User guide

For speakers: My talks

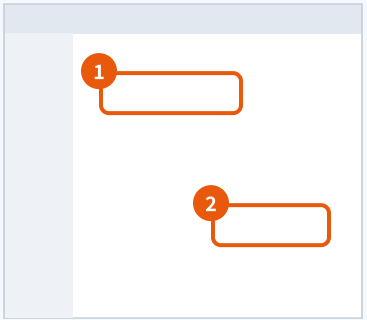
Follow real screenshots to update your photo, affiliation and biography, and to move each talk’s preparations forward.

The screenshots were taken with sample data.

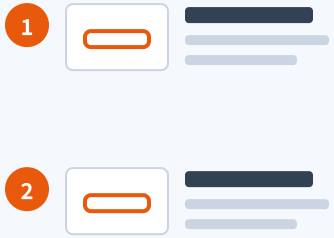
How to read this guide

- The numbered boxes on each screenshot show where to press or type. Read them together with the explanation of the same number in the right-hand column.
- The screenshots were taken with sample speaker data.

What a page looks like



A photo of the screen. The numbered boxes show where to press.



The row with the same number shows a close-up of that place and what it does.

What you can do in “My talks”

- Update your photo, affiliation and biography in one place. Changes appear right away on the public page of every talk you give.
- For each talk, the ring around your photo and four icons (acceptance, talk title, photo and biography, materials) show how far your preparations have come.
- Requests from the organizers arrive in a request chat, where you also complete your preparations.

Who can use it

- Chairs and speakers with an account can open it from “My talks” in the left menu of My Page.
- If you do not have an account, open the request chat with the button in the email from the organizers, and add your photo, biography and materials there.
- The organizers are told about your changes in the chat, and can restore the previous content if needed.

What this guide covers

1 Open My talks

Click “My talks” in the left menu

2 Change photo

Click the card, or drop a photo onto it

3 Choose or add an affiliation

Click the affiliation to use

Enter the affiliation, department and position, then click “Save”

4 Write your biography

Type in the biography box

5 Build your career history

Check the drafts and press "Correct"

Choose whether other conferences may suggest you

6 Export a CV or résumé

Choose a document type and get it as PDF or Word

Drag rows from the left into the document on the right

Record research grants with your role and the amount

Select papers and set your role

Collect suggestions from files or the web when your history is short

7 Check the preparations for each talk

The icons show which preparations are done for each talk

Open each screen with the buttons on the right

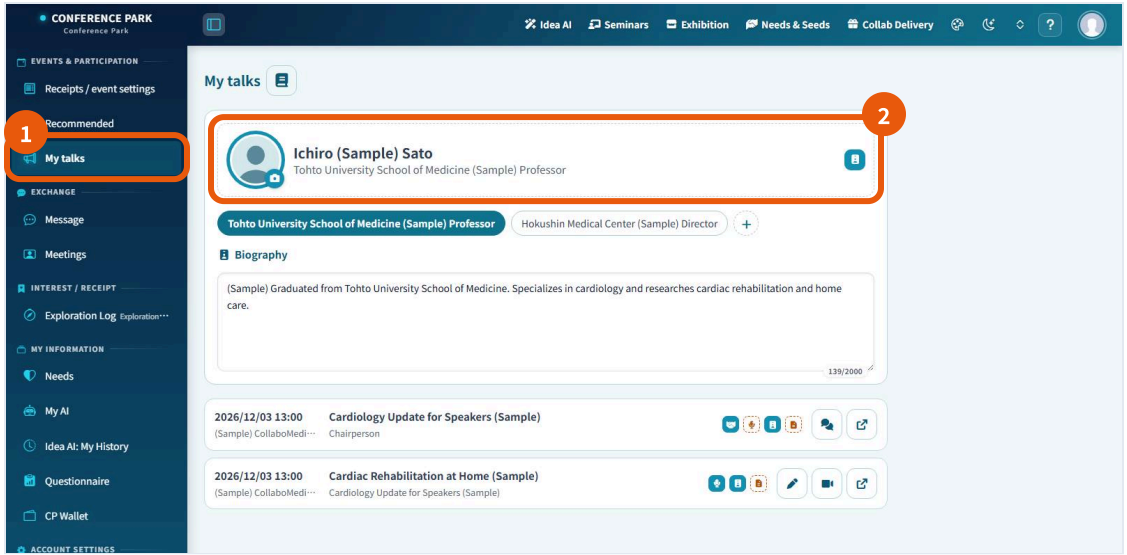
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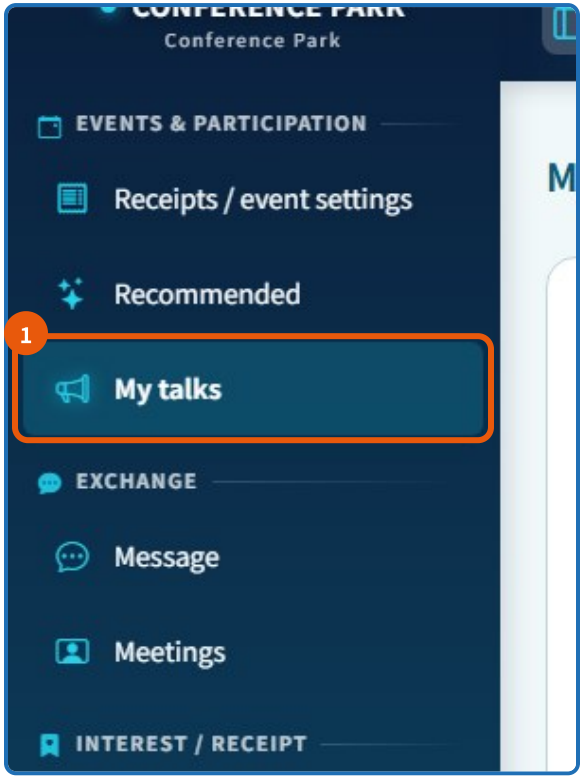
Open My talks

1 screens

Click “My talks” in the left menu

Clicking ① opens ②. The card at the top shows how you appear on the public page.





