EULAR 2023
Presentation Upload Guidelines for Invited Speakers
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.
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”**
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 - 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”.

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.

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 9: Click on “Preview of your content (only visual)” to proceed.
Step 10: To complete your upload, click “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.