



LINC Biz for Online Poster Sessions

Presenter's manual

AIoT Cloud inc.

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"LINC Biz" is a service planned and operated by AloT Cloud Inc.

Please use Web browsers described below.

■ Web browsers (Versions)

OS(Versions)	Browsers(Versions)
Windows(8.1 / 10)	Google Chrome(78~) Firefox(70~) Microsoft Edge [Chromium版](79~) ^{*1}
macOS(10.13~)	Google Chrome(78~) Safari(11~) ^{*2}
Android(8.0~)	Google Chrome(78~) ^{*2}
iOS(12~)	Safari(12~) ^{*2}
iPadOS(13~)	Safari(13~) ^{*2}

^{*1} Attentions for Microsoft Edge users

If Microsoft Edge on Windows 10 has not been automatically updated to Chromium edition, installed versions before version 78 cannot start video conference, so you should update it after version 79 (Chromium edition) by manual or install other browsers described above. If you use an OS other than Windows 10, Microsoft Edge is not updated automatically.

^{*2} Screen sharing is not available in video conference.

Restrictions on files to be posted

Item	Details
Supported file formats	PDF / JPEG / PNG / MP4 / MP4 audio *Thumbnail images can be displayed only for JPEG and PNG. *Image resolution should be within 6048 × 4032 pixels.
File size	Up to 100MB per file.
Upload restrictions	Up to 5 files can be uploaded at the same time per posting. *If you have more than 5 files, please post multiple times.
Download restrictions	Files posted on the poster channel cannot be downloaded.

[About PDF and still image JPEG/PNG posters]

- A poster with an aspect ratio that matches the screen of your PC or tablet, such as 16:9 or 4:3 is recommended.
- The resolution of 2K (about 2,000 x 1,000 pixels) to 4K (about 4,000 x 2,000 pixels) is recommended.
*Vertically long posters may be difficult to see due to the need for enlargement and scrolling.
- Please refer to [Suppl.4 and 5] for notes on PDF files.

[About MP4 (video, audio) files]

- Files larger than 100MB cannot be uploaded.
*If it exceeds 100MB, please divide it into 100MB or less and upload it, or upload it to a video sharing site etc. and post the link destination URL on the poster channel.

Terms and screen structure (before public)

*In this manual, LINC Biz poster session site is referred to as the “meeting site”.

Channel name in the sidebar may change depending on the event.

Side bar

Proceedings
The channel list is posted here.

Poster Channel
A poster channel will be on the private channel until published, but once published it will move to the public channel.

Chat Sample

Timeline

Poster

- Thumbnail images can be displayed only for JPEG and PNG.
- Click the thumbnail to open the preview screen.
- Up to 5 files can be uploaded at the same time per posting. (Up to 100MB per file)
- Files posted on the poster channel cannot be downloaded.

*Posters are downloadable before publication (if on private channels).

Message input field
You can chat freely with participants.

Pinned Posts
The pinned poster appears in the right frame of the screen. The poster can always be displayed in the right frame of the screen even if the thread of the poster channel grows due to a series of questions and answers.

1) View members
2) Webinar/large meeting room creation
3) View pinned posts

4) View mentioned posts
5) View flagged posts
6) View meeting posts such as meeting reservations

