

Everything about uploading your presentation file

How to upload your presentation file

Before you start the uploading process, please make sure that your file is named as follows:

YYYYMMDD(Day of presentation)_No. Parallel Session_No. Auditorium_Surname Presenter.



For example, "20240701_1_TC.2.03_Wimmer.pptx

Step 1: Log into the Call for Papers Website

Log into the [Call for Papers website](#) using your username (e-mail-address) and password. If you have forgotten your password, please use [this link](#). Note that this is the website on which you have submitted your abstract.

Step 2: Navigate to Presentation Upload

Navigate to *Presentation upload*, in the upper right corner of the window.


- **For individual presentations:** Under *Abstracts* you can see the title of every accepted abstract. Click on the upload symbol  for uploading your presentation file.
- **For organised sessions:** Please note that **only the session organiser can upload the presentations** of each organised sessions. Under *Abstracts of organised sessions* you can find each session title and the respective abstracts below. Click on the upload symbol  for uploading your presentation file. Kindly note that an individual presentation must be uploaded for each abstract.

Step 3: Upload your presentation file

Click *Browse* to upload your presentation file. Navigate to the location where you have saved your presentation file then click on it. Lastly, click on *Open (Windows)* or *Upload (Mac)* in the bottom right corner of the window. You can see the name of your presentation file next to *Browse*. If you have selected the correct file, click on *save*.

Please upload .ppt, .pptx or .pdf files only.

Step 4: Review and update your presentation

In case you would like to review the presentation file you have uploaded, log into the [Call for Papers website](#) and navigate to *Presentation upload*. Click on the *Presentation* symbol  to open your presentation file. If you notice a mistake or would like to update your presentation, repeat the Steps 1 to 3. Kindly note that only the last version uploaded on the Call for Papers website is being saved.

Please upload your presentation before Saturday, 29 June 2024 (23:59 CET).

FAQ


- **Do I have to upload my presentation?**

No, you can also bring a USB-drive or connect your own device to the conference hardware. Please note that Apple devices, including all forms of adapters, are not compatible with the conference hardware. Furthermore, we do not recommend linking to external media in presentations. Should your presentation necessitate a different format or software, you may connect your own device to the conference hardware.
- **Can I send my presentation by e-mail?**

Unfortunately, we cannot accept presentations sent by e-mail. We therefore ask you to upload your presentation yourself or bring your own USB-drive or device.
- **Can I update or change my presentation?**

You can always repeat the steps of uploading a presentation, thereby replacing the old presentation with a new one. Kindly note that any uploads have to take place before 29 June 2024 (23:59 CET).
- **What happens if I upload my presentation after the deadline?**

If you upload your presentation after Saturday, 29 June 2024 (23:59 CET), our conference staff cannot download and prepare your presentation before your session. You will have to bring your own USB-drive or device.
- **How can I be sure that my changes have been saved?**

You can review the presentation file you have uploaded by logging into the [Call for Papers website](#), navigating to *Presentation upload*. Click on the *Presentation* symbol  to open your presentation file.
- **What should I do if I have successfully logged into the website but cannot find the option to upload my presentation?**

If you have successfully navigated to *Presentation upload* but your abstract title or organised session title does not show up, kindly check whether you have logged into the account you have submitted the abstract from. Some participants might have two accounts (with different e-mail-addresses), however the abstract or organised session can only be seen in the account they were submitted from.

If you do not have the *Presentation upload* option in the upper right corner of the window. Kindly contact conference2024@euhea.eu.
- **Will my presentation be shared with the other participants?**

No, your presentation will not be shared. Only the conference staff have access to the presentations, and they only use this access to download your presentation to the local computer before your session. After your session, your presentation will be deleted from the local device.

After the conference, the presentation files will be deleted from the Call for Papers system. The program itself, including the name of the presentation, the abstract, the presenter and the co-authors, will remain online.

- **Can I share my presentation or request other participants presentation?**

You are of course welcome to share your presentation with others. Unfortunately, there is no option within our system to share your presentation or to request other participants presentations.

- **Do I have to upload my whole paper as well?**

No, there is no option to upload your paper.