＜Instructions for Authors＞

Instructions for abstract preparation

A) Both PDF and MS-Word files should be uploaded before **May 7, 2021**

   (MS-Word file is used for minor modification related to format by the office when required).

B) Abstract should be followed by the template (Fig. 1)

   (Please download it from the conference home page).

C) Times, Times New Roman, Century or Symbol with 10.5–12 pt font size may be used throughout the abstract.

D) Abstract may include title, author name(s) and affiliation(s), introduction, method, results, and discussion.

E) The presentation information should be put on the tops of the abstract (e.g., "29th Symposium on Environmental Chemistry, Presenter's name, Oral or Poster presentation (Osaka; 2021)"). "Presenter's name" and "Oral or Poster presentation" should be updated appropriately.
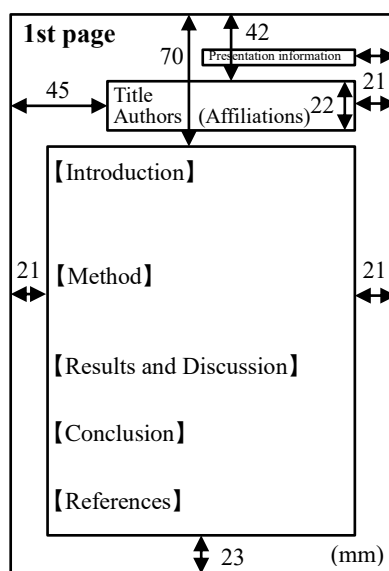

Fig. 1 Layout of Abstract (A4 size).

Creation and Submission of Presentation Files

Participation type	Presentation	Submission file	With a voice explanation	Submission	Deadline
Participation in the venue	Oral	Microsoft PowerPoint	× (the same way as previously)	Drop Box *	21th May (Fri)
	Poster	MP4 (for Web, <250 MB) The poster for the venue also needs to be made.	○ (within 5 min)		
Participation on the web	Oral	MP4 (<500 MB)	○ (within 10 min)		
	Poster	MP4 (<250 MB)	○ (within 5 min)		

* The conference secretariat (@dropbox.com) will send a shared link to the submission folder (Drop Box) to the email address used to register presentation. Please check your email reception settings in advance. Drop Box application is necessary for submission. Please download this application from https://www.dropbox.com/ja/downloading. If you need to make corrections after submission, please contact the conference secretariat (touron29@j-ec.or.jp).

A) Instructions for Oral presentation (Participation in the venue)

A) Duration of oral presentation is **10 min** plus 2 min for questions.

B) Presentation files should be saved as ppt or pptx and named "program ID_name of presenter" (e.g., 1A-01_HanakoKanka.ppt).

C) Please make the presentation file by software of adapting to PC to set up in 29th symposium on Environmental Chemistry.

D) Common PC (Microsoft Windows® 10, PowerPoint® 2019) should be used for the presentation.

E) Presentation files have to be uploaded on the Web Folder (Drop Box) before **21th May**. We will tell you about the Web Folder later.

B) Instructions for Poster presentation (Participation in the venue)

A) Both posters for the venue and presentation files for the web need to be created.

B) Posters are mounted vertically on usable space of **210 cm × 90 cm**. At the top of each poster you should post a label stating the program ID, title, author name(s), and author's

affiliation(s). The lettering of this title strip should be at least 10 cm high.

C) Presenters will be allowed to begin mounting their display on their assigned board at the poster presentation room per the following schedule:

Mounting;	2 June 9:00–4 June 12:00	
Presentation;	2 June 17:00–17:45	(for odd program ID)
	3 June 13:20–14:05	(for even program ID)

D) Please make the presentation file recorded your explanation (**within 5 min**) by PowerPoint and convert to **MP4**.

E) Presentation files should be saved as MP4 (**< 250 MB**) and named "program ID_name of presenter" (e.g., P-001_HanakoKanka).

F) Presentation files can be presented through the symposium.

G) Presentation files have to be uploaded on the Web Folder (Drop Box) before **21th May**. We will tell you about the Web Folder later.

C) **Instructions for Web-Oral presentation (Participation on the web)**

A) Duration of oral presentation is **10 min**.