Search in a team

1. Go to the poster channel

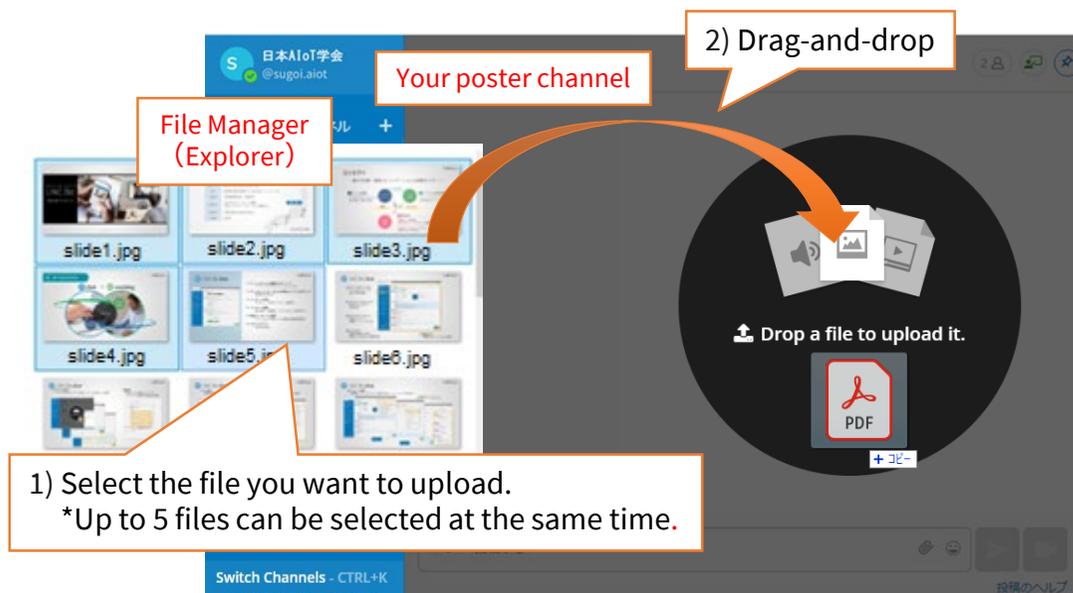
- Make sure that there is your poster channel in the side bar and click the channel.
- Check if the registered contents are correct.
- If you need to make the correction, please contact the operator. (You cannot modify them by yourself.)



*The header and abstract may not be displayed depend on the meeting.

2. Upload your poster

- 1) Select the file to post from the file manager. (Explorer, etc.)
 - 2) Drag and drop the selected file onto your poster channel.
 - 3) Click the “Send a message” button  (or post with Ctrl+Enter).
- *At this time, if you enter a comment in the message input field, you can post the comment along with the file.



- 1) Select the file you want to upload.
- *Up to 5 files can be selected at the same time.



The poster will be posted on the timeline.



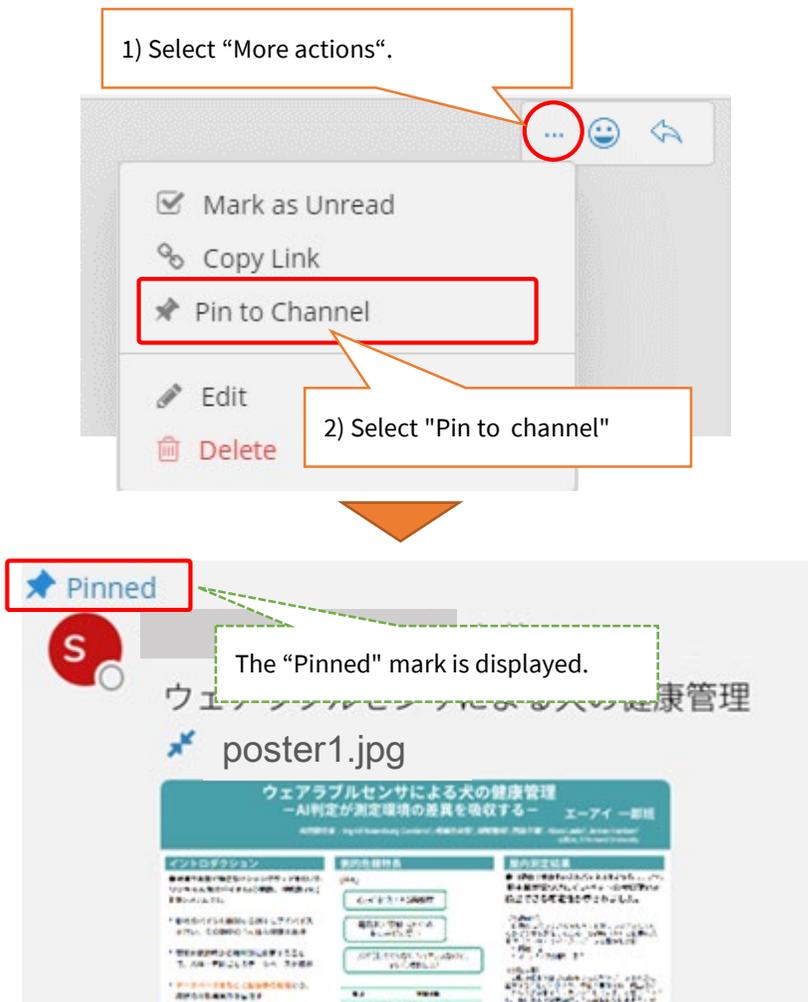
[About display of posters after posting]
Thumbnail images can be displayed only for JPEG and PNG.
PDF and MP4 files are displayed as icons (shown below).
*Click the icon to open the preview screen.
ex.) in the case of PDF



