EULAR 2022

Presentation Upload Guidelines for Poster Presenters
Step 1: Access your account via the EULAR Congress Website
Step 2: Click on Registration, then click on Create Account/Login
Step 3: Click “Login” and Sign in to your account
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 poster **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)
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 poster tour presentation and poster display is the poster PDF and the mp3 file of your narration.

Please note the information about the acceptance status of your abstract highlighted in grey.

Before you start your submission, please make sure to follow our guidelines on the EULAR website.
Step 7: Please accept the mandatory EULAR Webcasting Policy for each content upload.

For more information on the full EULAR Webcasting Policy, you can click on “Download” to read.
Step 8: **Record** or **Upload** your poster narration.

**Important!** Please limit the narration length of your poster based on acceptance type:
- Abstract accepted for **Poster Tour**: up to a 5-minute narration.
- Abstract accepted for **Poster view**: up to a 4-minute narration.

You may **either** upload a pre-recorded narration of the poster (*.mp3) or use the EULAR Congress system to record your narration. For instructions, please press one of the buttons below.

- **Instructions to Record your narration in the EULAR Congress system**
- **Instructions to Upload your pre-recorded narration (MP3 file)**

Make sure to complete this step before uploading your Poster Presentation.
Upon recording of your poster narration:

Please click here to proceed to uploading your Poster PDF Presentation

! Or click here to go back to upload or record your narration
Step 9: Click “Choose Files” to upload your Poster Presentation (PDF format).
Step 10: A pop-up window will appear then select your desired PDF file and click “Open”.

1. Poster narration

With the recorder you can add a narration audio track to your poster.

Please note: If you make a change on the narration, you have to upload your poster again. Otherwise the system won’t be able to recognize the new track.

2. File transfer

- Required file type: PDF
- Choose files...
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** box.

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.
Step 11: Click on “Preview of your content (only visual)” to proceed.
Step 11: If you are happy with the preview of your poster presentation, click “Checked and confirmed” to complete your upload.
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: 16 May 2022, 23:59 CEST
(Review/Edit function will also close on 16 May 2022)
The next slides show the instructions to **Record** or **Upload** your poster narration.

Please disregard if you have by this time successfully uploaded your poster presentation following the **Content Upload Guidelines for Poster Presentations** steps 1 – 11.
Record your narration in the EULAR Congress system
Step 1: Click “Poster narration recorder & Upload”
Step 2: To start recording your narration press the button with the “Red Dot” in the centre.
Step 3: A pop-up window will appear asking for permission to use your microphone. You must click “Allow” to record your narration.
Step 4: You may begin your narration when “Recording You can speak now” is displayed
Step 5: When you are finished with your narration you may click on the button with the “Black Box” in the centre to **Stop Recording**.
Step 6: Please **listen** to your recording before proceeding by clicking on the “Play/Pause” button. If you are unhappy with your recording, you may click “Delete”, and restart the process by following the previous instructions.
Step 7: Please click “Next” to complete the your audio recording and Proceed to uploading your Poster PDF Presentation
Now that you have completed the recording of your narration

Please click here to proceed to uploading your Poster PDF Presentation
Upload your pre-recorded MP3 file narration
Step 1: To upload an MP3 file into the system, click “Select .mp3 file”
Step 2: A pop-up window will appear then select your desired MP3 file and click
Step 3: Please **listen** to your recording to ensure it plays properly by clicking on the “Play/Pause” button. If you are unhappy with your upload, you may click “Delete”, and upload another MP3 file.
Step 4: Click “Next” to complete your upload.
Now that you have completed the recording of your narration

Please click here to proceed to uploading your Poster PDF Presentation