

# **The 9th International Orthodontic Congress -Virtual**

Manual for creating and uploading your presentation file

# Creating your presentation file

	Specifications
File type	Microsoft Power Point (.pptx) or Macintosh Keynote
Screen size	16:9 or 4:3 (landscape)
Number of slides	Max. 10 slides
Video and audio	Not available *Any video or audio in the file will not work properly
Virus check	Necessary
File size	500 or less MB
File name	Abstract <i>NO</i> . <i>Your name</i>
Font	<p>Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, or Georgia</p> <ul style="list-style-type: none"><li>• Please note that Mac's " Osaka" font and Special font cannot be used due to garbled characters.</li><li>• The special font will be replaced by a standard font, and this may result in misaligned or garbled characters.</li></ul>

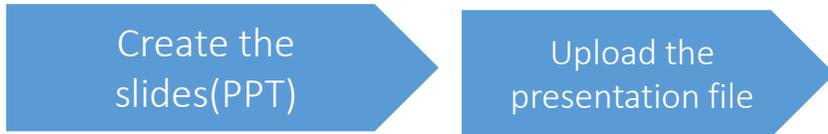
# Sessions required to upload the presentation/slide file

You will be requested to upload your file to a cloud storage site. We will inform you of the upload method, later on.

Sessions	videos/ sound	Upload deadline
General Poster (Research / Case Report)	Not applicable	<b>September 3, 2020 (Thu.)</b>
Resident Forum (Research / Case Report)	Not applicable	<b>August 22, 2020 (Sat.)</b>  Please note, if you fail to submit your presentation data for the Resident Forum by August 22, 2020, your presentation will fall into the General Poster Session.

# Step-by-step description: from creating your presentation file with slides to uploading the file

Please create your presentation data as follows.  
The method of uploading the file will be informed later.



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# I: Create your presentation slide

- Prepare your presentation file (PowerPoint (PPT)).
- Create your presentation slides in the following order:

1<sup>st</sup> slide                      Title, Names of Authors and COI

2<sup>nd</sup> slide                      Introduction

3<sup>rd</sup> slide                      Main theme of the presentation

⋮

## II: Title, Names of Authors and COI (Sample of slide)

Note: This is a sample E-Poster. Your E-Poster does not need to use the same format style.  
For example your title slide does not need to have the title of your E-Poster in a box surrounded with a blue border.

# Effects of mechanical force application on the developing root apex in rat maxillary molars

Names of Authors and institutions

All conflicts of interest must be disclosed  
(Not necessary to describe items with "Nil")  
• Not necessary to write the amount of funding associated with a conflict of interest

COI Disclosure: The authors have no financial conflicts of interest to disclose concerning the presentation.

or

COI Disclosure: Advisory role; Stock ownership/profit; Patent royalties/licensing fees; Lecture fees; Manuscript fees; Trust research/joint research funds; Scholarship fund; Affiliation with Endowed Department; Other remuneration such as gifts

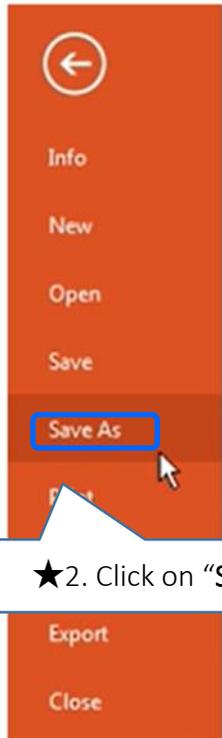
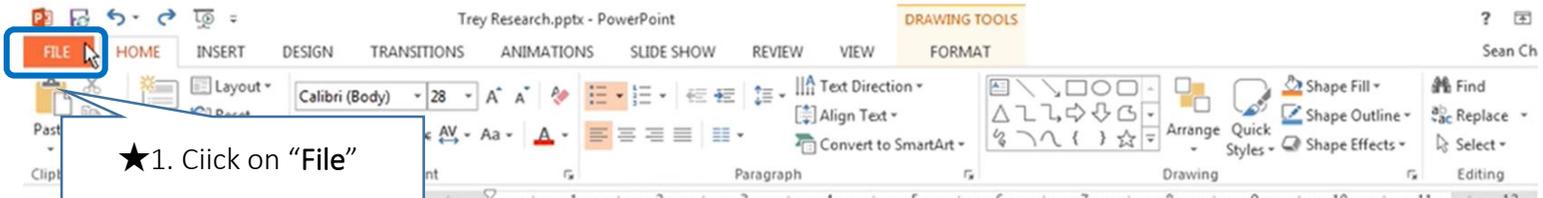
### III: Introduction (Sample of slide)

