

eular

EULAR 2023

Presentation Upload Guidelines for Invited Speakers

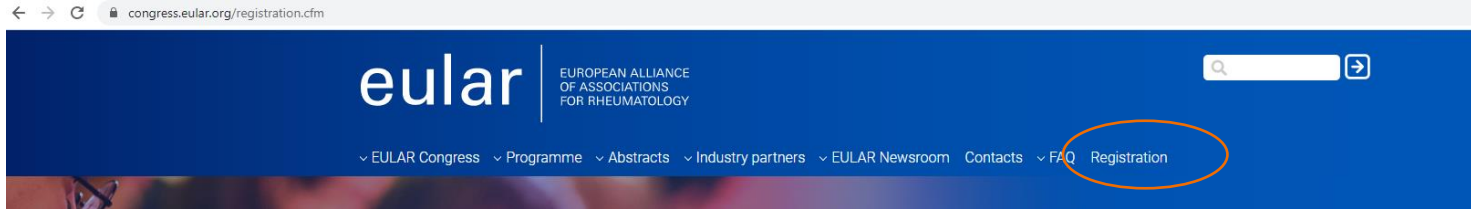


EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY

Step 1: Access your account via the EULAR Congress Website



Step 2: Click on Registration, then click on Create Account/Login



EULAR 2023 | CONGRESS REGISTRATION

The EULAR Congress is comprised of an extensive network of innovative minds working towards illustrating the latest scientific breakthroughs in clinical, translational, and basic sciences, discussing what is new in dedicated sessions, presenting data on how to treat rheumatic and musculoskeletal diseases (RMDs), giving view to the transfer of results from bench to bedside, showing the practical aspects of our specialty in specific workshop discussions, offering debates, and, in essence, displaying the future of Rheumatology.

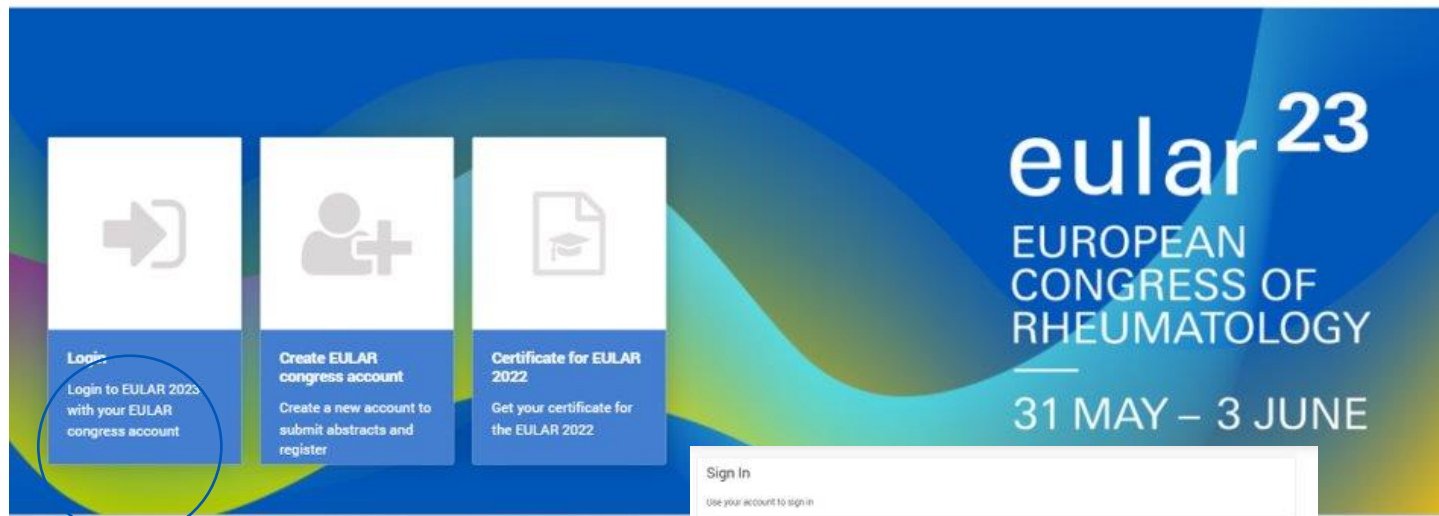
EULAR 2023 Congress will be held onsite in Milan.

