



EuCAP 2020 On-line

Instructions for uploading oral and poster presentations

17 May 2020

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Please follow the instructions provided in this manual carefully, to minimise the risk of encountering an error during the uploading process.

1 Technical Support

In case you have any technical question, please feel free to contact the M-Events Support team via helpdesk@m-events.com

2 Privacy

We would like to emphasize that all your presentations (oral and/or poster) will be openly available to all persons registered for EuCAP 2020. If your presentation slides contain sensitive data, please remove these data before you upload your presentation to the M Events system.

3 Oral Presentation (see Flowcharts 5.1 and 5.2)

a) Format

Only Microsoft-PowerPoint (**pptx** only) and PDF will be accepted. Provided you use PowerPoint 2007 or newer, videos can be embedded.

If you wish to add voice to your PowerPoint presentation, please consult Section 3.1.2 for preparing and uploading your presentation

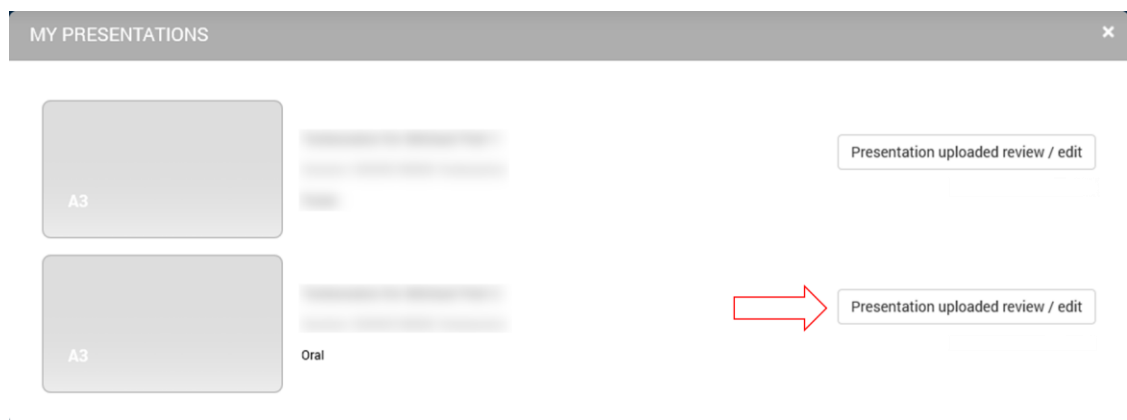
b) Presentation time

For oral presentations with added voice, the duration of your pre-recorded presentation must not exceed the allocated presentation time as stated in the programme (**15min** for regular/convened oral sessions and **35min** for keynote/invited sessions). In case your presentation exceeds the allocated time, it will be **cut off** by the system.

c) Upload procedure (see Flowchart 5.1)

Please note: Presentations sent by email cannot be processed.

- To start the upload procedure, please use the **link** that you have **received by email** from the TPC of EUCAP 2020.
- Click on the module “**Presentation Submission**”.
- Read the introduction page and click on “**My presentations**”.
- (Optional) Upload a picture of yourself, which will be displayed in the virtual platform later. Then click on “**Continue**”.
- Click on the button “**Presentation uploaded review / edit**” that corresponds to the **oral** presentation that you would like to upload.

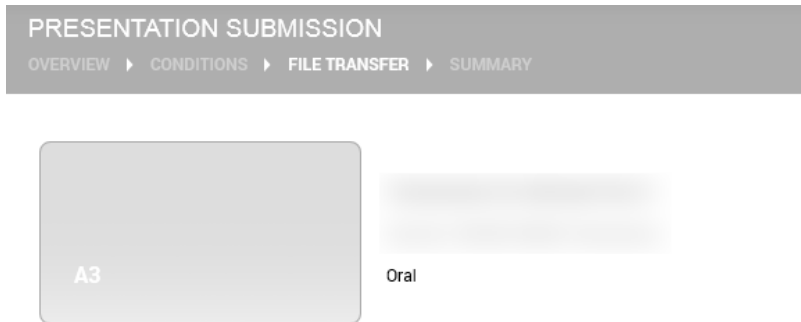


- Accept the terms and conditions “I accept the condition ‘Permission and license terms’ ” already selected for you by clicking “**Next**”.

3.1 Microsoft PowerPoint ...

3.1.1 ... without voice-over

- 1) Start the upload procedure by following the steps described under item c) "Upload procedure" on page 3 to enter the "**FILE TRANSFER**" section.



Files

- 2) Make sure that the **checkbox** "I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function" is **not ticked** (see figure below).

Files

If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PPTX  PDF

-  I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function



- 3) Please click on "**Choose files...**" to select your PowerPoint file. Once you have selected the file, the uploading process will begin and it can take some time to complete.

- 4) After a **successful** upload you will get the message “Check successful” as shown in the figure below and you can view the presentation at the provided link.

The screenshot shows a presentation upload interface. At the top, there is a green box with 'A3' and a blurred area with 'Oral' below it. Below this is a 'Files' section with a note: 'If multiple files are uploaded, the latest will be taken for the presentation.' Underneath, it says 'Required file type' with icons for PPTX and PDF. A red arrow points to a checkbox labeled 'I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function'. Below this is a 'Choose files...' button. A table lists the uploaded files:

Actions	File name	Size
<input type="checkbox"/>	[blurred] pptx	2.94 MB

Below the table are 'Select all' and 'Delete selection' links. A red arrow points to the checkbox in the table row, and another points to the text 'Your uploaded file'. Below the table is a 'Presentation Information' section with a green dot and the text 'Check successful'. A red arrow points to this section. Below that, a red message says: 'If the upload was successful, you can view your presentation at <https://www.eucap-conference2web.com/>'. A red arrow points to this link, and a box labeled 'Link to view your presentation' is placed over it. A final red arrow points to the text 'Otherwise, please consult the instructions for uploading presentations at <https://www.eucap2020.org/online-conference-information/information-for-presenters>'.

If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for oral presentations under item a) “Format” on page 3.