3. "Pin" your poster

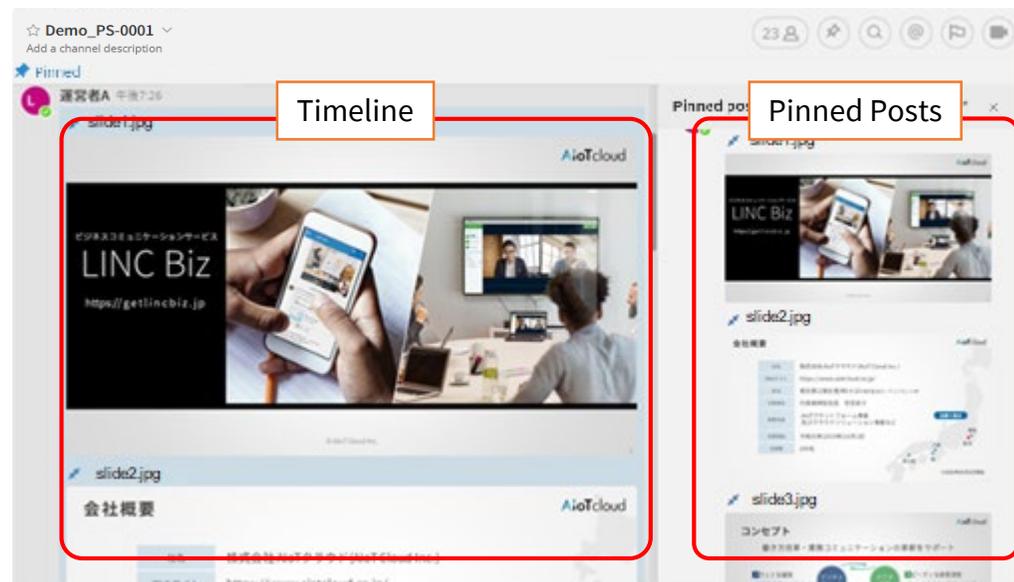
Please remember to "pin" your poster to the channel in order to display it always in the right frame of the screen.

- 1) Select "More actions" at the right of the post you want to pin.
- 2) Select "Pin to channel".



Display example

The pinned poster appears in the right frame of the screen.
 The poster can always be displayed in the right frame of the screen even if the thread of the poster channel grows due to a series of questions and answers.
 *For mobile browsers, posts are not pinned by default settings.



Here the poster posting is complete.

Poster channels will be published by the operator.

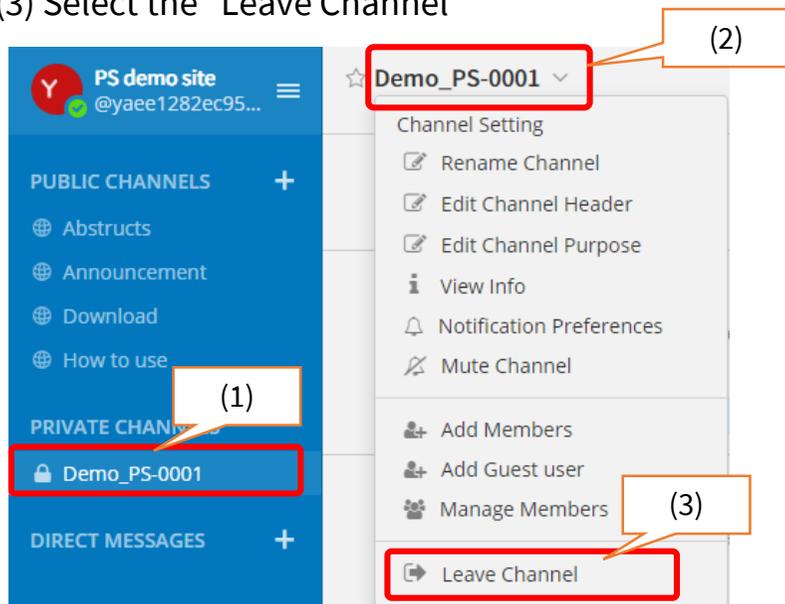
Suppl.1. How to remove a channel from side bar and attentions

- Channels that are registered by mistake in the side bar can be removed with "Leave Channel".