#### **Introduction**

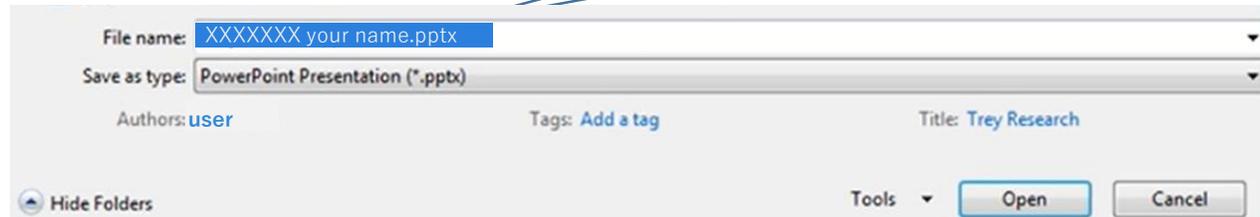
The developing root apical tissues are believed to maintain their developmental capability to form the tooth root and periodontal tissue in vivo, and exhibit higher proliferation and mineralization potentials than the adult dental pulp tissue in vitro. The developing root apex is one of the parts most susceptible to radicular morphogenesis and affected by genetic and extrinsic factors. Mechanical force naturally happens during physiological eruption of permanent teeth in case of insufficient space and premature contact with the antagonistic teeth. It is also widely applied during early orthodontic treatment for young patients who have immature permanent teeth with developing root apex. Therefore, studies should be well-designed to explore the effects of mechanical force application on developing root apex comprehensively.



# V: Create the slide file



★3. Save the file.  
Note: Please save a new file name as :  
**"Abstract registration No. and your name."**  
Make sure the file name extension is to be '.pptx.'



# VII: Uploading Your File to the Presentation Uploading System

\*For submission, a message indicating URL, your login ID, and your Password will be sent on August 5.

The screenshot shows a web browser window with the URL `dp.ibmd.jp/wfo2020/`. The page content includes:

- The 9th International Orthodontic Congress Presentation Data Upload System**
- OPEN: Aug 5 – 15, 2020 (JST)**
- Recommended system requirements:**  
From Windows 10 and macOS High Sierra on up / Latest edition of Microsoft Edge, Firefox, Chrome, Safari (Mac only) / activate javascript / In case your system is an older version, the screen may not display correctly due to the low resolution environment.
- [HomePage >](#)

The login form on the right contains the following fields and buttons:

- ID:** A text input field containing the value `00000`.
- Password:** A text input field containing the value `abcdefg`.
- LOGIN:** A red button.

A callout box with a star icon and the text **★1. Enter your ID and Password.** points to the ID input field.

### 1. Presentation Data Upload

1-1. Please review your presentation.

\* If any information is incorrect, please email us at [wfo2020-support@mice-one.co.jp](mailto:wfo2020-support@mice-one.co.jp)

Abstract Submission Number	200000
Presentation Title	Test test test test test
Author	John Smith
Email	wfo2020yokohama@conger.co.jp
Type	E-poster

★2. Review your presentation carefully.

1-2.

Your presentation file needs to include a COI declaration page.

YES, it does include a COI declaration page.

★3. Click here, if it includes a COI declaration page.

You were requested to fill out and sign the e-Poster Agreement form.

Yes, I have already submitted the signed form to the secretariat.

★4. Click here, if you submitted the signed Agreement.

No, I have not submitted the form yet.

\*Please submit the signed Agreement form as soon as possible, latest by September 3, to the secretariat.

1-3. Please select the format of your presentation file. The selected format can be changed at any time during the upload period.

★5. Select your file format; PowerPoint or Keynote.

1-4. Please select and then upload your PowerPoint file. Data conversion will be completed in a few minutes.