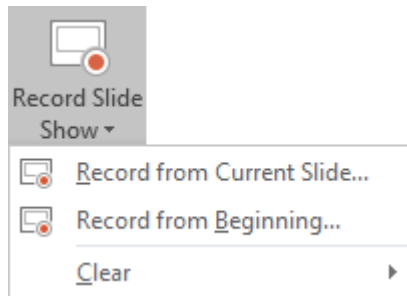
- 5) In case you would like to change the uploaded file, please select the PowerPoint file by ticking the box next to the file and click on “**Delete selection**” and upload a new PowerPoint file.

3.1.2 ... with voice-over using Microsoft PowerPoint's narration function

Please find below some instructions on how to record voice using Microsoft PowerPoint's built-in narration function. For more detailed instructions or in case you use a different Windows version or Mac OS please follow this link:

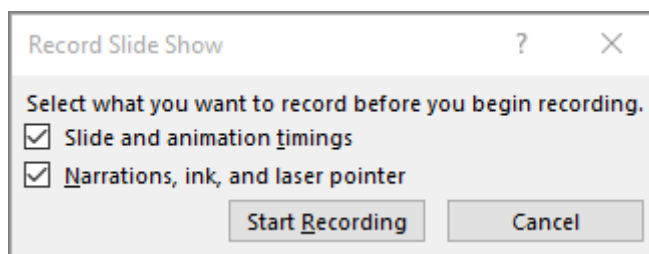
<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

- 1) With your presentation open, on the “**Slide Show**” tab, click “**Record Slide Show**”.
 - a) Clicking the upper half of the button starts your recording on the current slide.
 - b) Clicking the lower half of the button gives you the option to start your recording from the beginning of your presentation.



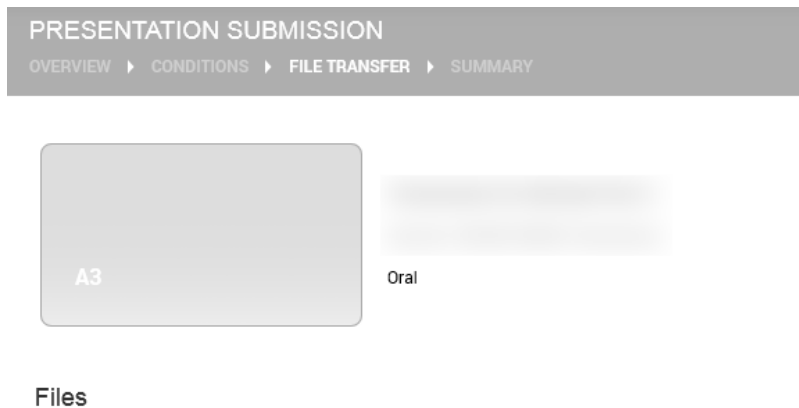
(The “**Clear**” command deletes narrations or timings, so be careful when you use it. “**Clear**” is greyed out unless you have previously recorded some slides.)

- 2) In the box “**Record Slide Show**”, make sure that the checkboxes as shown below are ticked and click “**Start Recording**”.

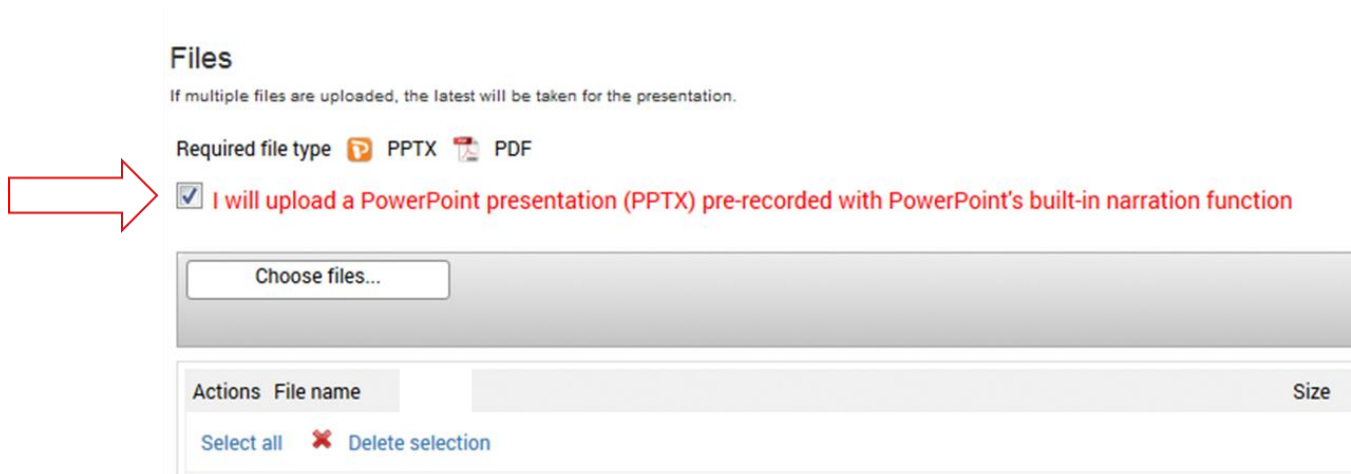


After you have finished recording your presentation you can upload your presentation.

- 3) To start the upload procedure, follow the steps described under item c) “Upload procedure” on page 3 to enter the “**FILE TRANSFER**” section.



- 4) Make sure that the **checkbox** “I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint’s built-in narration function” **is ticked** (see figure below).



- 5) Please click on “**Choose files...**” to select your pptx-file. Once you have selected the file, the uploading process will begin and it can take some time to complete.

- 6) After a **successful** upload you will get the message “Check successful” in the figure below and you can view the presentation at the provided link.

