

# BioEM 2018

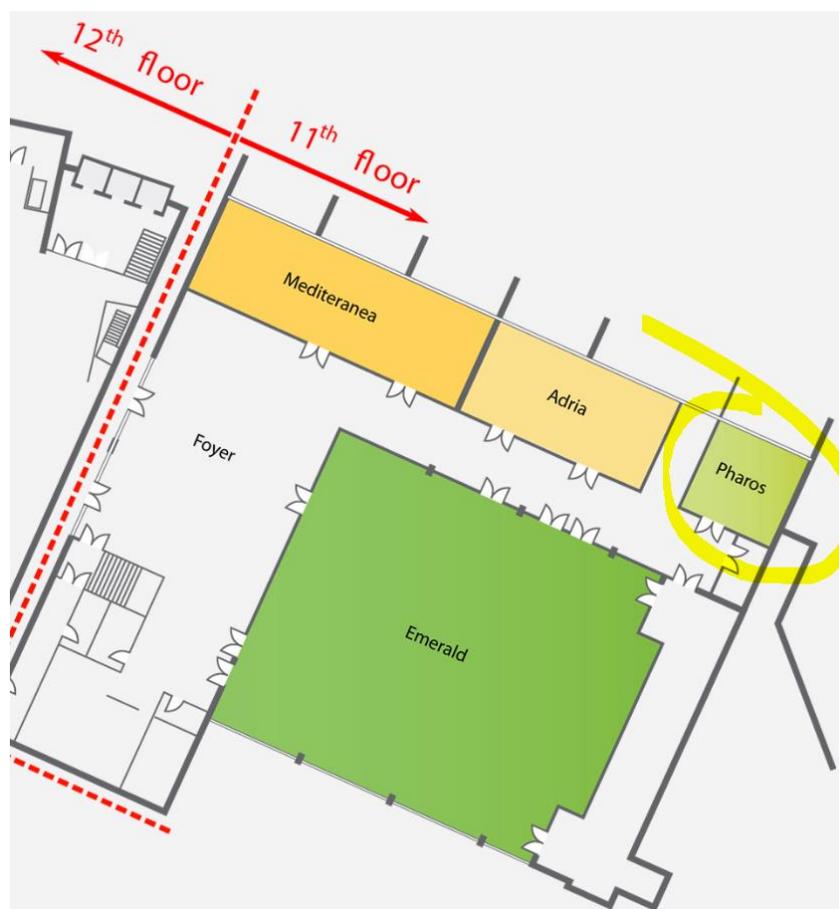
Portorož, Slovenia, June 24<sup>th</sup> – 29<sup>th</sup>

## ORAL PRESENTATION UPLOAD SYSTEM INSTRUCTIONS FOR PARTICIPANTS – PLATFORM PRESENTERS

The BioEM 2018 conference features a **custom presentation upload system** to facilitate easier management of participants' oral presentation supporting materials (such as PowerPoint and PDF slideshow files, videos, etc.).

As a presenter, you are **kindly asked to prepare your presentation** in advance of your scheduled talk and **upload it using the online system** at least two hours before your scheduled platform presentation.

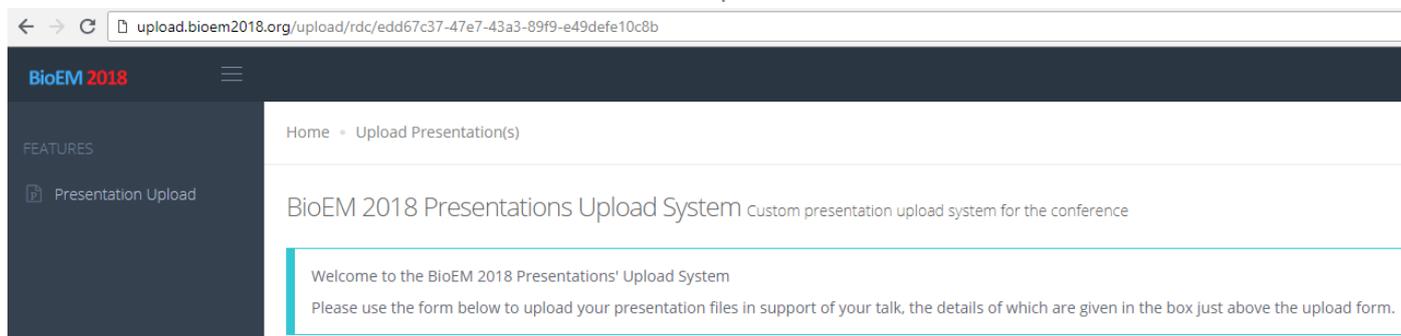
If you wish to verify whether your slideshow will be displayed during your talk as intended, you are welcome to visit the Upload/Preview room, which is on the 11th floor at the end of the corridor to the left, just next to the balcony of the 11th floor of the Grand Hotel Bernardin. **This is the Pharos hall (see the floor plan below).**



