

eular

EULAR 2023

Presentation Upload Guidelines for Oral Abstract Speakers

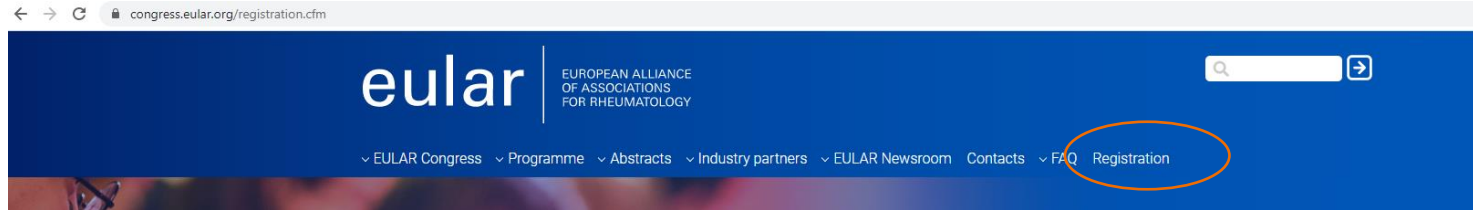


EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY

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.

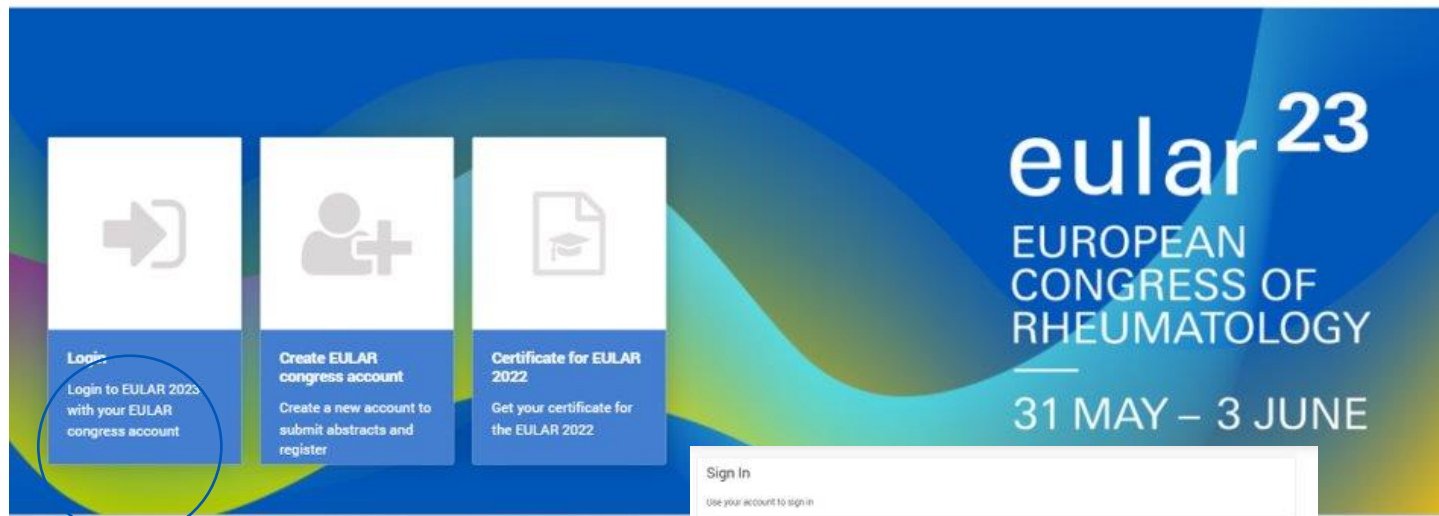
EULAR 2023 Congress will be held onsite in Milan.

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

Registration is open!

[Login / Register](#)

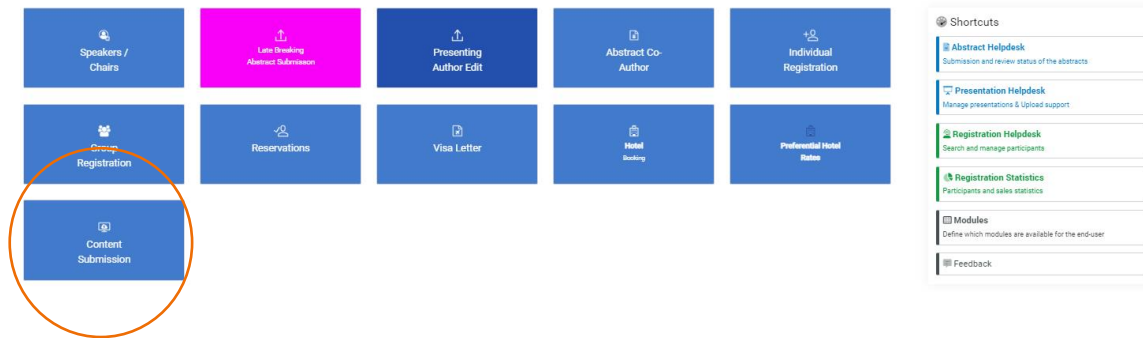
Step 3: Click “Login” and Sign in to your account



The 'Sign In' form is overlaid on the bottom right of the banner. It has a title 'Sign In' and the instruction '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 visibility toggle. Below the fields are three buttons: 'Sign in' (green), 'Forgot password?' (grey), and 'Create a new account?' (grey).