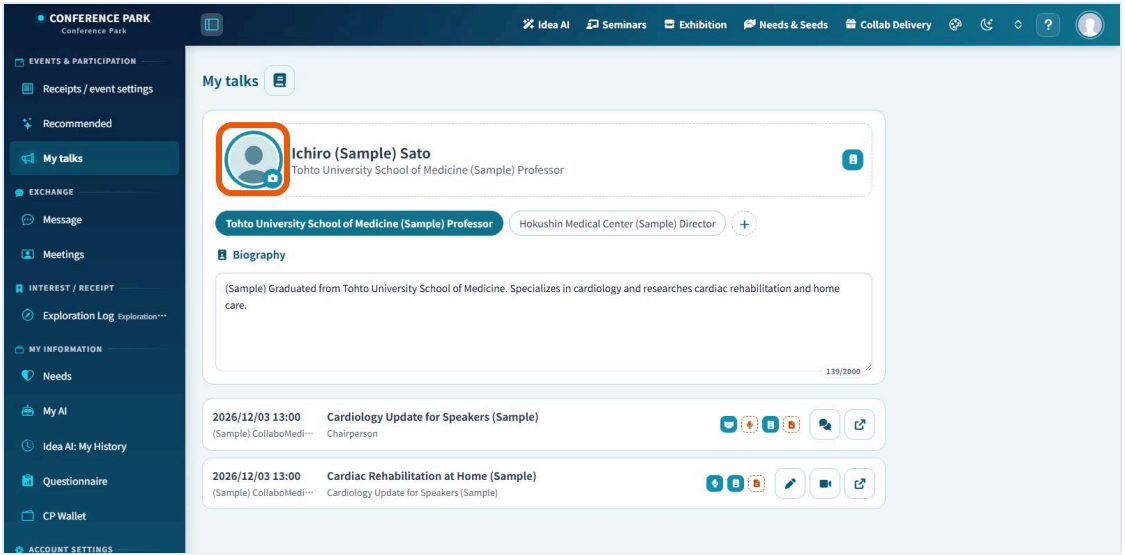
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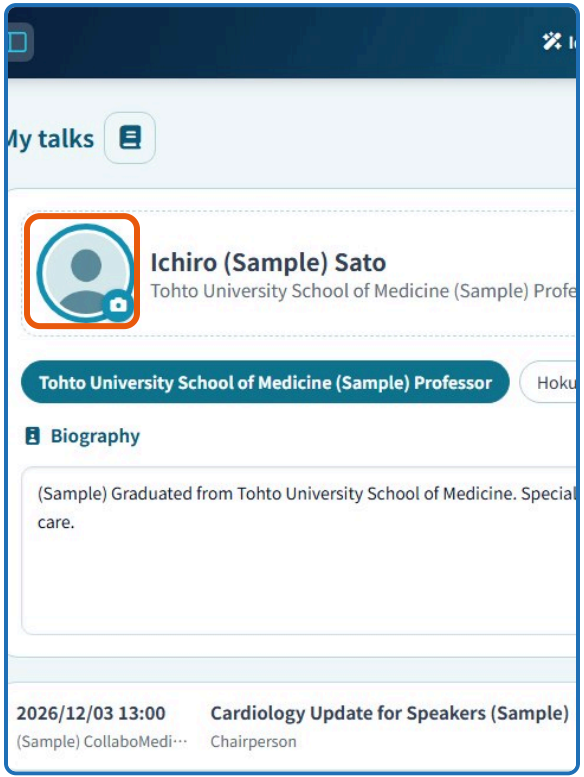
Change photo

1 screens

Click the card, or drop a photo onto it

Tick the box to confirm that you took the photo or have the photographer's permission, and it is saved. Up to 5 photos are kept as options, and organizers can choose one of them for their seminar. JPG, PNG and GIF are accepted.





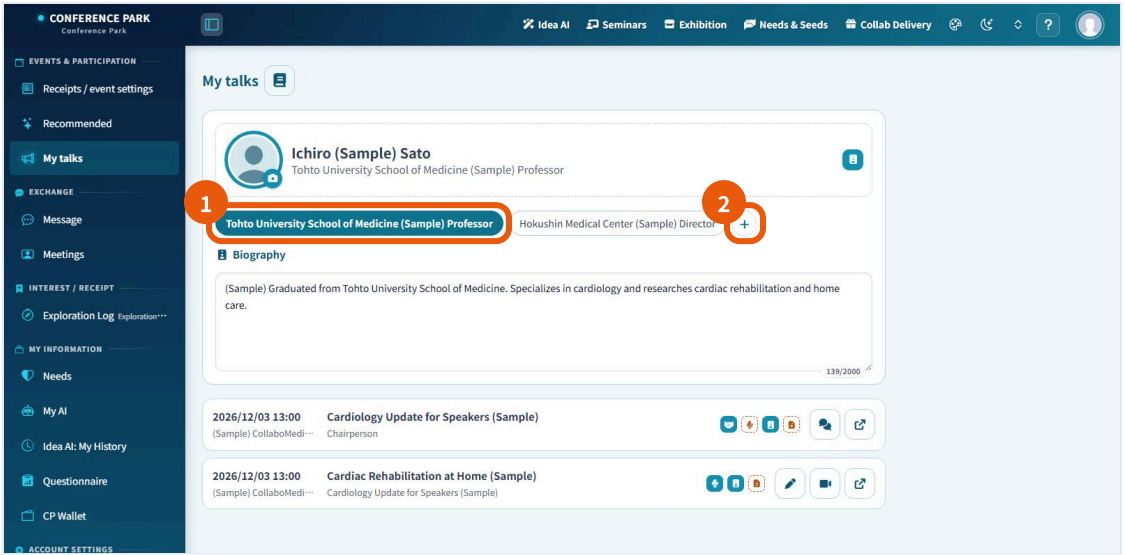
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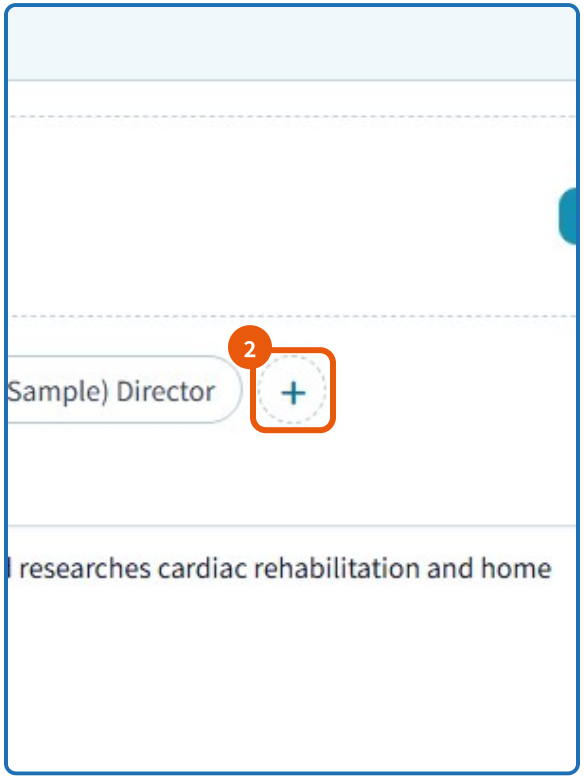
Choose or add an affiliation