Read the [EULAR 2023 Welcome message from the EULAR President](#).

Registration is open!

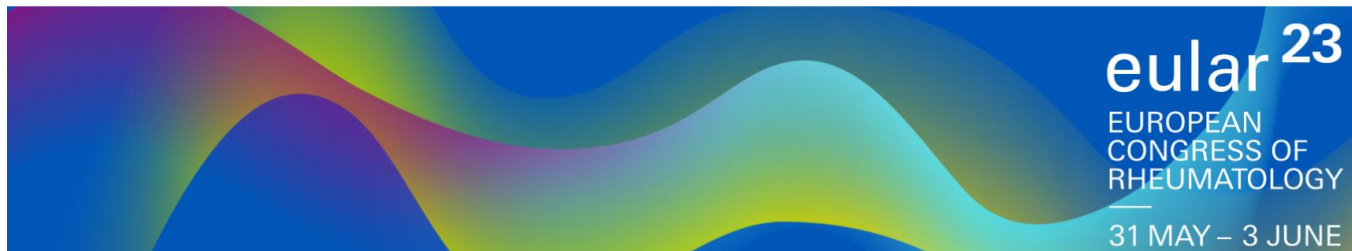
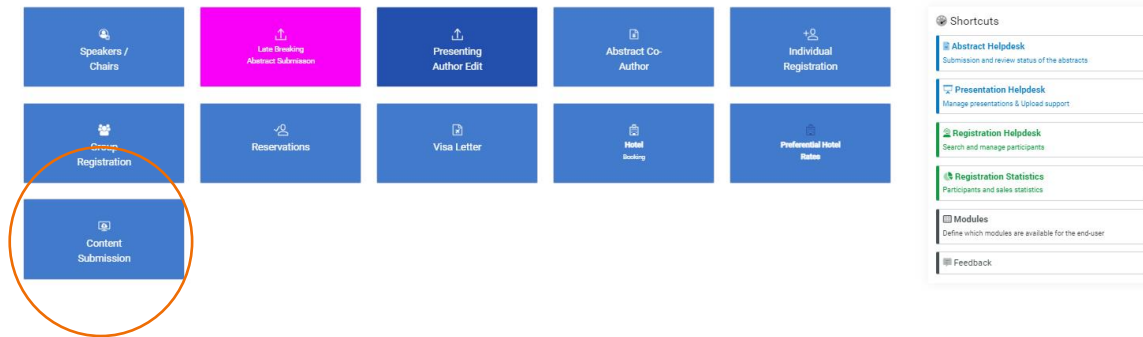
[Login / Register](#)

Step 3: Click “Login” and Sign in to your account



The 'Sign In' form is overlaid on the bottom right of the banner. It has a title 'Sign In' and a subtitle 'Use your account to sign in'. Below this is a small image of the EULAR 23 logo. A note states: 'EULAR 2023 operated for EULAR - European Alliance of Associations for Rheumatology utilizes the EULAR Congress Account. A personalized account is required to proceed.' There are two input fields: 'E-Mail' with the placeholder 'email@domain.com' and 'Password' with a masked password '••••••••'. There is a checkbox for 'Remember me?' and three buttons at the bottom: 'Sign in' (green), 'Forgot password?' (grey), and 'Create a new account?' (grey). A blue arrow points from the 'Login' button in the banner to the 'Sign in' button in the form.

Step 4: Click on the “Content Submission” module.



Step 5: You are on the “Content Submission” module homepage.