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

Please note: ONLY and ONLY the oral **abstract presenting author** can access and see the content submission module including the oral abstract.



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

Please note: ONLY and ONLY the oral **abstract presenting author** can access and see the content submission module including the oral abstract. Please follow the below instructions:

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)



The screenshot shows the 'Content Submission' interface. At the top, it says 'Welcome to the content upload'. Below this is a large box with 'Welcome to the content submission' and detailed instructions. Underneath are three sections: 'Profile', 'Photo', and 'Screen'. The 'Screen' section contains two 'Submission deadline' cards. Each card has a 'Calculate date' button, a dropdown menu, and an 'Edit profile' button. A blue arrow points from the instruction 'Click' to the 'Edit profile' button in the second card, which is circled in orange.

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”**

Important note: the minimum requirement for oral abstract submission is the .PPTX of your presentation.

The screenshot displays the 'Content Submission' interface. At the top, it says 'Welcome to the content upload'. Below this, there are instructions and a warning: 'Important note: the maximum size for each uploaded file is 5.0 GB.' The interface is divided into two main sections: 'Oral Abstract Presentation' and 'Poster Presentation'. Each section includes a 'Submission deadline' (17 May 2023 11:59 PM), a 'Last change' timestamp, and a 'Start Submission' button. A blue circle highlights the 'Start Submission' button in the Oral Abstract Presentation section.

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

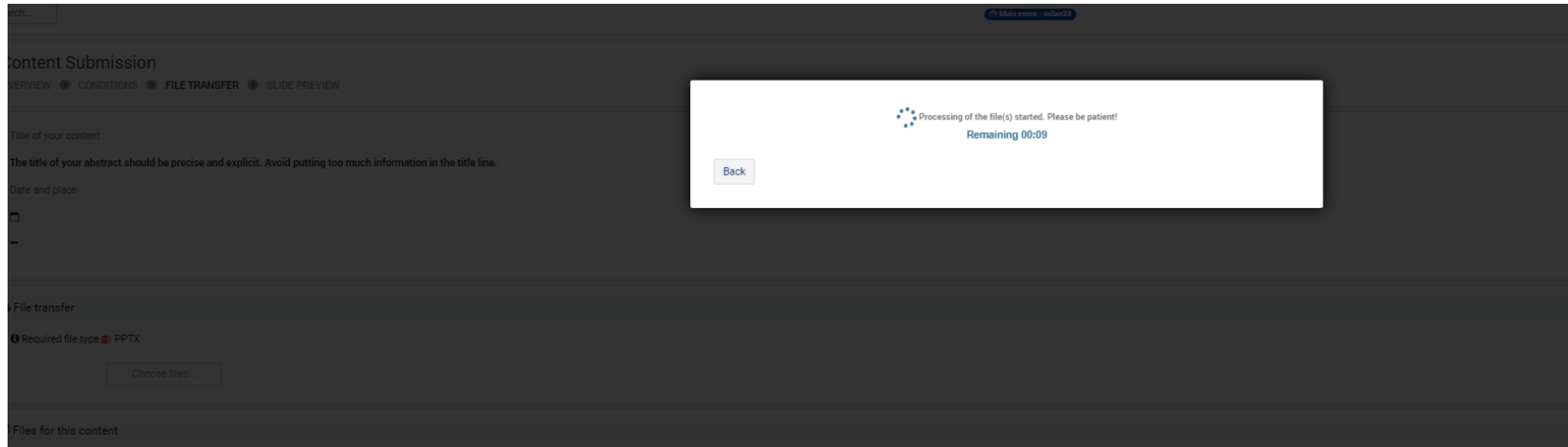
For more information on the full EULAR Webcasting Policy, you can click on "Download" to read.

Step 8 - MANDATORY: Upload **the PPTx** of your oral abstract 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 a file selection window open. The interface includes sections for 'Title of your content', 'Date and place', and 'File transfer'. The 'File transfer' section is circled in orange, and a note indicates that only PPTx files are accepted. The file selection window displays a list of files, including 'OP0176_EULAR_Oral', which is selected. The 'Files for this content' section shows a list of files, including 'eular_2023__powerpoint_eposter_template_landscape.pptx'. The 'Your uploaded content was processed by the system' section shows a 'Check successful' message.