B) Please make the presentation file recorded your explanation (**within 10 min**) by PowerPoint and convert to **MP4**.

C) Presentation files should be saved as MP4 (**< 500 MB**) and named "program ID_presenter" (e.g., WO-01_HanakoKanka).

D) Presentation files must be uploaded on the Web Folder (Drop Box) before **21th May**. We will tell you about the Web Folder later.

E) Presentation files can be presented through the symposium.

D) **Instructions for Web-Poster presentation (Participation on the web)**

A) Please make the presentation file recorded your explanation (**within 5 min**) by PowerPoint and convert to **MP4**.

B) Presentation files should be saved as MP4 (**< 250 MB**) and named "program ID_presenter" (e.g., WP-01_HanakoKanka).

C) Presentation files must be uploaded on the Web Folder (Drop Box) before **21th May**. We will tell you about the Web Folder later.

D) Presentation files can be presented through the symposium.

Summary of Q&A Session

Participation type	Presentation	Presentation time	Q&A session
Participation in the venue	Oral	Follow the program	・ Questions from venue participants are as usual (Participants raise hands at the venue). ・ Questions from Web participants are posted on the chat of Zoom (Chairperson reads out the comments).
	Poster (Poster in the venue and YouTube)	Through the symposium (The poster presentation at the venue has core time)	・ As usual (Corresponding in front of the poster). ・ Questions from Web participants are posted in the comment section of YouTube (Presenters also respond).
Participation on the web	Web-Oral (YouTube)	Through the symposium	・ Questions are posted in the comment section of YouTube (presenters also respond).
	Web-Poster (YouTube)	Through the symposium	・ Questions are posted in the comment section of YouTube (presenters also respond).

Format of submitted video files (MP4 files)

(1) File format: MP4

(2) File size: Web-Oral Presentation; within 500 MB

               Poster and Web-Poster Presentation; within 250 MB

(3) Quality: Full HD (1080 p) or HD (720 p)

(4) Video time: Web-Oral Presentation; within 10 minutes

               Poster and Web-Poster Presentation; within 5 minutes

               * Please be sure to create a video within the presentation time.

(5) File name: Poster presentation; "program ID_name of presenter"

               (e.g., P-001_ HanakoKanka)

         Web-Oral Presentation; "program ID_name of presenter"

               (e.g., WO-01_HanakoKanka)

         Web-Poster presentation; "program ID_name of presenter"

               (e.g., WP-001_ HanakoKanka)

Procedure of Inputting Voice to a File

   This manual contains screenshots and an example of the procedure when using Microsoft PowerPoint 2019 for Windows. This display menu may differ on other OS and version.
   In addition, Microsoft's HP (the link below) show recording method.

[Record a slide show with narration and slide timings - Microsoft]
https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-US&rs=en-US&ad=US

[Recording procedure]
A) Prepare a PowerPoint file to be presented. The first slide must include Program ID (e.g., 1A-1), title, affiliation, and author name.