The screenshot displays the upload interface. At the top, there is a green box labeled 'A3' and the word 'Oral'. Below this, the 'Files' section is titled 'Files' with a sub-note: 'If multiple files are uploaded, the latest will be taken for the presentation.' The 'Required file type' section shows icons for PPTX and PDF. A red arrow points to a checked checkbox with the text: 'I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function'. Below this is a 'Choose files...' button. A table lists the uploaded files:

Actions	File name
<input type="checkbox"/>	[PPTX icon] [redacted] pptx
<input type="checkbox"/>	[PDF icon] [redacted] mp3

Below the table are 'Select all' and 'Delete selection' buttons. Red arrows point to the 'pptx' file with the label 'Your uploaded file' and to the 'mp3' file with the label 'Automatically generated by system'. Below the file list, the 'Presentation Information' section shows a green dot and the text 'Check successful'. A red arrow points to this section. At the bottom, a red arrow points to a blue link with the label 'Link to view your presentation'. Below the link, there is a note: 'Otherwise, please consult the instructions for uploading presentations at <https://www.eucap2020.org/online-conference-information/information-for-presenters>'.

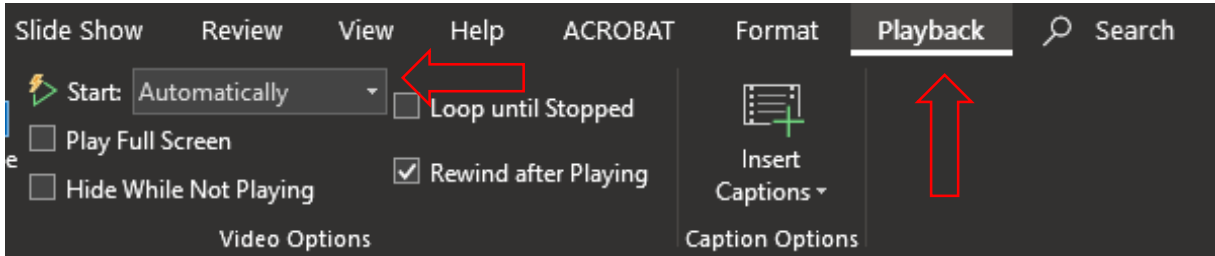
If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for oral presentations under items a) “Format” and b) “Presentation time” on page 3.

- 7) In case you would like to change the uploaded file, please tick the boxes next to all files by clicking on “**Select all**” and then on “**Delete selection**”. Afterwards, upload your new PowerPoint file.

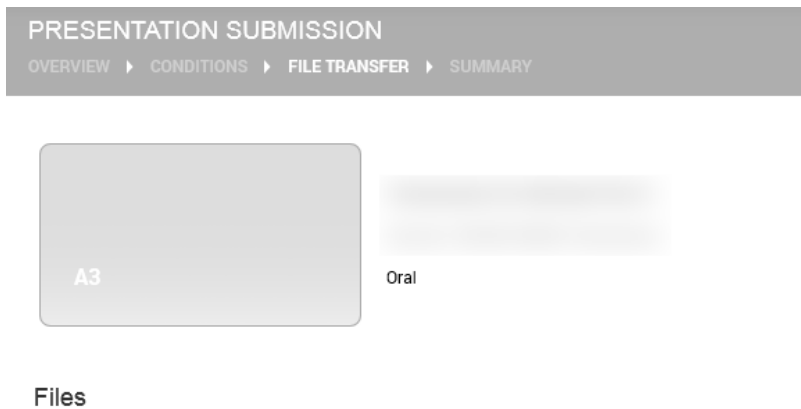
3.1.3 ... with embedded video

Note: any video format supported by PowerPoint will work but MP4 is the preferred video format.

- 1) When embedding your video into PowerPoint make sure that it is **played automatically**. This is achieved by selecting the video object in PowerPoint, then selecting the tab **“Playback”** and choosing **“Automatically”** for **“Start”** (see figure below).





- 2) Start the upload procedure by following the steps described under item c) “Upload procedure” on page 3 to enter the **“FILE TRANSFER”** section.




- 3) Make sure that the **checkbox** “I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint’s built-in narration function” is **not ticked** (see figure below).

Files
If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PPTX  PDF

I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function

Choose files...

Actions	File name	Size
Select all  Delete selection		

- 4) Please click on “**Choose files...**” to select your pptx-file. Once you have selected the file, the uploading process will begin and it can take some time to complete.

- 5) After a **successful** upload you will get the message “Check successful” as shown in the figure below and you can view the presentation at the provided link.

The screenshot shows a web interface for uploading a presentation. At the top, there is a green box with 'A3' and the word 'Oral'. Below this is a 'Files' section with a note: 'If multiple files are uploaded, the latest will be taken for the presentation.' The 'Required file type' is listed as PPTX and PDF. A checkbox is checked with the text: 'I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function'. Below this is a 'Choose files...' button. A table lists the uploaded files:

Actions	File name
<input type="checkbox"/>	[redacted] .pptx
<input type="checkbox"/>	[redacted] mp4

Below the table are 'Select all' and 'Delete selection' buttons. The 'Presentation Information' section shows two green status indicators: 'Video was converted and renamed' and 'Check successful'. At the bottom, a message states: 'If the upload was successful, you can view your presentation at [redacted]'. Below this is a link to instructions: 'https://www.eucap2020.org/online-conference-information/information-for-presenters'.

Annotations in the image include red arrows pointing to the checkbox, the 'Check successful' message, and the presentation link. Red boxes highlight the '.pptx' and 'mp4' file names, and the 'Link to view your presentation' text.

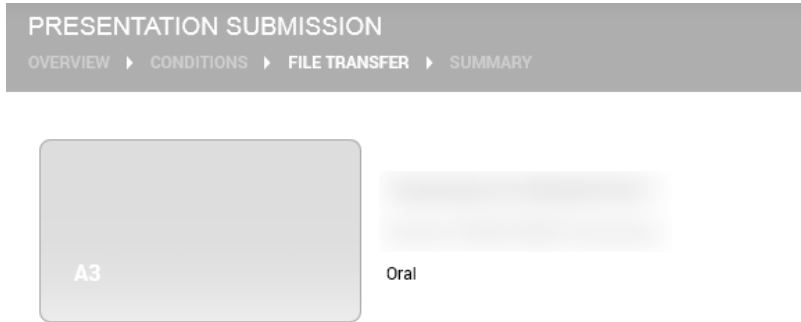
If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for oral presentations under items a) “Format” and b) “Presentation time” on page 3.