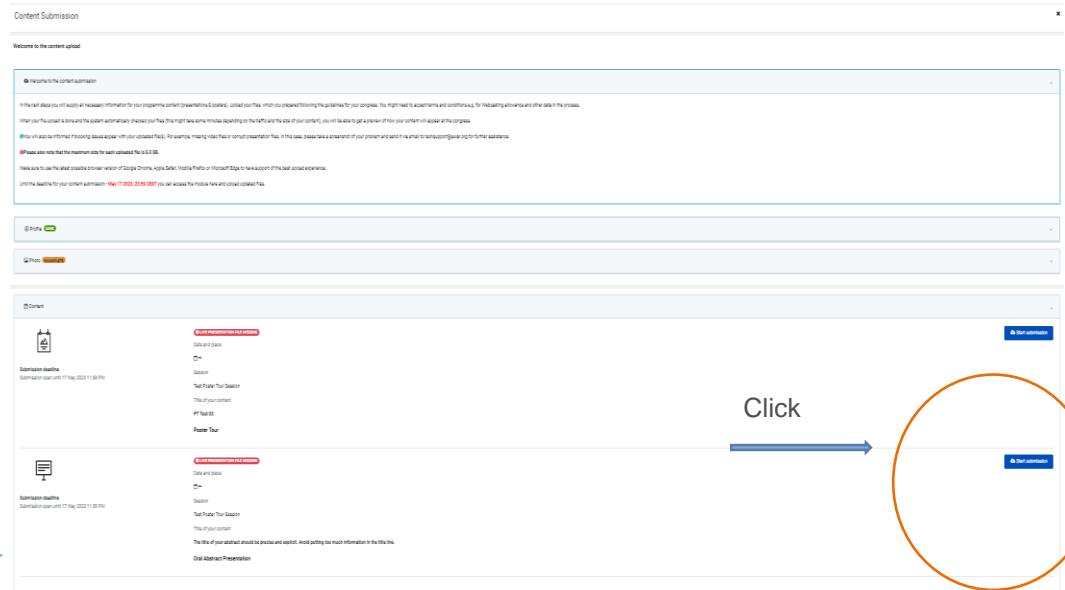
1. Read the welcome instructions



2. Click on “Edit profile” to add your biography (max. 4000 char. inc. spaces) and personal information directly from this page



3. Edit your photo (min. 640 x 480 px JPG)



Step 6: Your presentation slots will appear. Click on “Start Submission” to upload your content accordingly.

Are they all your presentations? If yes, **click on “Start submission”**

The screenshot displays the 'Content Submission' interface. At the top, there is a 'Welcome to the content upload' message with instructions on how to proceed. Below this, there are sections for 'Profile' and 'Photo'. The main area is titled 'Content' and contains two presentation slots. Each slot includes a submission deadline, last change date, and a 'Start submission' button. A blue circle highlights the 'Start submission' button for the 'Oral Abstract Presentation' slot.

Step 7: Please accept the mandatory *EULAR Webcasting Policy* for each content upload.

Content Submission ✕

OVERVIEW ● **CONDITIONS** ● FILE TRANSFER ● SLIDE PREVIEW

<p>Title of your content</p> <p>The title of your abstract should be precise and explicit. Avoid putting too much information in the title line.</p> <p>Date and place</p> <p>☐</p> <p>-</p>	<p>Session</p> <p>Text Poster Tour Session</p>	<p>Oral Abstract Presentation</p>
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Webcast Policy - Poster Presentation

Your poster presentation will be made available during EULAR 2023 Congress to all participants of the live onsite congress (31 May - 3 June 2023) and thereafter as on-demand content until 31 December 2023 23:59 CEST. To be able to do this, EULAR is asking you to grant EULAR an **exclusive licence during the onsite congress (31 May - 3 June 2023)** to your poster presentation, including slides, images, voice etc. (hereinafter the "Content").

Download

Acceptance is mandatory

I accept the condition 'Webcast Policy - Poster Presentation' Yes

Webcasting Policy - Oral Abstract Presentation

Your presentation will be made available during EULAR 2023 Congress to all participants of the live onsite congress (31 May - 3 June 2023) and thereafter as on-demand content until 31 December 2023 23:59 CEST. To be able to do this, EULAR is asking you to grant EULAR an **exclusive licence during the onsite congress (31 May - 3 June 2023)** and a **non-exclusive license for the on-demand platform** to your presentation, including slides, images, voice etc. (hereinafter the "Content").