B) Click "**Slide show**" > "**Record Slide Show**" > "**Record from Beginning**" at the top of the screen.
   ➢ To record each slide, click "**Slide show**" > "**Record Slide Show**" > "**Record from Current Slide**".
   ➢ The Mac version of PowerPoint does not allow recording of each slide.
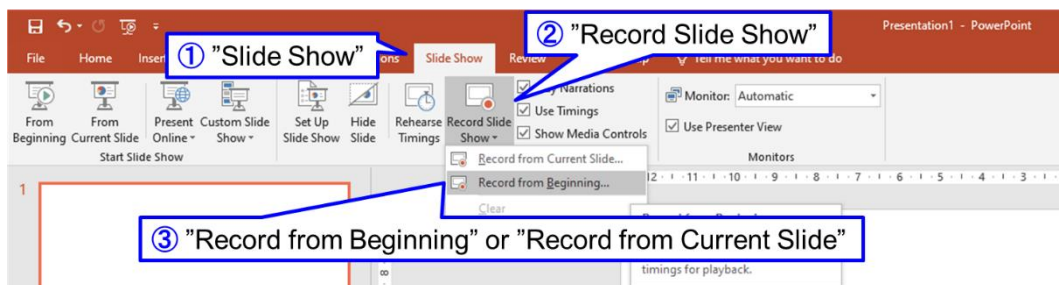
C) Click "RECORD (⊙)" in the upper left to start recording after the countdown.
   ➢ Check the microphone and camera setting before recording.
   ➢ Record while advancing the slides as you would a regular lecture. You can also use the animation function.
   ➢ Audio is recorded for each slide. Please note that audio will not be recorded when switching slides. Allow 2-3 seconds of silence before and after switching so that audio is not cut during slide switching.
   ➢ Please input/add voice on each slide. Please note that when playing a video, it will stop at a slide without audio.
   ➢ Mouse (↖) movements are not recorded. Please select the "Laser Pointer" from the mouse right-click menu if you want to record.
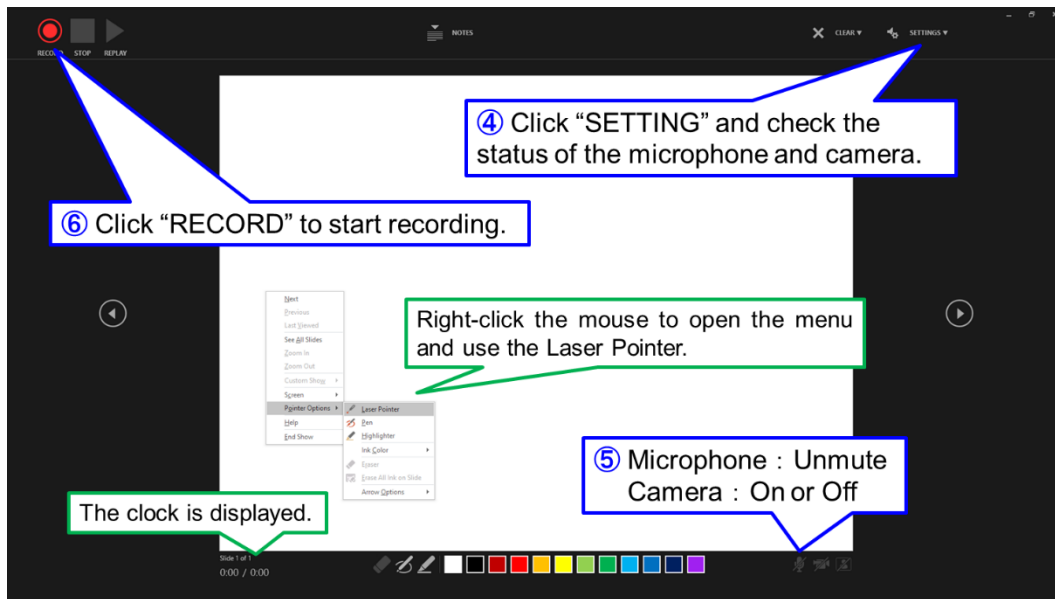
D) Click "Stop (■)" to finish recording.
  ➢ If you want to record for each slide, repeat C) and D) while advancing the slide.
  ➢ There is no "Record (⦿)" or "Stop (■)" in the Mac version of PowerPoint. Click "**Record Slide Show**" to start recording and stop when you end the slideshow.