2 screens

Click the affiliation to use

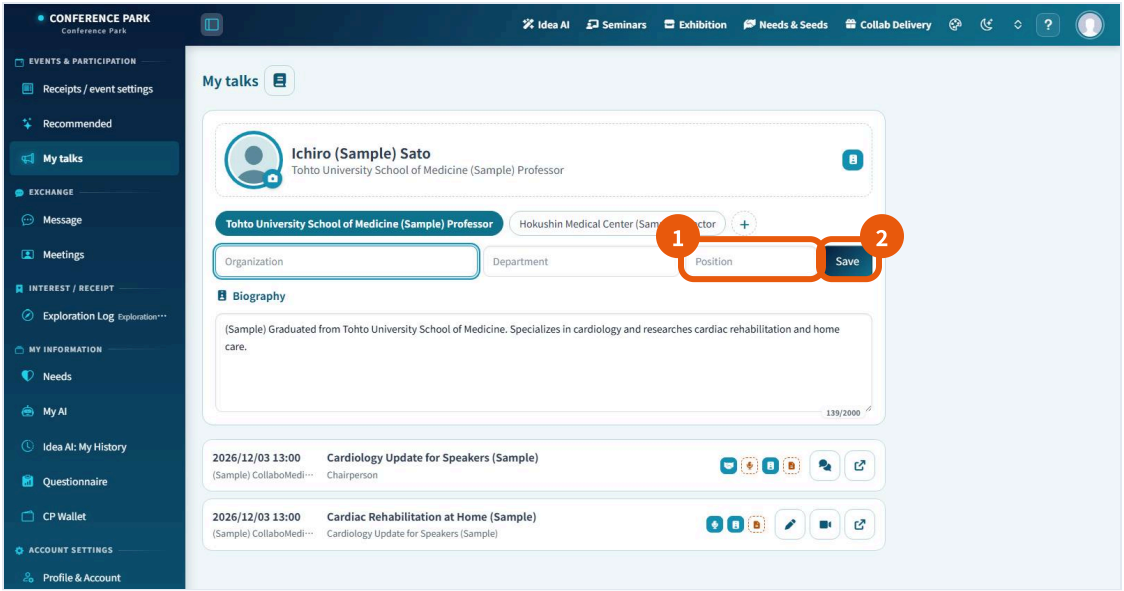
① is the affiliation in use. Click one of your previous affiliations to switch; it is saved at once. Add a new one with ② “+”.

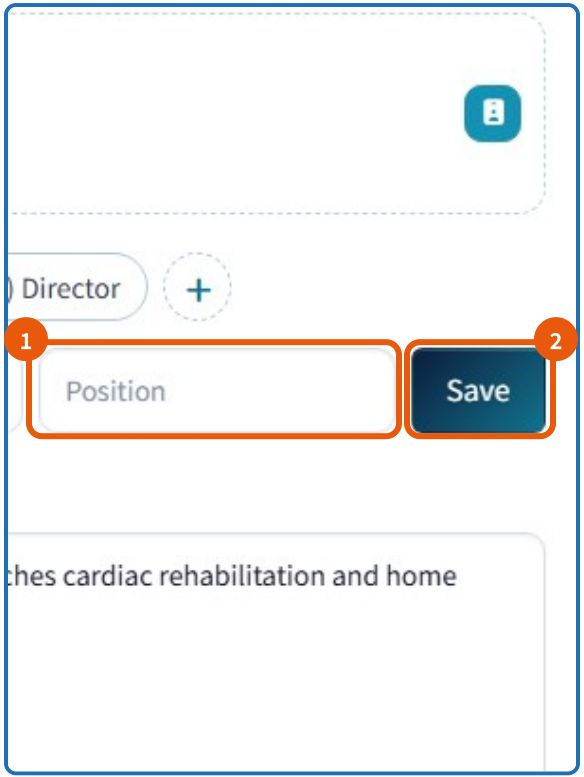




Enter the affiliation, department and position, then click “Save”

Once saved, the new affiliation appears first and is selected.





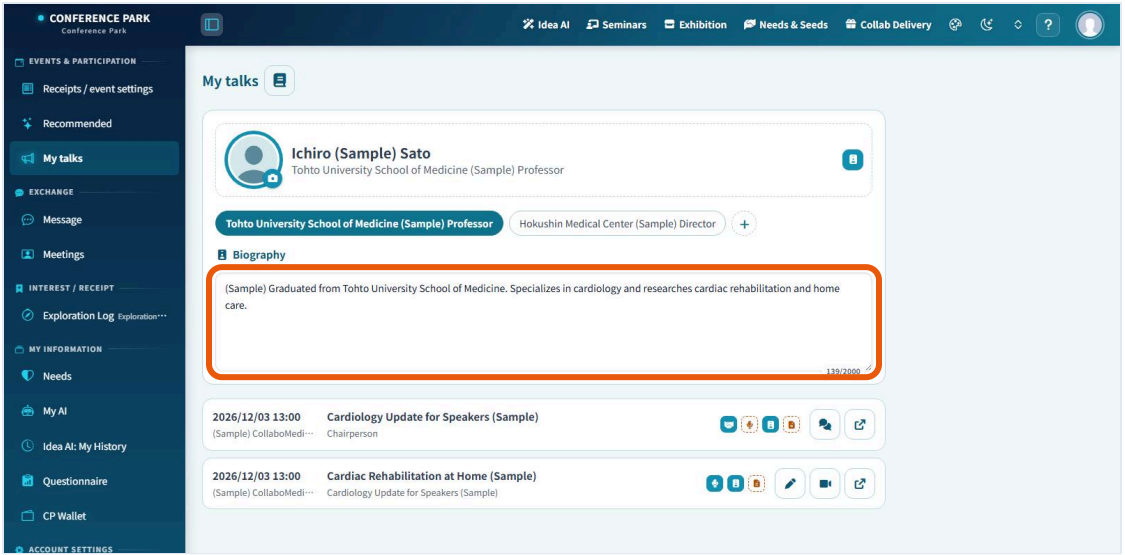
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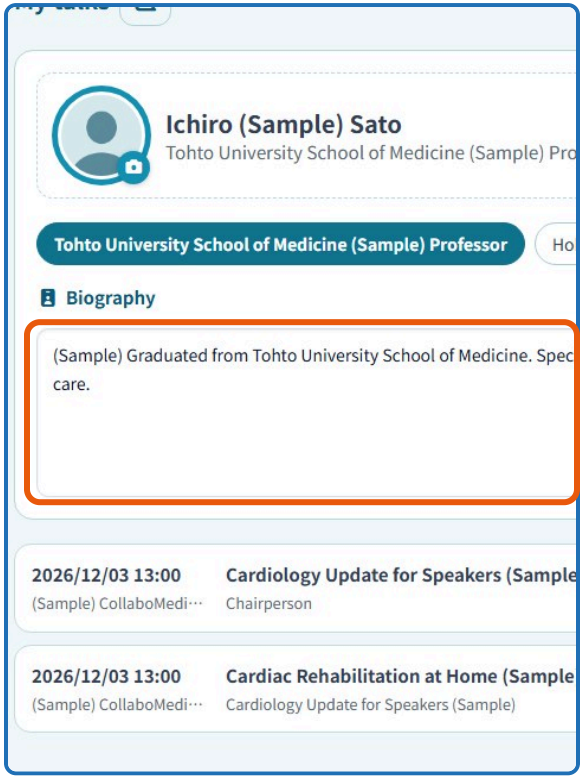
Write your biography

1 screens

Type in the biography box

It saves automatically when you stop typing. Visitors open your biography by clicking your card on the public page.





