) and the best student poster presentation award (Lion award).

All the presenters are required to submit the following two files by March 3rd.

These files will be uploaded to online poster-viewing system from March 10th to the end of 56th Annual Conference.

Deadline: 13:00 JST, March 3rd, 2022.

Please send the files to the JSWE secretariat (acposter@jswe.or.jp) by email.

The title of the e-mail should be "Presentation No._Your name" (e.g., "P-A-00_TaroMizukan").

Required files:

(i) A PDF file in one page, within 2MB, Mandatory

Use the template file for PowerPoint and convert it to a PDF file. Do not set security on PDF.

The title of the file should be "Presentation No._Your name.pdf" (e.g., "P-A-00_TaroMizukan.pdf")

(ii) An Audio file (mp3 Format, Optional)

Audio file should be within 3minutes and in mp3 file.

The title of the file should be "Presentation No._Your name.mp3" (e.g., "P-A-00_TaroMizukan.mp3")

Templates

Kurita award https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Kurita_E2021.pptx

Lion award https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Lion_E2021.pptx

Other poster https://www.jswe.or.jp/event/lectures/pdf/PTemplate_Ippan_E2021.pptx

Authors must take responsibility for the contents of their manuscript. However, if the contents are advertising or inadequate for the academic conference or out of compliance with this instruction, the manuscript should be rejected or corrected as requested.

Procedure for making an audio file from ppt file with narration

【Required environment】

- Computer installed with one of the following versions of Microsoft PowerPoint
 - Windows : PowerPoint 2010, 2013, 2016, 2019, Office365
 - Mac : PowerPoint 2016, 2019, Office365
- Internal or external microphones for voice recording

【Procedure】

An example is shown below for PowerPoint for Microsoft 365 (Windows) and PowerPoint 2019(Mac). Please refer to the following pages for other versions.

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

<Windows>

1. Make sure that your PC is ready for voice input. Click "Start" → "Settings" → "System" → "Sound" and then make sure that your microphone can recognize your voice.
2. Make a one-slide-poster using the poster template described above by PowerPoint. Font size should be larger than 10 points. Please make sure it is an A4 horizontal slide.
3. Once your poster is complete, switch to the presenter's view by clicking the "Slide Show" tab at the top of the screen and then clicking "Record Slide Show".
4. Make sure that the microphone is turned on and the camera is turned off. Click the "Record" button to start recording. After you have orally explained the contents of your poster within 3 minutes, click "Stop" to end the recording.
5. Select the "Slide Sorter" from the "View" tab and check the recording time indicated at the bottom right of the slide.
6. Run the slideshow as usual and check your narration.
7. If there are no problems with the recording, save the file as "Presentation No._Presenter Name.pptx" (e.g., P-A-00_Taro Mizukan.pptx).

<Mac OS>

1. Make sure that your PC is ready for voice input. Click "Preferences" → "Sound" → "Input" and then make sure that your microphone is detected and can respond to your voice.
2. Make a one-slide-poster using the poster template described above by PowerPoint. Font size should be larger than 12 points. Please make sure it is an A4 horizontal slide.
3. Once your poster is complete, switch to the presenter's view by clicking the "Slide Show" tab at the top of the screen and then clicking "Record Slide Show".
4. Recording will start automatically after switching to the presenter's view. Please start oral explanation of the poster within 3 minutes and then press "End Show" to finish.
5. Check the recording time indicated at the bottom right of the slide.
6. Run the slideshow as usual and check your narration.
7. If there are no problems with the recording, save the file as "Presentation No._Presenter Name.pptx" (e.g., P-A-00_Taro Mizukan.pptx).

<How to extract audio files from PPT files>

1. Make a copy of PPT file and change the extension of file name to zip.

(Example: P-A-00_Taro Mizukan.pptx → P-A-00_Taro Mizukan.zip)

2) Unzip the Zip file. The "media1.m4a" file is the audio file.

(Zip folder → [ppt] folder → [media] folder → "media1.m4a")

<Audio file conversion (m4a → mp3) method>

There are many sites or software that convert m4a format audio files to mp3 format, including free ones. Please use and convert as appropriate.