- 6) In case you would like to change the uploaded file, please tick the boxes next to all files by clicking on “**Select all**” and then on “**Delete selection**”. Afterwards, upload your new PowerPoint file.

3.2 PDF format ...

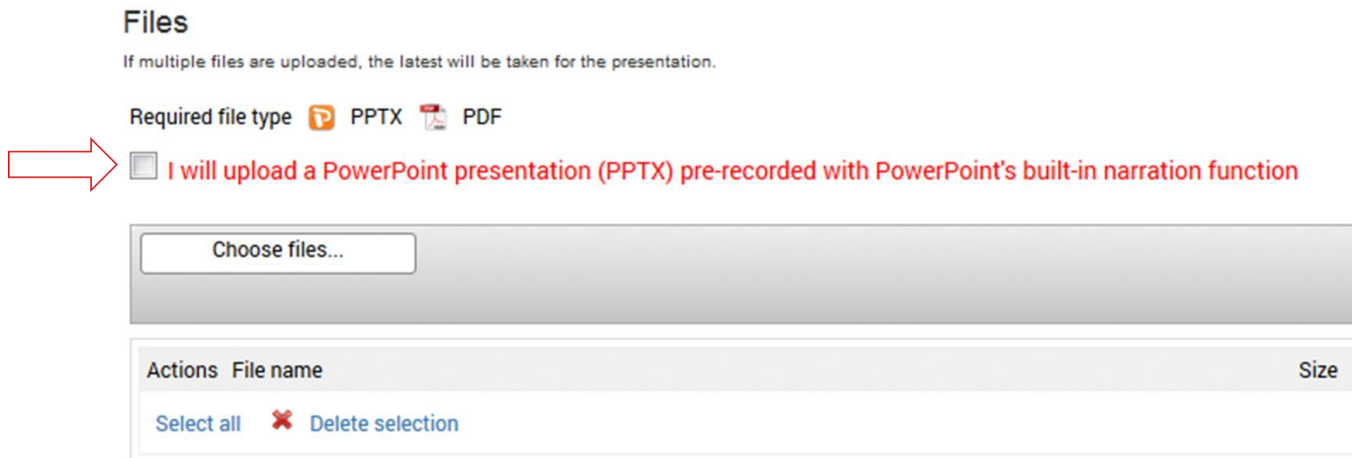
3.2.1 ... without voice-over

- 1) Start the upload procedure by following the steps described under item c) “Upload procedure” on page 3 to enter the “**FILE TRANSFER**” section.



Files

- 2) Make sure that the **checkbox** “I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint’s built-in narration function” is **not ticked** (see figure below).



- 3) Please click on “**Choose files...**” to select your PDF file. Once you have selected the file, the uploading process will begin and it can take some time to complete.

- 4) After a **successful** upload you will get the message “Check successful” as shown in the figure below and you can view the presentation at the provided link.

The screenshot shows a user interface for uploading a presentation. At the top, there is a green box labeled 'A3' and a blurred area labeled 'Oral'. Below this is a 'Files' section with the text: 'If multiple files are uploaded, the latest will be taken for the presentation.' The 'Required file type' section shows icons for PPTX and PDF. A checkbox is checked next to the text: 'I will upload a PowerPoint presentation (PPTX) pre-recorded with PowerPoint's built-in narration function'. Below this is a 'Choose files...' button and a file list table. The table has columns for 'Actions', 'File name', and 'Size'. The file list contains one entry: 'x_final.pdf'. A red box highlights the file name with the text: 'Your uploaded file has been renamed to "x_final.pdf"'. Below the table are 'Select all' and 'Delete selection' buttons. The 'Presentation Information' section shows a green dot next to the text: 'Check successful'. Below this is a message: 'If the upload was successful, you can view your presentation at <https://www.eucap2020.org/conference-webs.com/>'. A red box highlights the link with the text: 'Link to view your presentation'. Below this is another link: 'Otherwise, please consult the instructions for uploading presentations at <https://www.eucap2020.org/online-conference-information/information-for-presenters>'.

If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for oral presentations under items a) “Format” on page 3.

- 5) In case you would like to change the file, please select the **PDF** by ticking the box next to the file and click on “**Delete selection**” and upload a new PDF file.

3.2.2 ... with voice-over

Uploading a PDF file with a voice-over is currently not possible. As a workaround, you could create a video presentation (preferably MP4) of you narrating your PDF slides (using, for example, screen-capture) and embed it into a single-slide PowerPoint presentation and follow the steps in Section 3.1.3 for uploading the PowerPoint file with embedded video.

4 Poster presentation (see Flowcharts 5.1 and 5.3)

a) Format

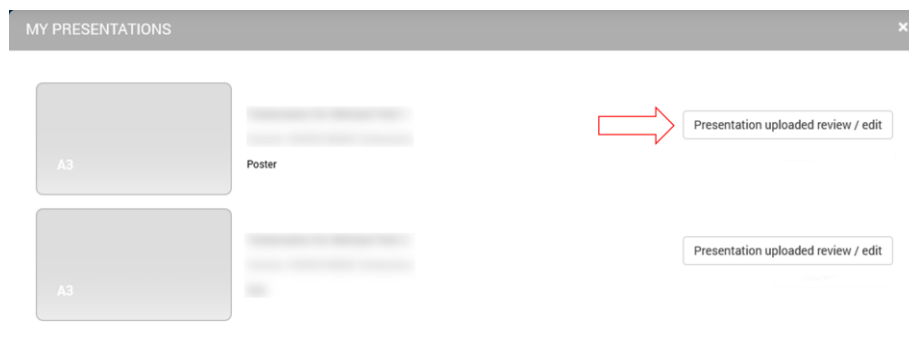
Only posters in **PDF** format can be accepted.

- All posters should have only one page, in **portrait** format
- To assure the best quality of your poster, we recommend that the size of the PDF file is **A0 (841mm x 1189mm or 33.11in x 46.81in)**.
- In case you are using Photoshop to create your poster, you can also set its resolution, which should be at least **200dpi**.
- Hyperlinks, animated images, animations and videos are not permitted for posters and they will not work in the conference platform.
- The narration time for your poster should not exceed **15min**.

b) Upload procedure (see Flowchart 5.3)

Please note: Presentations sent by email cannot be processed.