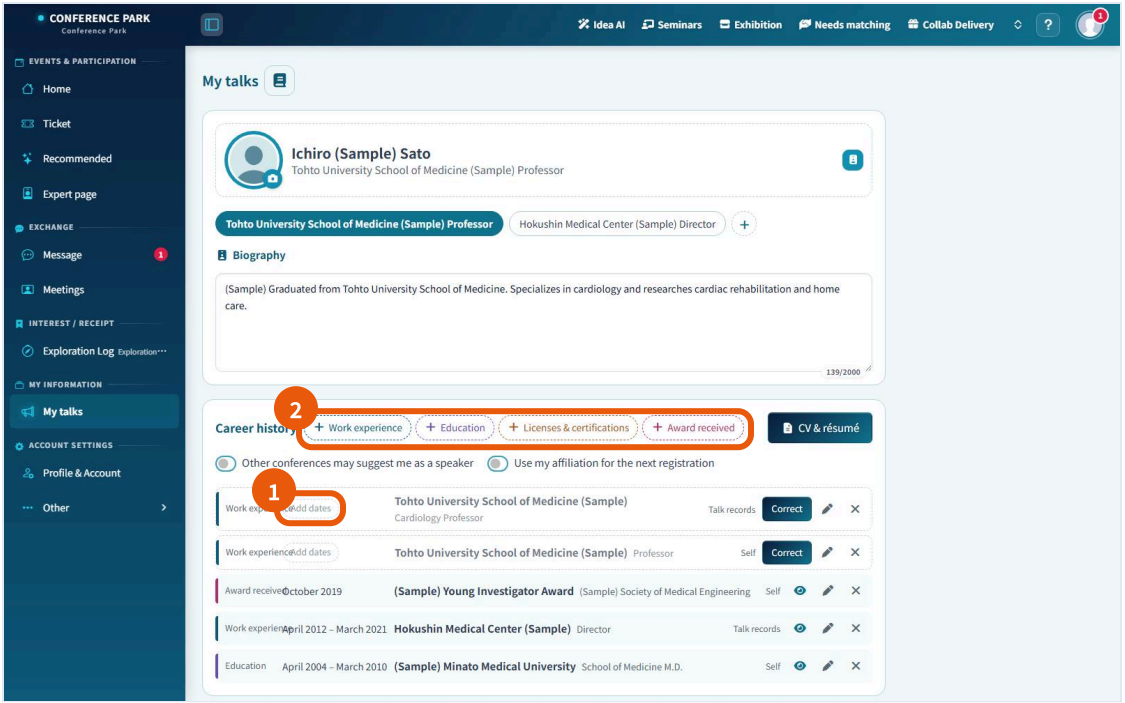
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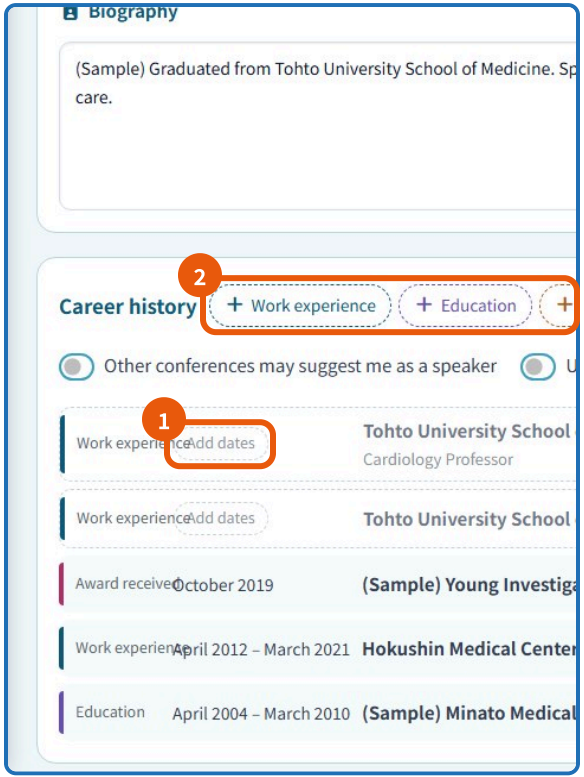
Build your career history

2 screens

Check the drafts and press "Correct"

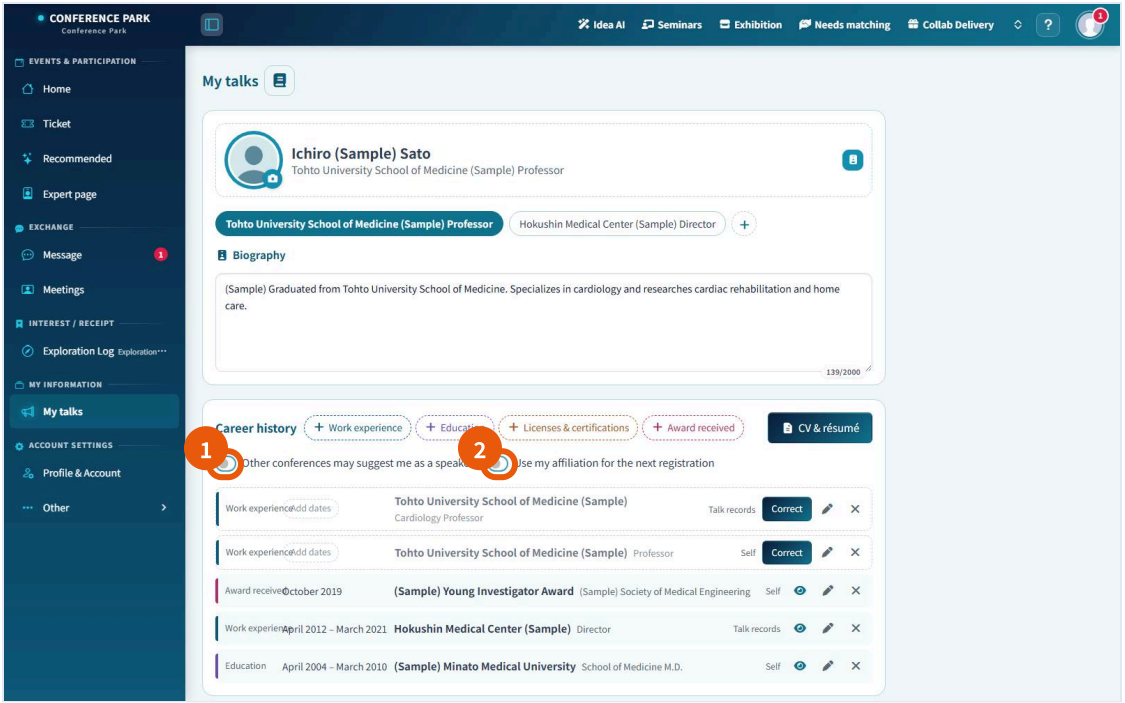
Pale rows are drafts made from your past talks. Press ① "Correct" to add a row to your career history. Use ② to add work experience, education, licenses and awards. Editing your career history does not change the titles shown for past seminars.

