EULAR 2023

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

**Please note**: ONLY and ONLY the **poster 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.

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

Please use high quality images.

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: Click “Choose Files” to upload your Poster Presentation (PDF format).
Step 9: A pop-up window will appear then select your desired PDF file and click “Open”.

![Image of a pop-up window with options to select a file. The highlighted option is labeled as 'File transfer'.]
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 10: 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: 17 May 2023, 23:59 CEST**
(Review/Edit function will also close on 17 May 2023)