E) After all recordings are completed, be sure to play the slide show ("**Slide show**"> "**From Beginning**") and check the slide, audio, and time.
  ➢ You can also check each slide by selecting the slide you want to check and selecting "**Slideshow**"> "**From Current Slide**".
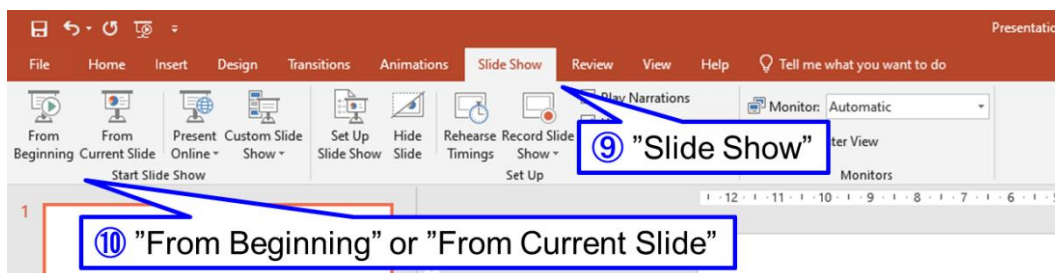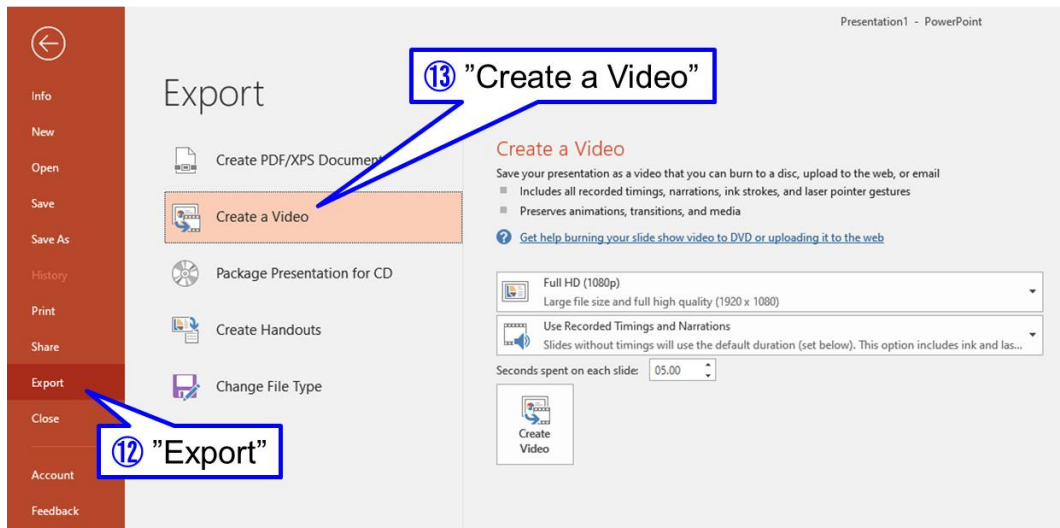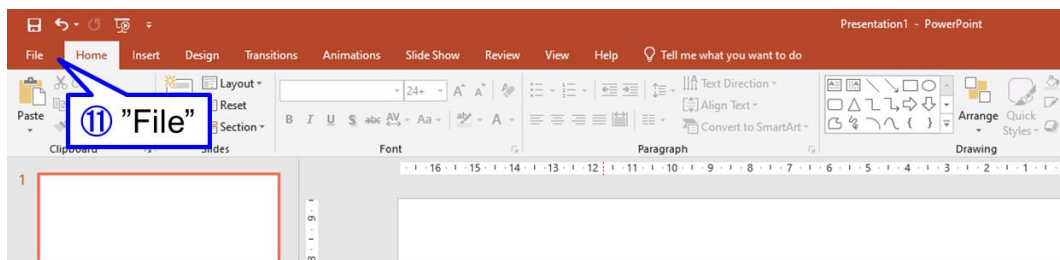

F) If you want to re-record, start over from B).
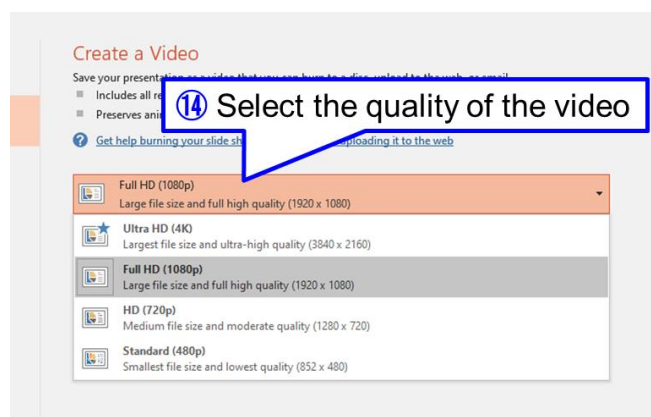 ➢ Both "**Record from Beginning**" and "**Record from Current Slide**" are possible.

[Conversion PowerPoint to video]

A) Click "**File**" > "**Export**" > "**Create a Video**".

B) Select the quality of the video.
  ➢ Full HD (1080 p) or HD (720 p) is recommended.

C) Click "**Create Video**" and save the mp4 file.

➢ Check the format, file name, size, and quality of the saved video.