Instructions for participants of the 136th Annual Meeting

I. For oral presenters

1. Venue and equipment for presentations

- Presentations and Q&A sessions at the 136th Annual Meeting will be held in person at Hokkaido University. Presentations cannot be held remotely. On-site presentations will be live streamed online with Q&A sessions available via chat. The presentations will also be available on-demand at a later date. In addition to the above, presenters are requested to follow the instructions below.

- The equipment for oral presentations at the venue will be a PC (hereinafter referred to as "Venue PC"; operating system Windows 11) and an LCD projector. Presenters are required to present using Microsoft PowerPoint 2019 (or later versions) or Adobe Acrobat, which are both installed on the Venue PC.

- You may not connect your own PC or Mac to the LCD projector, as the presentation will be streamed live to attendees via Zoom from the Venue PC. As described below, you are requested to copy your presentation file to the Venue PC in advance. **If you fail to do so, you will not be able to give your presentation and it will be treated as a cancellation. Please be careful.**

2. On-demand delivery

- Each presentation will be recorded and made available on-demand for conference attendees on the platform "Claris" for a limited period of time after the conference (the period of on-demand streaming is still under consideration).

- Presenters in circumstances that do not allow the on-demand streaming of their presentation recordings (e.g., patent-related issues) should notify the program organizer (program@forestry.jp). Such presentations will not be included in the on-demand streaming. Please also check the "**For all participants: copyright and other notices**" at the end of this document.

3. Presentation file format and file naming

- Presentations should be in the PowerPoint presentation or PDF format. For PowerPoint files, please make sure that PowerPoint 2019 or later versions can read the file.

- The file name should be the presentation number + the first author's name (e.g.

"S1-1 Taro Shinrin.pptx"). (Note: For presentation numbers, please refer to the conference program; the presentation numbers listed in the tentative version released on December 27, 2024 will not change until the day of the conference.)

- Please set the aspect ratio of your presentation slides to 4:3 to avoid issues with the presentation equipment.

- Special fonts are not installed on the Venue PCs, so please avoid using such fonts, or convert the file to a PDF file with embedded font information.

- Speakers who create PowerPoint files on a Mac should run them on a Windows PC with Microsoft PowerPoint before the day of the event to check for any garbled text, layout discrepancies, or other problems. Or convert the file to a PDF file with embedded font information as described above.

4. Save your presentation file on the Venue PC

- Please save your presentation files to a folder with the date and session name on the desktop screen of the Venue PC at least 15 minutes before the start of the morning or afternoon session in which you are presenting.

- Please use either of the following two methods to save your files. We will not be accepting advance submissions via a dedicated website for this year's conference. There is no SD card slot.
    - Save the file to a USB-compatible medium, bring it with you to the venue, connect it to the Venue PC, and copy the file (recommended).
    - Log into a personal cloud service account via the browser Edge on the Venue PC and download the file.

- It is recommended to check the operation of the file after saving it on the Venue PC (especially when using the animation/video functions).

- Please take care of the media on which the files are saved, including virus checks. Please note that the Congress Committee shall not be held responsible for any viruses that may be transmitted from the Venue PC.

5. Presentation time

- Each oral presentation lasts 15 minutes (12 minutes for the presentation and 3 minutes for the Q&A session) at the regular division sessions and open call sessions. For the planning symposia, please follow the instructions of the coordinators.

6. Switching files between presentations

- In order to avoid problems with the live streaming **when switching between presentations, files are opened and closed by designated attendants stationed at the Venue PCs. Please do not open and close the files by yourself.**

II. For poster presenters
1. How to give a poster presentation

- The official poster presentation format for the 136th Annual Meeting is "online." Poster files submitted in advance will be uploaded to the conference platform "Claris". On-demand viewing will be available to participants during the conference and for a limited period after the conference ends (see 5.). For notes regarding on-demand delivery, please check the **"For all participants: copyright and other notices"** section at the end of this document.

- Additional on-site presentation at the venue (limited capacity; registration already closed): in addition to the online presentations, presenters can display their posters at the on-site venue. However, there will not be an official presentation record for the conference, if the online poster is not also uploaded to "Claris".

- As long as the online poster is uploaded to "Claris", there will be an official presentation record for this conference, even if the poster is not displayed at the on-site venue.

2. Online poster file format and Q&A sessions

- Poster file format for online presentations: The file format should be PDF (A4 portrait), and the file size should be 20MB or less. Video files with audio cannot be used.