Download

I accept the condition 'Webcasting Policy - Oral Abstract Presentation' Yes

Back
Next

For more information on the full EULAR Webcasting Policy, you can click on "Download" to read.

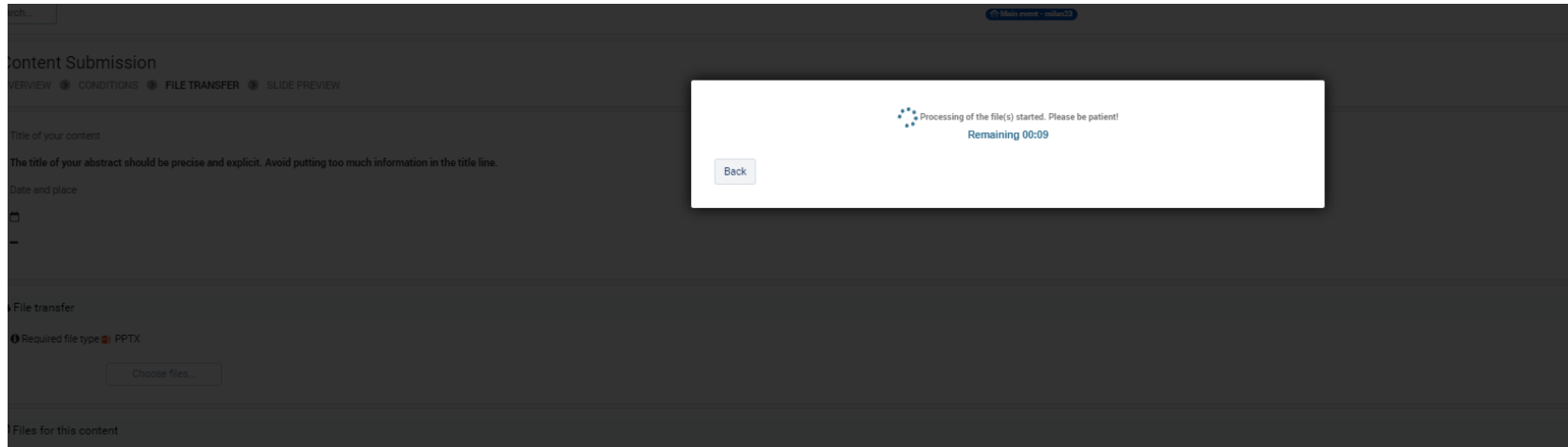
Step 8 - Upload **the PPTx** file of your presentation. Click “Choose files” and a pop-up window will appear, then select your desired **.PPTx** file. Once the file is selected click “Open”.

The screenshot shows the 'Content Submission' interface with the 'FILE TRANSFER' step active. The 'Required file type' is set to 'PPTX'. A file explorer window is open, showing a list of files with columns for Name, Status, Date modified, Type, and Size. The file 'OPPTx_EULAR_Oral' is selected. An orange callout with arrows points to the 'Required file type: PPTX' field and the file explorer, stating 'Only PPTx files are accepted.'

Name	Status	Date modified	Type	Size
20210510RefactoryEular_DD...	A	18/05/2021 18:09	MP4 File	51,432 KB
OPPTx_EULAR_Oral	A	24/05/2021 15:28	Microsoft PowerP...	9,233 KB
OPPTx_Multinational Multic...	A	24/05/2021 13:32	MP4 File	34,249 KB
PO50058-FARE_new CR	A	03/05/2021 13:31	Adobe Acrobat D...	1,019 KB
PO50277-EULAR-Poster-Tetrig	A	24/05/2021 17:40	MP3 File	7,013 KB
PowerPoint Oral Presentation	A	26/05/2021 16:48	Microsoft PowerP...	2,962 KB

If you wish to use a EULAR PPTx template, please [click here](#) and refer to the PowerPoint template to declare Conflicts of Interest. Also if you are using your own template, we kindly ask you to include the Declaration of Interest slide.