- Your file can be replaced by uploading a new file. (Please note that your old file will be removed.)
- Your Keynote file will be converted to a special picture format.
- Animations, movies, and sound effects will be all removed.

**Caution!**

Password protected files cannot be uploaded.

CHOOSE FILE

No file selected

★6. Select your file from your browser.

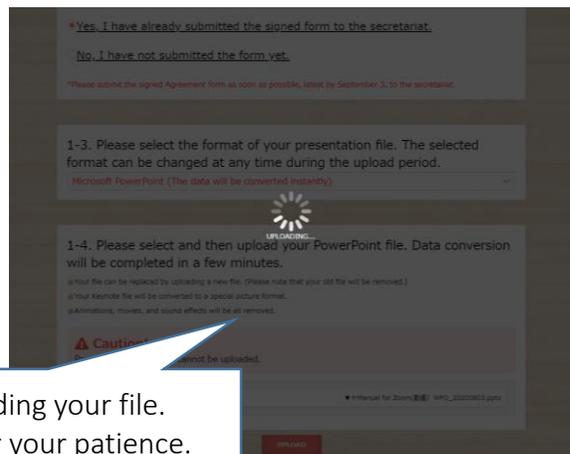
UPLOAD

★7. Upload your file.

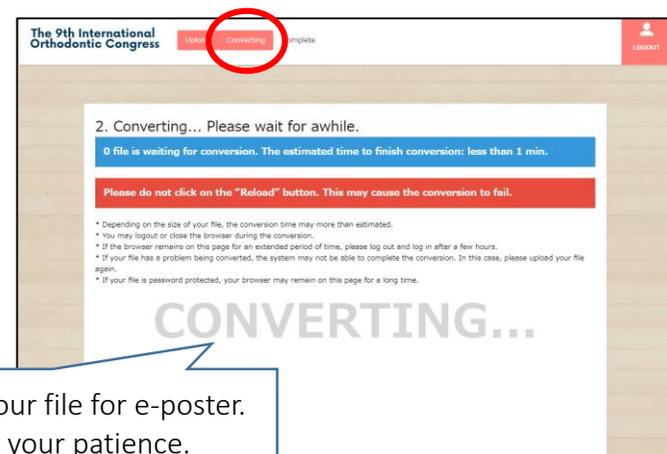
**If you cannot upload your file**

Your upload may have failed due excessive website traffic, your internet connection, or your security settings.

In this case, please send your file to our secretariat via a file transfer service such as dropbox. The support desk will upload your file on your behalf.

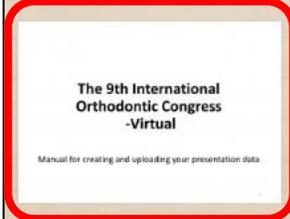


★8. Uploading your file.  
Thank you for your patience.



★9. Converting your file for e-poster.  
Thank you for your patience.

Data Conversion has been completed.



★11. Click the thumbnail and confirm.



Please click on the thumbnail to confirm there is no problem with the data conversion.

**3. No problems with the data conversion?**

If there is no problem, please click on the "No Problem" button" to complete the conversion. The data can be uploaded and replaced with a new file if you need to make changes to your presentation file during the upload period. If you would like to change your uploaded file, please click on the "Change" button to upload your new file. If you have any problems, please report to our support desk by filling out the form below.

★11. Click "No Problem" after you check the thumbnail.

**Change**  
Your old file will be removed and replaced by your new file.

**No Problem**  
You can replace your file by uploading a new file during the upload period.

**If the conversion has a problem**

- Please report to our support desk if the conversion has a problem.
- Please let us know the details of the problem including the page number.
- If you do not need a correction, you do not need fill out this form.
- Please let us know your OS (Windows / Mac) and the version of your PowerPoint (such as 2016, 2019 or 365)
- You do not need to include your personal information on this form.

★12. If you have any question, you can send a message to the support desk before clicking "No Problem".

[Empty text input field]

SEND MESSAGE

***Thank you very much  
for your e-poster submission.***

***If you have any difficulties,  
please feel free to contact the secretariat  
([wfo2020-prog@congre.co.jp](mailto:wfo2020-prog@congre.co.jp))***

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