

**The 2020 Yokohama Sport Conference  
Presentation Guideline (General Symposia)**

**1. Data/files to be submitted**

- Presentation slide (PDF file up to 100MB in size)
  - \* There is no limitation on the number of slides in a presentation, but its data should be within 100MB.
  - \* Please choose either submission style; A) one presentation slide per speaker, B) one presentation slide per symposium.
  - \* PowerPoint format cannot be uploaded. Please convert your PowerPoint file into PDF to upload the file.
  - \* Presentation file which accesses a video or file over 100MB on YouTube, Google Drive etc. can be uploaded. Please make these data undownloadable or unshared by yourself.

**2. How to submit**

- 1) **Submission period: 14 July to 31 July, 2020**
- 2) Access the website: <https://eform.site/yh2020/entry/users/login/>
- 3) Enter your Email address and Password (the same ID and Password you used for registration)
- 4) After logging in, please submit your presentation file from the button “Upload Presentation File”
  - A) If there are materials per speaker, please each speaker complete submission by him/herself.
  - B) If there is material per symposium, please representative speaker complete submission by him/herself.

**3. How to prepare your presentation**

- 1) Official language of the conference is English. Please prepare your PDF presentation slides in English
- 2) Presentation Title and General Symposia Number should be included on the front page of your presentation slide. Please refer to Presentation Title and Proposal Number here <http://yokohama2020.jp/programme.html>
- 3) Both 4:3 and 16:9 of aspect ratios are applicable.
- 4) Font styles are not limited.
- 5) Please check your presentation slide carefully before submission if it contains figures/pictures.
- 6) Any audio or video playing is not allowed to be included in your presentation slide. If your presentation has video to refer, please upload your video on other channels, i.e. YouTube, and put the URL to access that video in the slide.
- 7) Please follow the below rule to name your presentation file:  
GeneralSymposiaNumber\_AuthorName.pdf.  
i.e. if John Smith presents, the file should be named:W16-PS01\_SmithJ.pdf

**4. Note**

- 1) In order to protect privacy, please do not put individual names on your slides.
- 2) When preparing your presentation, please be mindful of the privacy of individuals, i.e. athletes, patients, students, etc.
- 3) Please be reminded that the conference organiser possesses the right to delete the presentation file if the file contains inappropriate contents.
- 4) In order to avoid copyright infringement by screenshot from participants, adding watermarks to figures/pictures on your slides is recommended.