For more details on how to create a PPTx please [click here](#) and refer to the PowerPoint for oral presentations.

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 upload interface. At the top, there is a table with columns for Type, File name, Size, Upload, and a checkbox. The file name is 'eular_2023__powerpoint_eposter_template_landscape.pptx', the size is 491.11 KB, and the upload time is 14.03.23, 08:17 PM. Below the table, there is a message box with a green checkmark and the text 'Check successful'. A blue circle highlights the 'Check successful' message. A blue arrow points downwards from the 'Preview of your content (only visual)' button at the bottom right of the interface.

Type	File name	Size	Upload	Select
	eular_2023__powerpoint_eposter_template_landscape.pptx	491.11 KB	14.03.23, 08:17 PM	<input type="checkbox"/>

Check successful

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 a file upload interface with an error message. At the top, there is a message box with a blue information icon and the text 'Your uploaded content was processed by the system'. Below this, there is a message box with a red 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.'

Your uploaded content was processed by the system

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

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.

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

☐

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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.

here can be your Logo or QR code

This could be your Introduction

This could be your Objective

This could be your Methods

This could be the ePoster title

This could be your Results


This could be your Tables or Figures or image

EUAR Presentation number

This could be your Conclusions

This could be your Tables or Figures or image

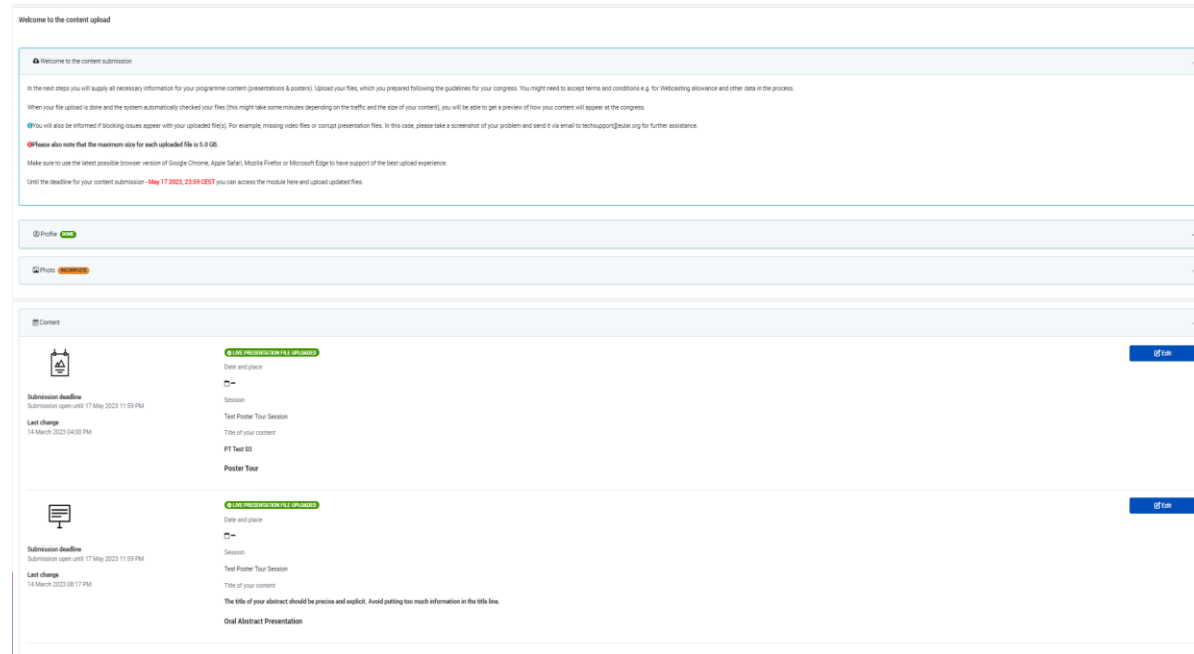
Back Checked and Confirmed

You are now done with your upload, congratulations! 

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

**Deadline for uploads:
17 May 2023, 23:59 CEST**

(Review/Edit function will also close on 17 May 2023)



The screenshot shows a web interface for content upload. At the top, there is a 'Welcome to the content upload' message with instructions and a deadline: 'May 17 2023, 23:59 CEST'. Below this, there are navigation tabs for 'Profile' and 'Photo'. The main section is titled 'Content' and displays a list of uploaded items. Each item has a status indicator (e.g., 'ALL PRESENTATION FILE UPLOADED'), a date and place, a submission deadline, and a last change timestamp. The first item is 'PT test 02' and the second is 'Oral Abstract Presentation'. Each item also has a 'Review/Edit' button.