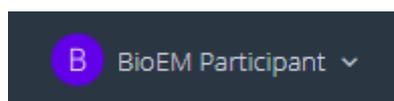
[Instructions for use of the online system](#)

1. Follow the link provided in the email. You should have received an email with this document as an attachment, containing a link to the BioEM Upload system. The link will take you directly to the corresponding interface where you will be able to identify your abstract/paper and upload the presentation. **Note that if you have more than one platform presentation within the scope of this conference, you will have received multiple emails, each with a link corresponding to every one of your talks. Please DO NOT upload all of your presentation files to only one of your submissions, since this will make it harder for the technical staff to find your presentation on-site.**

Example:



2. Check your name in the top-right corner and then scroll down to verify whether the identified abstract title and session are correct.



#### YOUR PRESENTATION DETAILS

Title

Sample abstract title

Session

DS [Demo Session]

Session scheduled for...

Sunday, June 24, 2018 12:30

3. Click **Select file**, then browse to your video, PPTX, PPT, or PDF file that you would like to upload in support of your oral presentation. Then click **Upload**.

**PRESENTATION UPLOAD**

Upload file:  Select file

Upload

**PRESENTATION UPLOAD**

Upload file: My\_BioEM2018\_Presentation.pdf Change Remove

Upload

4. If all went well, you will find your file in the table below. You can now preview it, download it, or delete it (if you would like to replace the file, you can either delete it or just upload a file with the same name and the old one will be overwritten).

**PRESENTATION UPLOAD**

Upload file:  Select file

Upload

#	File Name	File Size (KiB)	Actions
1	My_BioEM2018_Presentation.pdf	2761.19	<span>Preview</span> <span>Download</span> <span>Delete</span>

5. **OPTIONAL STEP – This step is completely optional** and relevant only to those presenters who have no reservations against sharing their presentation with other delegates.

If your presentation does **not contain sensitive and/or unpublished data**, and you would like to freely share it with the other participants of BioEM 2018, you can opt-in to this option by scrolling to the very bottom of the page, where you will find a checkbox that you can check and then click the **Submit** button. You can rest assured that if you **do NOT check this checkbox** (i.e. leave it in its default, unchecked state), your presentation will be **deleted immediately** after the end of the Conference and will **NOT be shared with anybody**. In addition, if you **do choose to share you presentation**, please make sure all the materials contained therein are either **not under copyright**, or that you have obtained the necessary permission for their publishing from the copyright holder.

### Sharing Consent

Giving this consent is **entirely optional** and means that your presentation will not be immediately deleted following the end of the conference, but will be made available to other participants for review for a limited amount of time after the event has passed.

If your presentation contains sensitive, confidential, and especially unpublished data, you are advised to leave the checkbox below **UNCHECKED**.

Also, if you do choose to share you presentation, please make sure either all the materials contained therein are **not under copyright**, or that you have obtained **the necessary permission** for their publishing from the copyright holder.

- My presentation does not contain confidential and/or unpublished data and I agree to sharing my presentation online with the rest of the conference participants (THIS IS ENTIRELY OPTIONAL).  
I also hereby confirm that the presentation does not violate any copyrights or that I have obtained the necessary permission from the copyright holder.

Submit

6. Once you have uploaded all the necessary files, please sign out of the system by clicking **Sign Out** in the menu in the top-right corner. If you have multiple talks, you can then open another invitation-to-upload email, and click the link in there to take care of another one of your presentations. **If not, you are done! Congratulations, and thank you!**