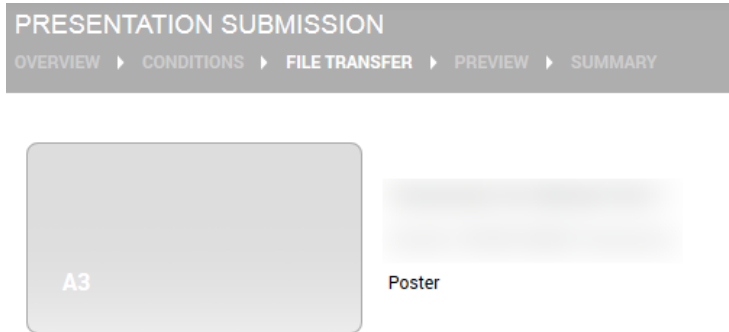
- To start the upload procedure, please use the link that you have received by email from the TPC of EUCAP 2020.
- Click on the module “**Presentation Submission**”
- Read the introduction page and click on “**My presentations**”
- (Optional) Upload a picture of yourself, which will be displayed in the virtual platform later. Then click on “**Continue**”.
- Click on the button “**Presentation uploaded review / edit**” that corresponds to the **poster** presentation that you would like to upload.



- Accept the terms and conditions “I accept the condition ‘Permission and license terms’ ” already selected for you by clicking “**Next**”.

4.1 ... without voice-over


- 1) Start the upload procedure by following the steps described under item b) “Upload procedure” on page 14 to enter the **“FILE TRANSFER”** section.

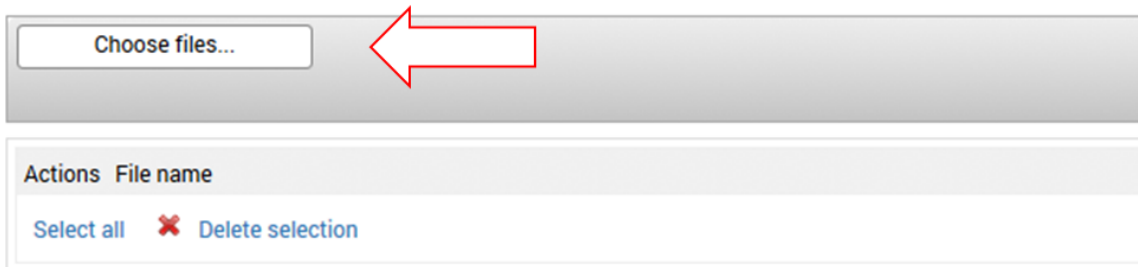


- 2) Please click on **“Choose files...”** to select your PDF. Please note that your PDF should contain only one slide. Once you have selected the file, the uploading process will begin and it can take some time to complete.

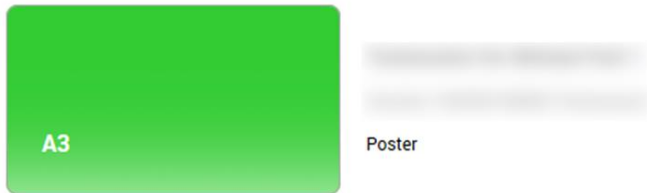
Files

If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PDF




- 3) After a **successful** upload you will get the message “Check successful” as shown in the figure below and you can view the presentation at the provided link.





Files

If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PDF


Choose files...

Actions	File name	Size	Upl
	x_final.pdf		

Select all  Delete selection

Your uploaded file has been renamed to “x_final.pdf”

Presentation Information

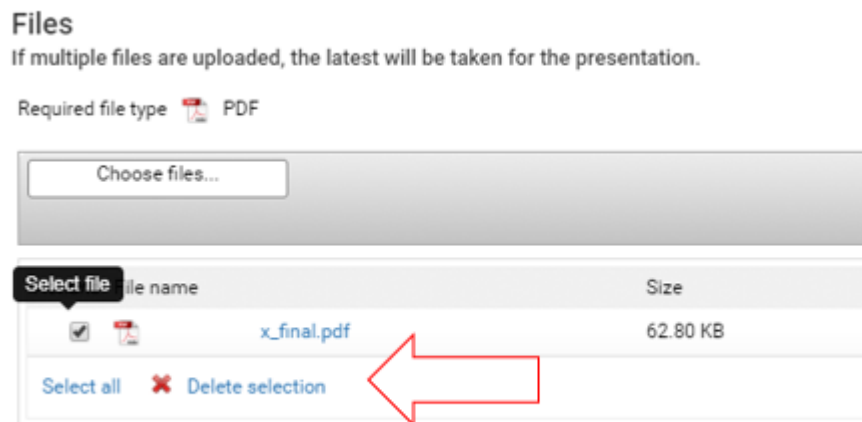
 Check successful

If the upload was **successful**, you can view your presentation at <https://www.eucap2020.org/online-conference-2020/>  Link to view your presentation

Otherwise, please consult the instructions for uploading presentations at <https://www.eucap2020.org/online-conference-information/information-for-presenters>

If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for posters under item a) “Format” on page 14.

- 4) In case you would like to change the uploaded file, please select the **PDF** by ticking the box next to the file and click on “**Delete selection**” and upload a new PDF file.



Please note, in case you have uploaded multiple files, then the last uploaded file will be used for your presentation.

- 5) To preview your poster after the upload, click on the button “**Preview**”. Then on “**Finish**”.

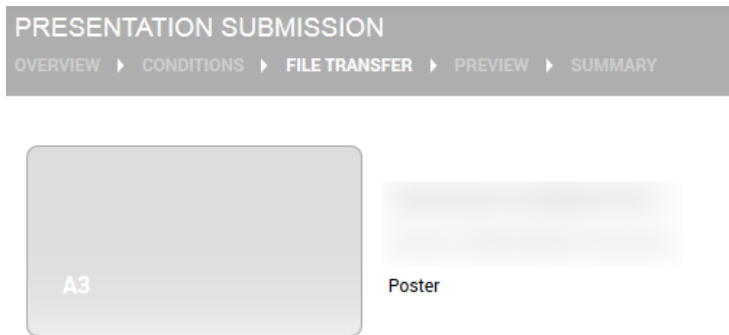
4.2 ... with voice-over:

Please find in this section the instructions on how to record online the narration for your poster or upload a narration you have prepared separately.

