To all speakers who will give oral presentations onsite -Please read carefully.

- Since the conference is held in a hybrid style (in-person and online), we request all the speakers who will give oral presentations to use the PCs set up in the conference rooms for their presentations. Please note that the speakers cannot use their own PCs for presentations.
- The PCs for presenters will be set up in all the rooms and running Windows 10 Pro with Microsoft Office LTSC Standard 2021 installed. Presentations should be prepared in PowerPoint-supported file formats (*.pptx, *.ppt, *.pdf, etc.). If you plan to include movies in your presentation, please prepare them to be played from PowerPoint.
- Please upload your files via the Internet according to the procedure described below enough earlier than your session's start time. Before the start of your session or during breaks, please ensure that the file has been uploaded on the presenter's PC in the room where you will be giving your presentation and that your file is correct.
- If you cannot upload the file, please prepare the file on a USB memory stick. Please copy the files to the presenter's PC before the session starts or during the break.
- To prevent the spread of virus infection, please check your presentation file and USB memory stick with your anti-virus software.
- Speakers who give their presentations online do not need to upload their files in advance.

Instructions for Uploading Presentation File

Below are the instructions for uploading your presentation files.

① Please prepare the file by setting the file name according to the following rules.

[Session Symbol] + "-" + [Lecture number] + "_" + [Last name (Roman alphabet)] + extension Hyphen Underscore

Example: In the case of "Taro Uchu," who is lecture number 3 in the S002 session, the file name is "S002-3_Uchu.pptx."

2 Please access the URL shown in Table 1 from your web browser according to the session you are presenting.

Session	URL
S001	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/OFSyogqZTbSdBMq
(R007,	
R008)	
R003	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/Xm4oVLSYv6Lq9L1
R004.	$\underline{https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/SllCWg5k1WaHdp8}$
R005.	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/y0hlJLcsCrZTqwp
R006.	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/qG54Z6OIcmIq9HU
R009.	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/mM8e4ouKkdPPZI1
R010	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/zLqAK3Ur5MdvKsC
R011	https://ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/GWXgh0F8j3lkvRy

Table 1 URLs of File Upload Site for Each Session

③ Upon access, a screen similar to Figure 1 will appear. Click on the area marked "Click to select files or use drag &drop to upload" surrounded by dotted lines to select files, or drag & drop files to this area to upload them.

ownCloud	× +	~	-	
← → C ☆	🔒 ergweb.stp.isas.jaxa.jp/owncloud/index.php/s/OFSyogqZTbSd 🖄 🖈 🛃	*	≡ſ	🗆 😩 i
	wnCloud			
	匿名アップロード			
	▲ Click to select files or use drag & drop to upload			
i				
	ownCloud - あなたの持っているデータすべての安全な保存先			

Figure 1: Upload Screen

④ When the file upload is complete, the message "Uploaded files" and the uploaded file's name are displayed, as shown in Figure 2. When this message is displayed, the upload is complete.



Figure 2: Screen after uploading a file (a message appears in the area red-circled).

⑤ If a file needs to be modified, it can be uploaded as many times as you like with the same file name.