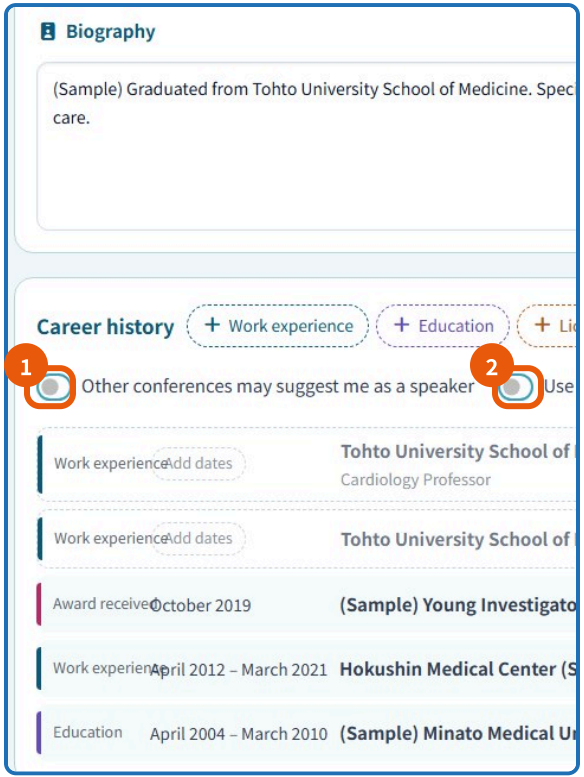




Choose whether other conferences may suggest you

Turn on ① to appear in "Find speakers" for other conference organizers. Turn on ② to copy your current affiliation to your profile so it is used for your next registration. Both are off at first.





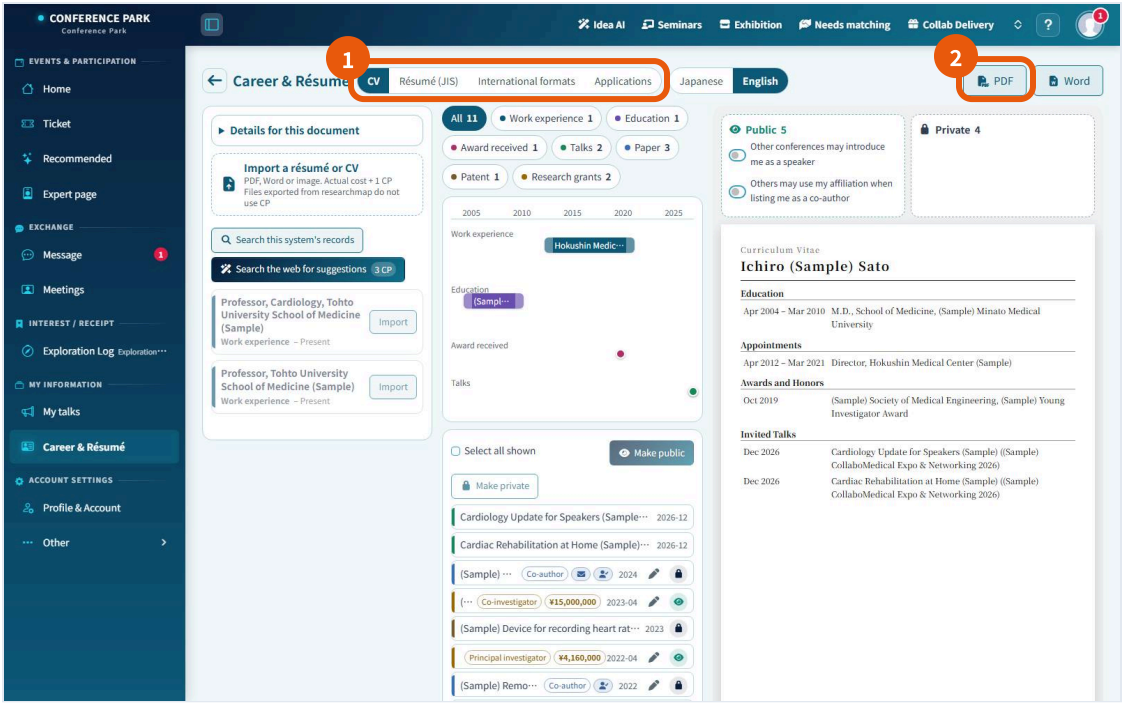
6

Export a CV or résumé

5 screens

Choose a document type and get it as PDF or Word

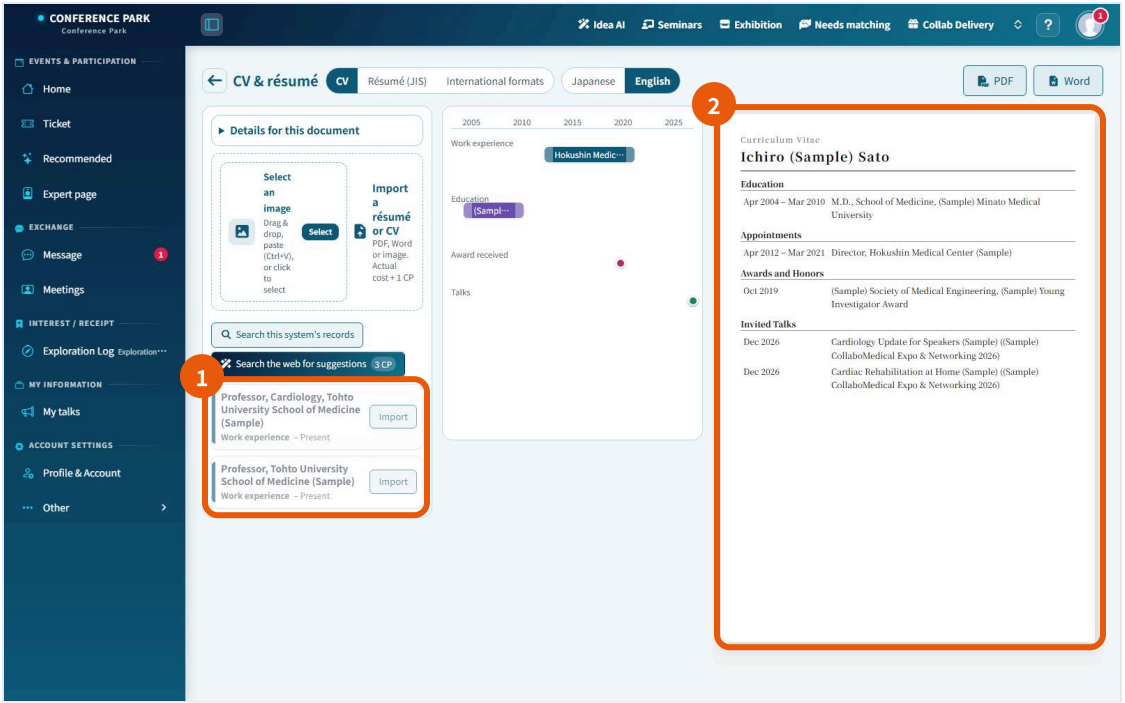
Use ① to choose a CV, a Japanese résumé (JIS), an international format (Europass, US, UK, German, NIH) or an application form. The PDF from ② can be sent as is, and the Word file can be edited later. Documents are not kept on the server.





