EcoBalance 2022 Presentation Guidelines – Version 3.1

Organizing Committee of EcoBalance 2022

All presenters are asked to read these guidelines in order to prepare their presentations for EcoBalance 2022.

1. Oral presentations

> **Important: Upload your presentation file by October 24 (Monday), 2022.**

The duration of an oral presentation slot is fundamentally 20 minutes including: 12 minutes for the presentation; 7 minutes for questions from the audience; and 1 minute for speaker change. Presenters should give their presentation onsite. Onsite oral presentations will also be delivered online via Zoom; therefore, oral presenters are asked to use the PC prepared by the conference organizers in each conference room. We request you to upload your presentation file according to the following instructions. In addition, we recommend you bring your own PC in case your uploaded presentation file does not work properly on the PC prepared by the conference organizers.

Please upload your presentation file either in PPTX or PDF format to the designated drive (http://ilcaj.org/_meeting_file/index.php), no later than October 24 (Monday), 2022. The conference organizers will download the file to the PC in the conference room.

Note: All oral presentations will be recorded and made available exclusively to registered participants. Recorded videos will be uploaded on our online platform (Whova) and available to view on demand by registered participants until the end of December 2022. During the presentation, a laser pointer is available for speakers.

2. Poster presentations

> **Important: Bring your poster (A0 size: 841 mm wide x 1189 mm high) onsite.**

The maximum dimensions of posters must be 841 mm wide x 1189 mm high, equivalent to A0 size in portrait orientation. Each poster presenter is requested to bring their poster and post it on the designated board at the conference venue. Your poster can be displayed from October 31 until November 1.

During the poster session on November 1, all posters must be displayed and presented. The core time for poster presentations is described in the conference program

(https://www.ecobalanceconference.org/conference/2022/program/). All poster presenters are requested to present during the designated core time.

In addition, poster presenters are allowed (not obligated) to upload a short video (maximum 2 minutes) via Whova, no later than October 24 (Monday), 2022. **The link to upload the video will be announced in a separate email**. Registered participants can watch the video on demand before, during and after the conference. The video should be prepared in mp4 format. The maximum size of the video should be less than 100 MB.

3.   Video-on-demand (VOD) presentations

> **Important: Upload your presentation file by October 24 (Monday), 2022.**
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> **A short presentation at the spotlight session (October 30, 2022) is requested.**

The duration of a VOD presentation is 12 minutes. VOD presenters must prepare a video file in MP4 format (recommended resolution: 1080p (1920 x 1080)) and upload the video via Whova, no later than October 24 (Monday), 2022. **The link to upload the video file will be announced in a separate email**. Registered participants can watch the video on demand before, during and after the conference. The maximum size of the video file should be less than 1 GB.

In addition, the conference will include a VOD spotlight session at 17:00-18:00 (Japan Standard time) on October 30 (Sunday), 2022. In this session, VOD speakers are asked to give a real-time short presentation of 2 minutes online, followed by a 2-min discussion with onsite participants. If VOD speakers are not available at that time, an alternative option is to submit a 3-min video no later than October 24 (Monday), 2022. In this case, VOD speakers are asked to upload a 3-min video to the designated drive (http://ilcaj.org/_meeting_file/index.php). Please let us know how you will present your work at the VOD spotlight session via GoogleForm (https://forms.gle/KVhRwpodz4jfmne18) by October 24 (Monday), 2022.