- Q&A sessions for the posters via chat will be available during the online poster display period (see section 5). Applicants for the Student Poster Award must participate in a Q&A session during the judging period (see section 4).

- There is no core time (during which presenters must respond to questions) for the online poster Q&A sessions via chat.

3. Poster presentation at the on-site venue (optional)

- Posters for presentation at the on-site venue should be A0 portrait size (height: 1189 mm, width: 841 mm). Posters should be clearly labeled with the title of the

presentation and the presenter's name.

- The only items provided by the conference committee are panels with presentation numbers attached and thumbtacks. (Note: The presentation numbers listed in the tentative conference program released on December 27, 2024 will not change until the day of the conference.)

- During the conference period, we will allocate time for on-site Q&A sessions for the posters displayed at the venue (during times when there are no oral presentations). Presenters will have the opportunity to answer questions in-person in the poster display area during this time (on-site Q&A sessions are not mandatory for the presenters, but strongly recommended).

4. Judging of Student Poster Awards

- The Student Poster Awards will be judged based on the online posters and the online Q&A sessions via chat on the conference platform "Claris".

- The judging period for the Student Poster Award is from the start of the poster display until 5:00 pm on Tuesday, March 18. Please note that award applicants who do not respond to questions during the judging period will not be eligible for the awards.

- The winners of the Student Poster Award will be announced on the conference website after the selection is completed on Thursday, March 20, 2025. The winners will also be notified of their award by email on March 20. The award will be presented at the Conference Closing Ceremony on March 22 at the face-to-face venue, so please attend if possible. The awards ceremony will be streamed live.

5. Submission of poster presentation files

- **Please submit your poster presentation file (PDF format) for online viewing between Thursday, February 20, 2025 and 17:00, Wednesday, March 12, 2025 via the** [application website](#)**.** You can resubmit as many times as you wish within the deadline.

- If the poster file is not submitted by the deadline (**17:00, March 12, 2025**), the poster presentation will be treated as canceled. In this case, nothing will be displayed on the corresponding page of the online poster on the conference platform "Claris", and the submitted abstract will be deleted from the official

abstract book printed at a later date.

- Posters will be available for viewing on the conference platform "Claris" from March 13 (one week before the conference) to March 28.
- The program organizer will not check the content of the submitted poster files before uploading to "Claris". Solely the presenter is responsible for the content of the presentation. Before submitting the presentation file, please check whether there are any expressions or descriptions that may cause problems.

III. For online viewers

1. Login to the conference platform "Claris"

- A link to "Claris" will be posted on the website of the Japanese Forest Society (https://www.forestry.jp/meeting/). You may also access "Claris" directly (https://conference.iap-jp.org/jfs/conference/login).
- Log in with your "Web registration number" issued at the time of registration and your "registered e-mail address".

2. Oral presentations

- Each presentation will be streamed live during the conference.
- Presentations at the symposia, regular division sessions, and open call sessions are eligible for live streaming. Some of the conference official events are also live streamed (please check the program). Please note that the research meetings held on March 23 are not included.
- **Questions and answers will only be handled via chat.**
- Recordings of each presentation will be available on-demand for a limited period of time, after the conference ends.

3. Poster presentations

- A list of the poster presentation titles will be posted on "Claris". Click on a title to view the poster, which will be available from March 13 (one week before the conference) until March 28.
- Q&A sessions via chat will be available during the online poster display period.

4. Notes

- Please do not share the URL to log in to "Claris" or your web registration number with others.

IV. For all participants: copyright and other notices

- If you wish to use figures, photos, videos, etc. for which copyrights are held by parties other than the presenters and permission from the authors is required for their use, please obtain permission from the authors in advance and properly indicate the source information in your presentation or poster.

- If you use charts, photographs, videos, etc., the copyright of which is owned by someone other than the presenters, and if certain conditions are imposed on the use of which does not require the author's permission, please comply with those conditions (e.g., Google Earth imagery).

- Do not use photos or images of temples, shrines, works of art, portraits of celebrities, movie scenes, etc., even if they were taken by you.

- Please do not record, photograph, or save screenshots of any kind while watching or viewing, regardless of whether you are participating on-site or online.

- Before presenting and/or submitting presentation materials, please make sure that your presentation material does not contain any contents that may cause problems after publication, e.g., expressions or descriptions that could be misunderstood as slander against others, or confidential information pending patent application, etc.