Please note, it is important that the narration is being recorded/uploaded **before you upload your PDF file. Otherwise, the narration of your poster will not work.**

4.2.1 Upload or record audio description

- 1) Start the uploading procedure by following the steps described under item b) “Upload procedure” on page 14 to enter the “**FILE TRANSFER**” section.



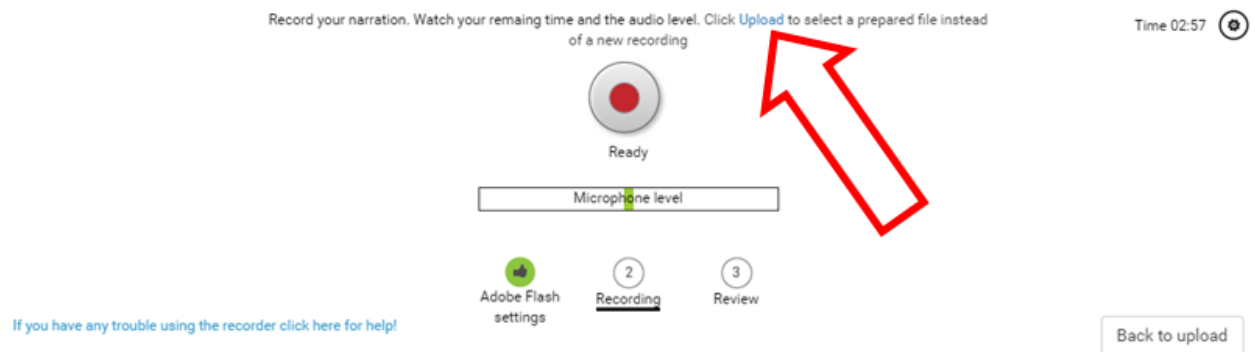
- 2) Please click on the button “**Upload/record audio description**” (see figure below).



- 3) Now, you can choose to upload (see **A**) or to record (see **B**) an audio description for your poster presentation:

A) Upload audio description

- 1) You may record a narration on your own device (only mp3 format is allowed) and upload it from there using the option "Upload" (see figure below).



- 2) Please choose "**Back to upload**" if you are satisfied with your uploaded narration.

Back to upload

B) Record audio description

- 1) When accessing the *Upload/record audio description* for the first time you will be asked to grant www.m-anage.com access to your microphone. You have to grant access to your microphone in order to record a narration via your browser. Please note that supported browsers are Internet Explorer 10 or newer, Firefox 29 or newer, Safari and Chrome 36 or newer. Further, the recording requires Adobe Flash to be installed on your system (version 12 or newer).
- 2) You can start using the online narration recorder as soon as the recording icon appears with "Ready".



- 3) Please hit this button once to start your online recording and again to stop your recording.

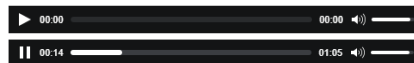


- 4) The system will now upload your recording to your poster presentation.

Record your narration. Watch your remaining time and the audio level. Click [Upload](#) to select a prepared file instead of a new recording



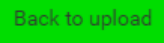
- 5) You may review your recording afterwards using the narration player.



- 6) In case you would like to record your narration again please delete the file and repeat the steps described before to start a new narration.



7) Please choose "**Back to upload**" if you are satisfied with your recorded narration.

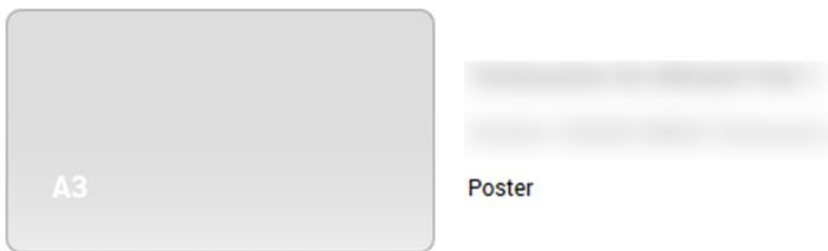


Please note: In case you want to change the narration, after the PDF file has been uploaded, you **must re-upload the PDF file, so that the new narration is uploaded to your presentation.**

4.2.2 Upload pdf


After you have uploaded/recorded your audio description, you must upload your PDF file:

- 1) Please click on "**Choose files...**" to select your PDF. Please note that your PDF should contain **only one slide**. Once you have selected the file, the uploading process will begin and it can take some time to complete.



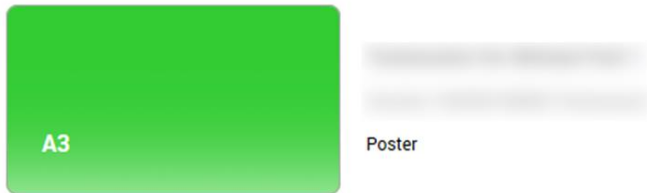
Files

If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PDF




- 2) After a **successful** upload you will get the message “Check successful” as shown in the figure below and you can view the presentation at the provided link.





Files

If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PDF


Choose files...

Actions	File name	Size	Uplo
<input type="checkbox"/>	 x_final.pdf		

Select all  Delete selection

Your uploaded file has been renamed to “x_final.pdf”

Presentation Information

 Check successful

If the upload was **successful**, you can view your presentation at <https://www.eucap2020.org/online-conference-information/information-for-presenters>  Link to view your presentation


Otherwise, please consult the instructions for uploading presentations at <https://www.eucap2020.org/online-conference-information/information-for-presenters>

If the message is red, the upload was not successful. In this case you cannot view the presentation at the provided link and you should read the instructions for posters under item a) “Format” on page 14.


- 3) In case you would like to change the file, please select the **PDF** by ticking the box next to the file and click on “**Delete selection**” and upload a new PDF file.