Drag rows from the left into the document on the right

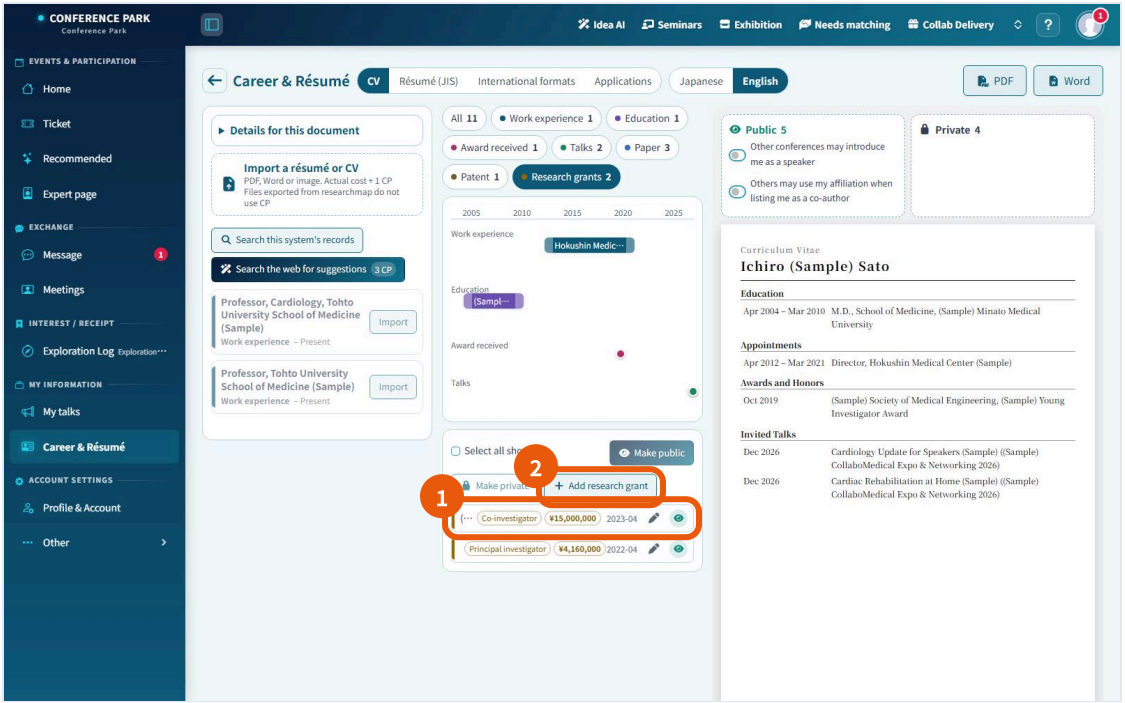
Drag a row from ① into ② to add it to the document, or press "Add". Reorder rows by dragging or with ↑ ↓, and drag a row back to the left column to leave it out. Drag the ends of a bar on the timeline to change its dates.

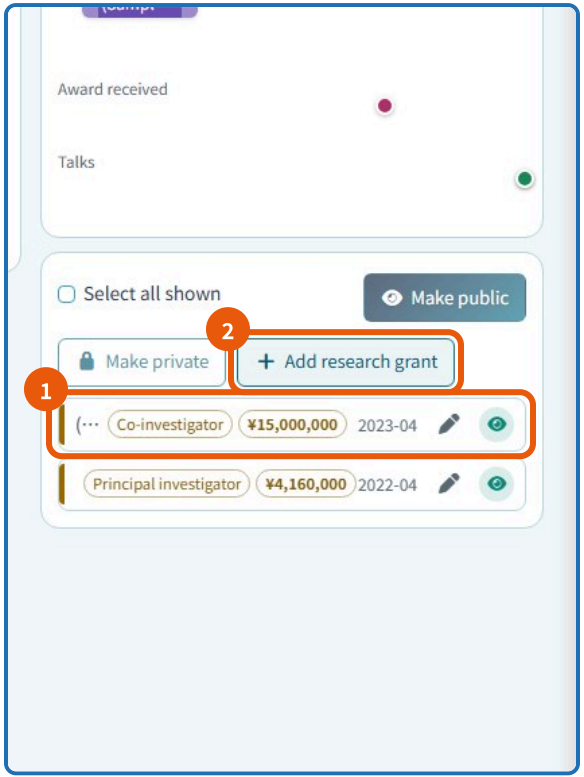




Record research grants with your role and the amount

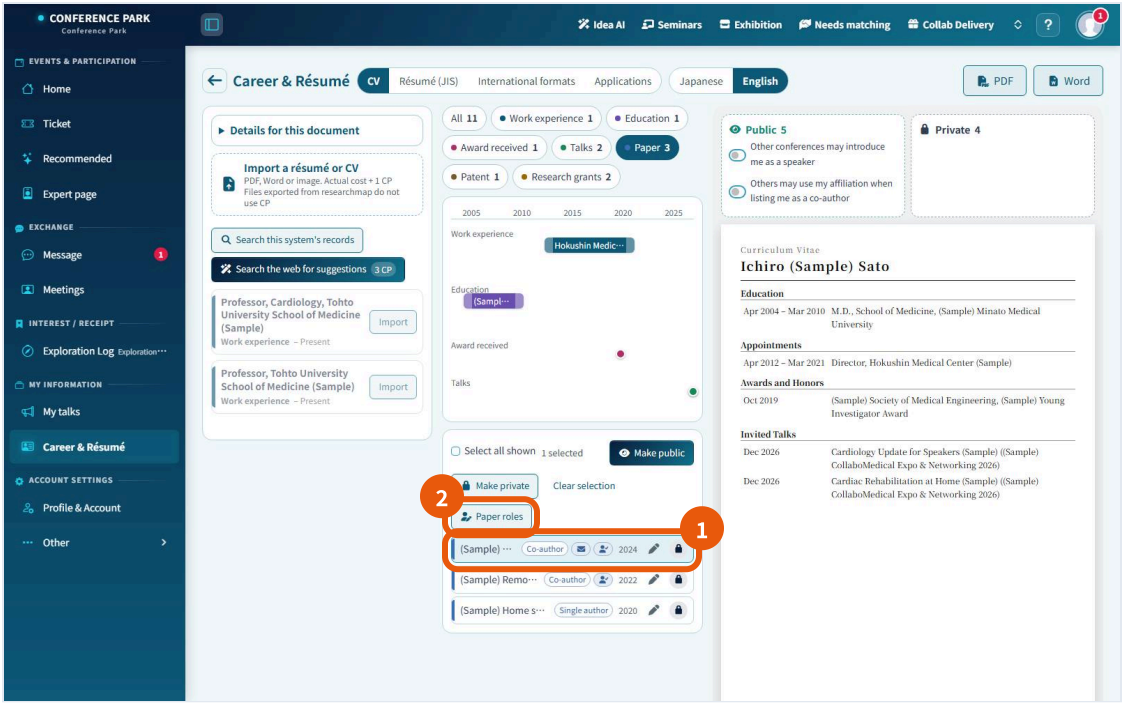
Each row in ① shows whether you are the principal investigator or a co-investigator, and the total amount. Press the pencil to edit. Press ② to open fields for the program and category, project title, period and amount. Amounts can be entered in yen or in units of 10,000 yen.