- Do not remove the channels registered in the side bar from the beginning.
- If you need to change the channel name, please contact the operator.

Procedure to remove a channel from the side bar

- Select the channel you want to remove from the side bar
- Click the "v" on the right side of the channel name
- Select the "Leave Channel"



Operational attentions

Since it will affect the operation, it is prohibited to change the red frame below on all channels except the operator.

The screenshot shows the channel settings menu for 'Demo_PS-0001'. The menu items are: 'Channel Setting', 'Rename Channel', 'Edit Channel Header', 'Edit Channel Purpose', 'View Info', 'Notification Preferences', 'Mute Channel', 'Add Members', 'Add Guest user', 'Manage Members', and 'Leave Channel'. A red box highlights the 'Rename Channel', 'Edit Channel Header', and 'Edit Channel Purpose' options. Another red box highlights the 'Notification Preferences', 'Mute Channel', 'Add Members', 'Add Guest user', and 'Manage Members' options. A red box labeled 'No change' points to the 'Edit Channel Header' and 'Edit Channel Purpose' options.

Suppl.2. Browsing posters

Click the poster to enlarge it on the preview screen.

1. Click the poster on the timeline (or pinned).

2. The poster can be previewed in the browser.



- Thumbnail images can be displayed only for JPEG and PNG. Other formats are displayed as icons.
- Files (posters) posted on poster channels cannot be downloaded. (Before the poster channel is public, only members of the channel can download files.)

ex.) in the case of PDF -->



Suppl.3. How to delete a poster

During the meeting period, please follow the meeting operation rules when deleting and reposting posters.

Follow the steps below to delete a poster.

- 1) Click "More actions" at the right of the post you want to delete.
- 2) Select "Delete". Then, "Confirm deletion of the post" is displayed.
- 3) Click "Delete".

The image illustrates the process of deleting a poster in a meeting application. It consists of several parts:

- Step 1:** A screenshot of the app interface showing a meeting titled "Demo_PS-0001" on "Wed, 06/30/2021". A poster titled "ウェアラブルセンサによる犬の健康管理" (Dog Health Management using Wearable Sensors) is displayed. A callout box labeled "1) Click 'More actions'" points to the three-dot menu icon at the bottom right of the poster.
- Step 2:** A callout box labeled "2) Select 'Delete'" points to the "Delete" option in the menu that appears after clicking the "More actions" icon.
- Step 3:** A callout box labeled "3) Click 'Delete'" points to the "Delete" button in the "Confirm Post Delete" dialog box, which asks "Are you sure you want to delete this Post?".

[Matters]

- PDF takes a long time to display.
- PDF is not displayed or only part of it is displayed.

[Solutions]

- For materials created with software such as PowerPoint and Keynote, do not convert directly from the software to PDF, but use the print function to create a PDF file.

[Causes]

- The poster channel (public channel) displays posters using the preview function of the browser to protect the content.
- The preview function of the browser converts PDF to SVG and displays it, but in the case of PDF with complicated layout or large file size, it cannot be converted to SVG and displayed properly.
- When converting directly from software to PDF, software-specific data may be included in PDF and may not be converted to SVG properly.

[Matters]

- The characters of the poster are not displayed.

[Solutions]

- Please outline the font.
<Procedure for Acrobat Pro>
Tools --> Print Production --> Preflight --> Select the “Converts fonts to outlines.” -->
Analyze and fix --> Save

[Causes]

- The poster channel (public channel) displays posters using the preview function of the browser to protect the content.
- When using the preview function of the browser, the characters may not be displayed even if you use the embedded font.