Files


If multiple files are uploaded, the latest will be taken for the presentation.

Required file type  PDF

Choose files...

Select file	file name	Size
<input checked="" type="checkbox"/>	 x_final.pdf	62.80 KB

Select all  Delete selection

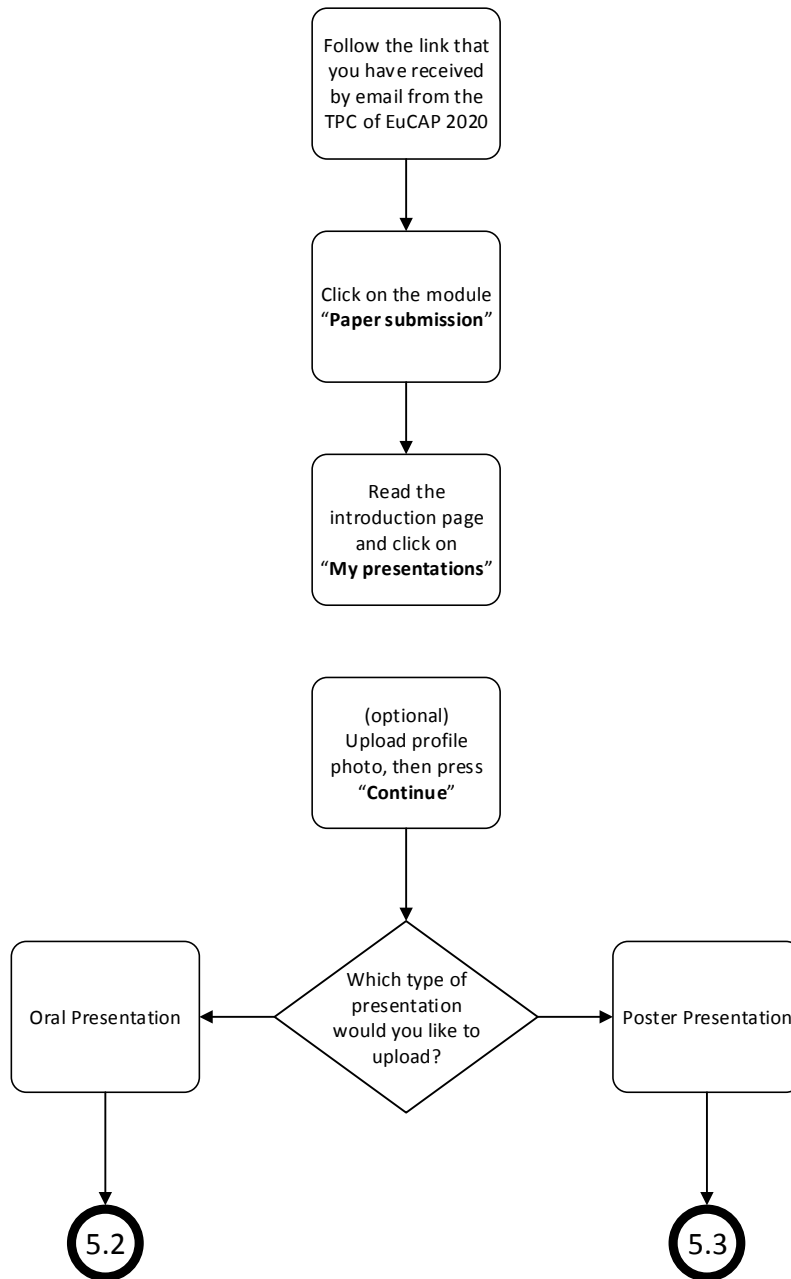


Please note, in case you upload multiple files, the last one will be used for your presentation.

- 4) To preview your poster after the upload, click on the button “**Preview**”. Please note, due to technical limitations, the uploaded or recorded audio description cannot be played during the preview. However, you can view your presentation with audio description at the provided link.