A pop-up window will appear and the presentation will then be automatically processed.
Upload processing time will depend on the file size.



If your presentation is uploaded successfully, you will see a **GREEN** checkbox.

The screenshot shows a file management interface. At the top, there is a header "Files for this content". Below it is a table with columns: Type, File name, Size, Upload, and a "Select all" button. The table contains one entry: a PowerPoint file named "eular_2023__powerpoint_eposter_template_landscape.pptx" with a size of 491.11 KB and an upload time of 14.03.23, 08:17 PM. Below the table, there is a red "Delete selection" button. A blue circle highlights a message box that says "Your uploaded content was processed by the system. Please adhere to the messages below. You can continue when all important issues are solved." Below this message, there is a green checkmark and the text "Check successful". At the bottom left, there is a "Back" button, and at the bottom right, there is a "Preview of your content (only visual)" button.




If the box is **ORANGE** or displays an error message, then there is an issue with your file. Please email techsupport@eular.org immediately with a screenshot, and we will assist you from there.

The screenshot shows the same file management interface as above, but with an error message. The message box is orange and contains a warning icon and the text: "The file type you uploaded does not match the requirements. Please provide a file as described in the 'required type'. Otherwise, the system will not be able to process your content correctly." The "Check successful" message is no longer visible.

Step 9: Click on “Preview of your content (only visual)” to proceed.

Files for this content

Type	File name	Size	Upload	Select all
	PowerPoint Oral Presentation.pptx	3.03 MB	30.03.22, 04:05 PM	<input type="checkbox"/>

[✖ Delete selection](#)

i Your uploaded content was processed by the system

Please adhere to the messages below. You can continue when all important issues are solved.

- Check successful

Back

Preview of your content (only visual)

Step 10: To complete your upload, click “Checked and Confirmed”

Content Submission ✕

OVERVIEW ● CONDITIONS ● FILE TRANSFER ● **SLIDE PREVIEW**

Title of your content Session

The title of your abstract should be precise and explicit. Avoid putting too much information in the title line. Test Poster Tour Session

Date and place Oral Abstract Presentation

☐


-

Preview

This preview is to check slide or poster formatting and playback of video files only. You will not hear your voice in case you have pre-recorded the content.

⏪ 1 / 2 ⏩

Back Checked and Confirmed

You are now done with your upload, congratulations! 

You can always come back to **Review/Edit** your file again, if you wish.

Welcome to the content upload

Welcome to the content submission

In the next steps you will supply all necessary information for your programme content (presentations & posters). Upload your files, which you prepared following the guidelines for your congress. You might need to accept terms and conditions e.g. for Webcasting allowance and other data in the process.

When your file upload is done and the system automatically checked your files (this might take some minutes depending on the traffic and the size of your content), you will be able to get a preview of how your content will appear at the congress.

You will also be informed if blocking issues appear with your uploaded file(s). For example, missing video files or corrupt presentation files. In this case, please take a screenshot of your problem and send it via email to techsupport@eular.org for further assistance.

Please also note that the maximum size for each uploaded file is 5.0 GB.

Make sure to use the latest possible browser version of Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Edge to have support of the best upload experience.

Until the deadline for your content submission: **May 17 2023, 23:59 CEST** you can access the module here and upload updated files.




Profile  **View**

Photo  **Upload**

Content



1 LIVE POSTER/SLIDE FILE UPLOADED

Date and place

🗄

Session


Test Poster Tour Session

Title of your content:

PT test 03

Poster Tour

File



1 LIVE PRESENTATION FILE UPLOADED

Date and place

🗄

Session

Test Poster Tour Session

Title of your content:

The title of your abstract should be precise and explicit. Avoid putting too much information in the title line.

Oral Abstract Presentation

File

Submission deadline
Submission open until 17 May 2023 11:59 PM

Last change
14 March 2023 04:03 PM

Submission deadline
Submission open until 17 May 2023 11:59 PM

Last change
14 March 2023 08:17 PM