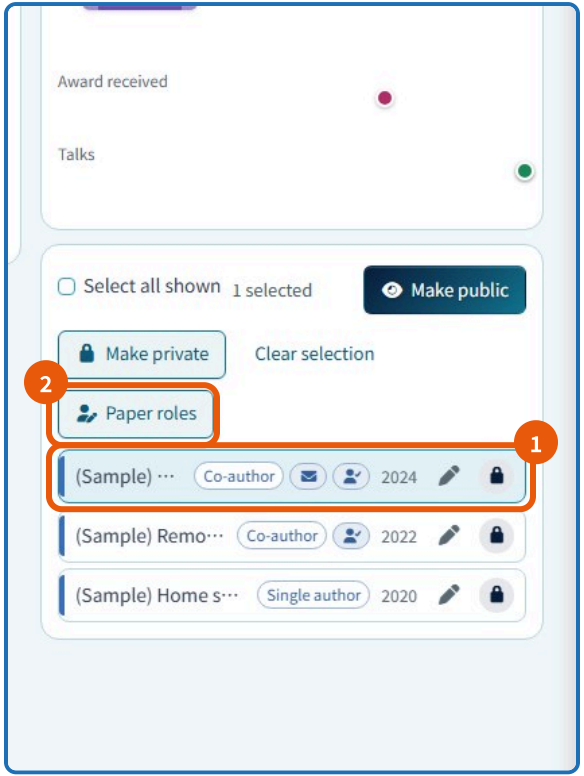




Select papers and set your role

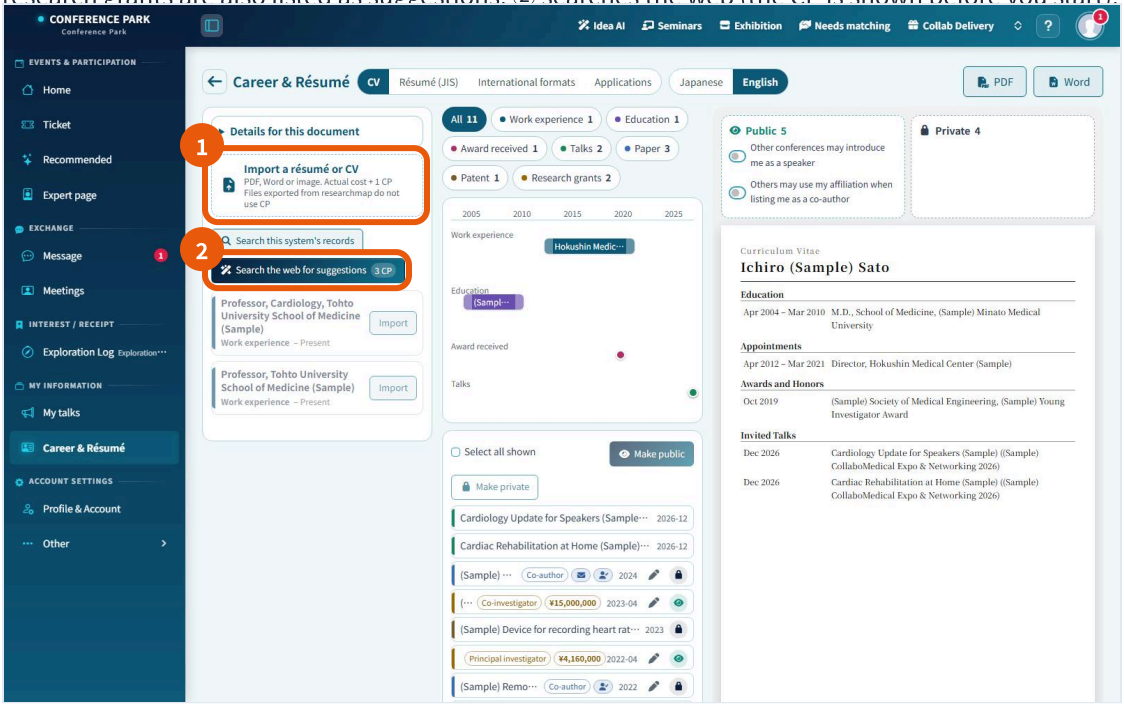
Select papers in ① and ② "Paper roles" appears. Press it and choose single author, co-author, corresponding author, peer reviewed or not peer reviewed to apply it to all selected papers. Hold Shift to select the rows in between as well.

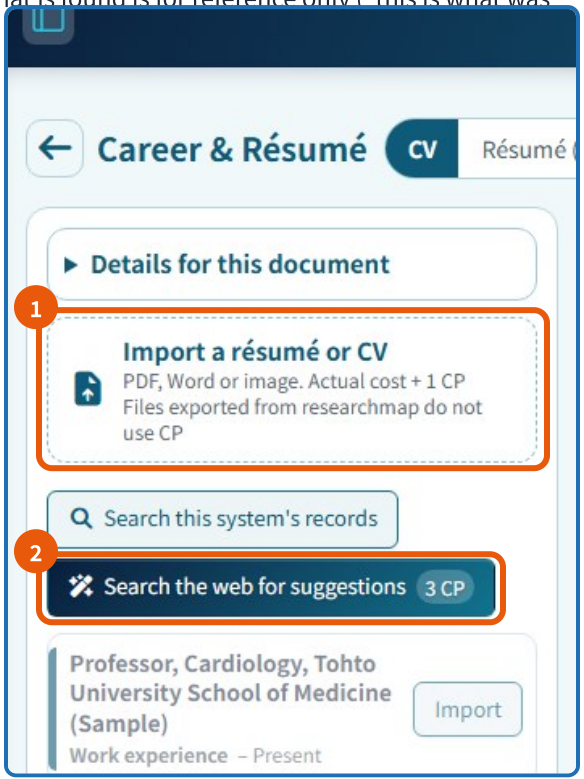




Collect suggestions from files or the web when your history is short

Drop a past résumé or CV (PDF, Word or image) onto ① to extract work experience, education, licenses and awards. The CP used depends on the length of the file, and the file is not kept on the server. A file exported from researchmap (JSON Lines or CSV) is read without using CP, and papers, patents and research grants are also listed as suggestions. ② searches the web (the CP is shown before you start). What is found is for reference only ("this is what was