5 Flow-charts

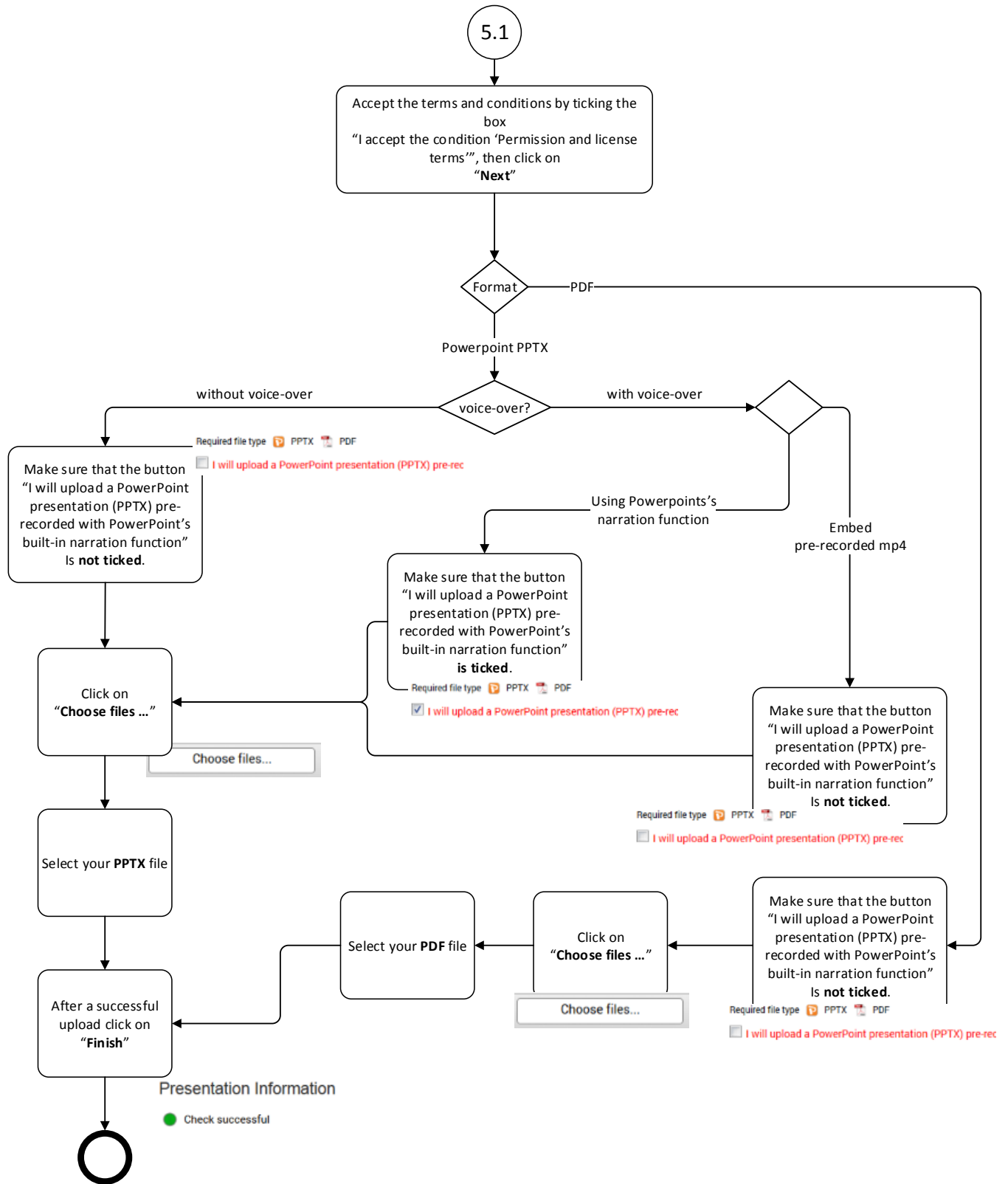
5.1 Enter “FILE TRANSFER” section



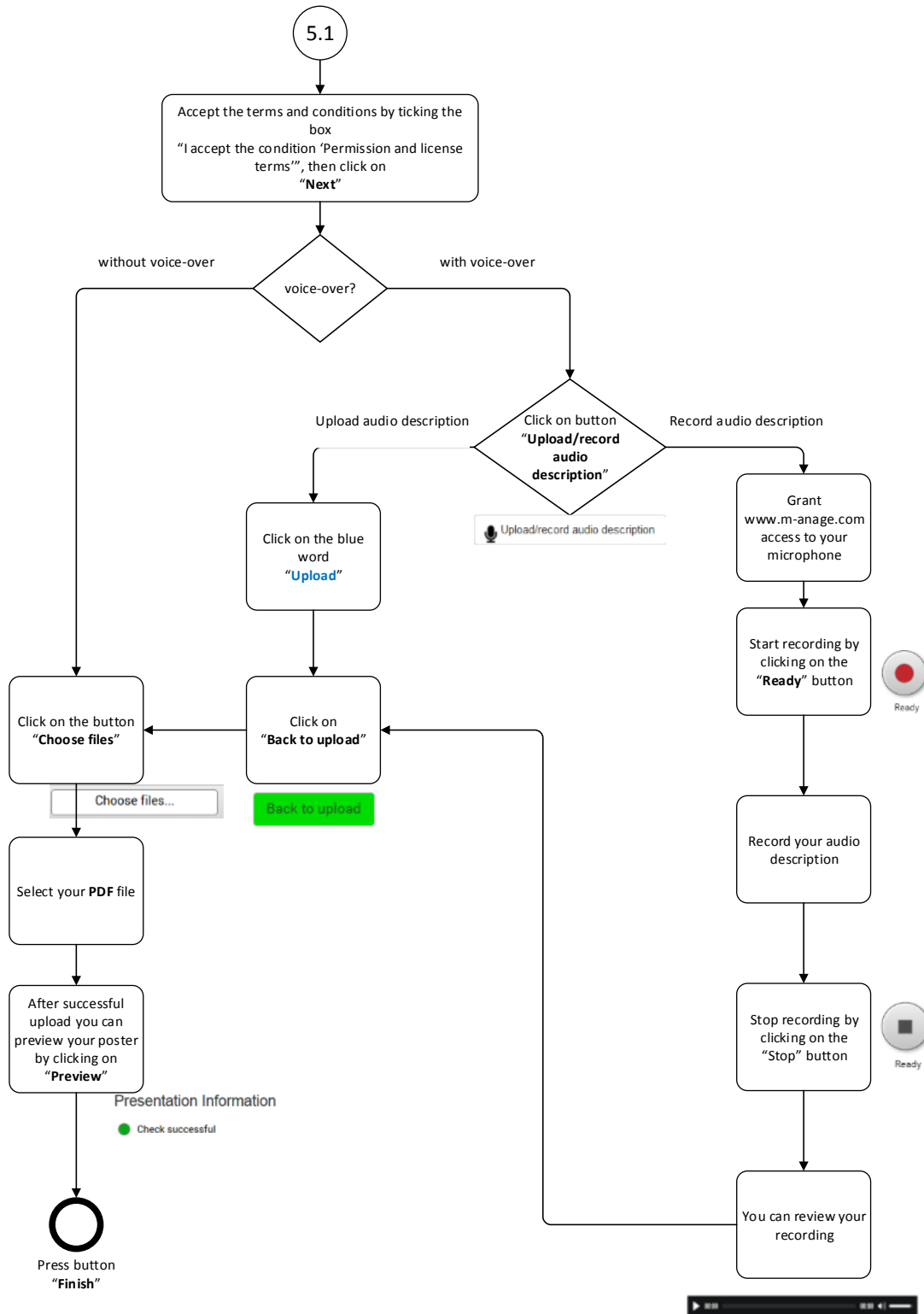
- Follow steps in flowchart “5.2 Oral Presentation”
- For instructions see Section “3 Oral Presentation”

- Follow steps in flowchart “5.3 Poster Presentation”
- For instructions see Section “4 Poster Presentation”

5.2 Upload Oral Presentation



5.3 Upload Poster Presentation



Note: If you would like to change the audio on your PDF that has already been uploaded, then you **must** re-upload the pdf after having changed the audio (see note at the end of Section 4.2.1)