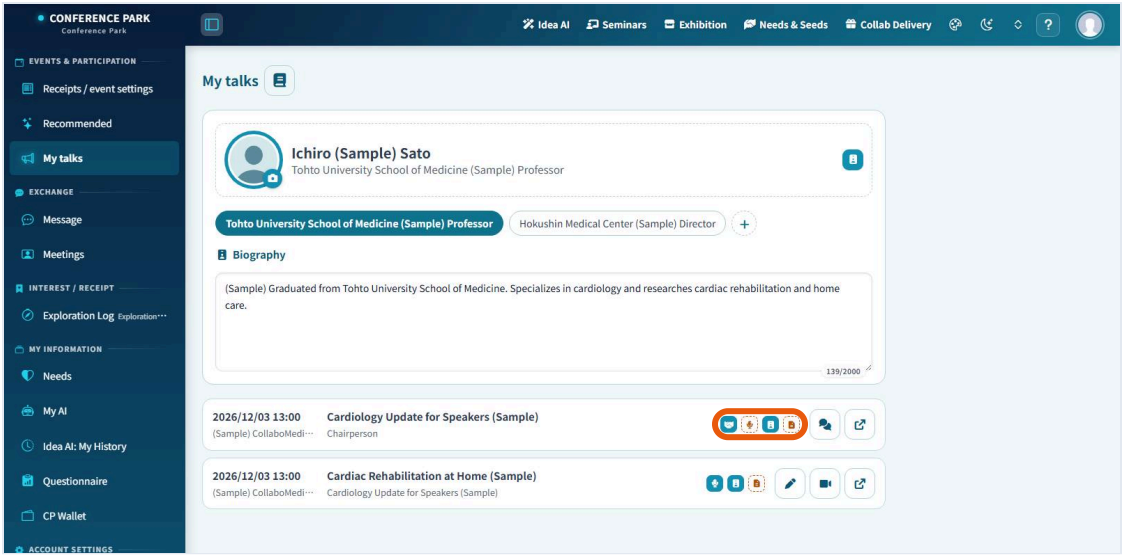
7

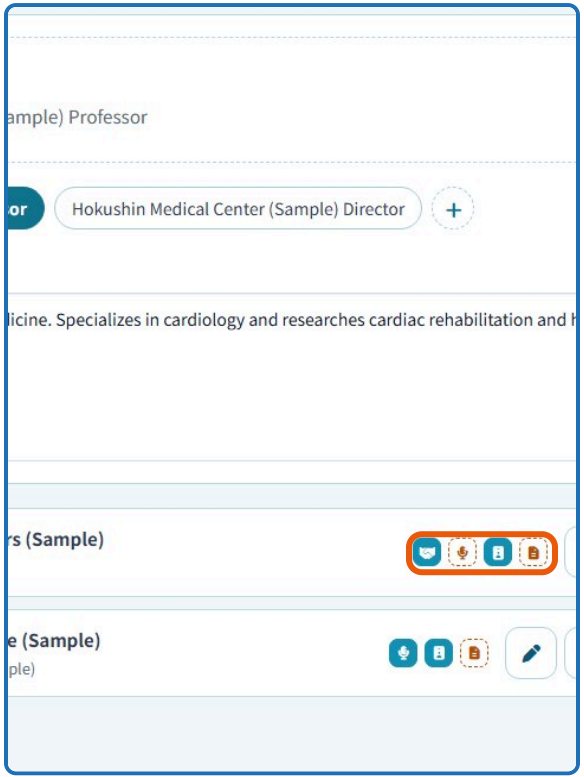
Check the preparations for each talk

2 screens

The icons show which preparations are done for each talk

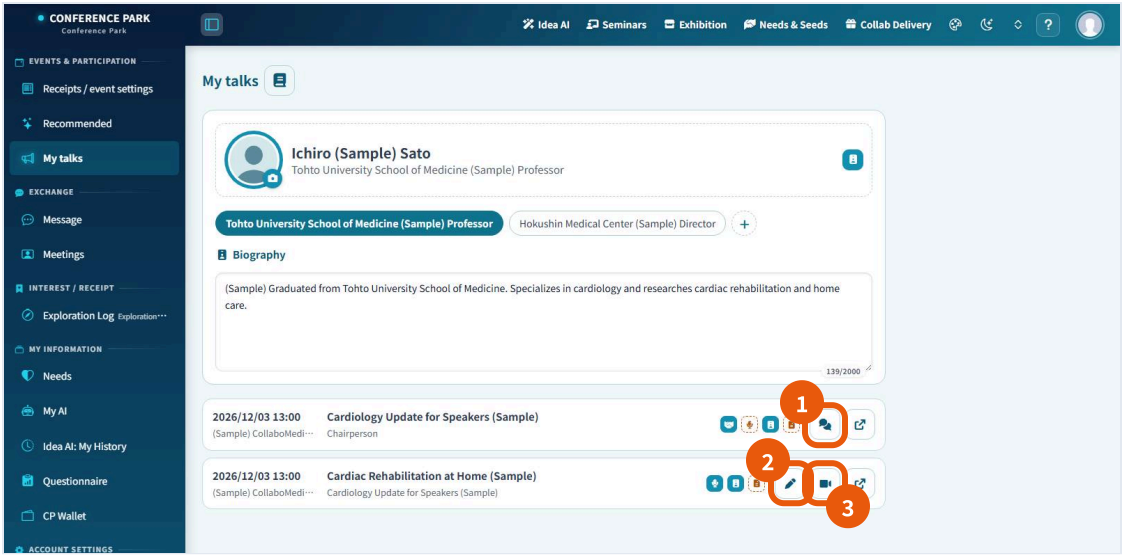
Filled icons are done; dashed icons are not yet. Hover over an icon to see its name and status.

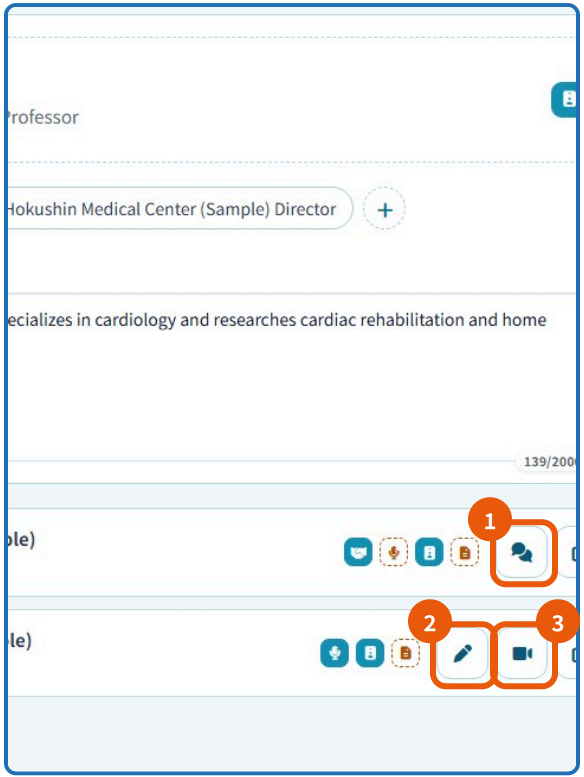




Open each screen with the buttons on the right

Open ① the request chat, ② the talk title and abstract, and ③ the talk video. The rightmost button shows the public page as it is now.





If you need help

- For questions about the request or the schedule, write in the request chat. It reaches the organizers.
- Use “?” at the top right of the screen for help and inquiries.
- The latest version of this guide is at https://cpk.jp/manual/speaker