



Please find below all relevant information regarding your presentation.

Presentation submission via online upload is available from April 12 and will be stored in a protected server of M Events Cross Media GmbH. If you are able to upload your presentation before **May 16* (12:00 CEST)** we will also check your presentation manually for any technical issues.

There are 2 possible ways of presenting your talk.

- 1) **LIVE PRESENTATION** (*.pptx)
- 2) **PRE-RECORDED PRESENTATION** (*.pptx with PowerPoint Audio Narration Function)

The preferred format is clearly a LIVE PRESENTATION.

However, we would very much appreciate if you sent us a pre-recorded presentation even if you intent to present live.

This a backup in case you are unable to attend on short notice, or in case there are any connection issues (if you are attending remotely).

How to prepare your presentation (this applies for both types of presentations, LIVE and pre-recorded)

- **Format**

Only Microsoft-PowerPoint presentations (***pptx** – please make sure that you do not use PowerPoint Show *.ppsx) with video formats will be accepted. Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older versions as they cannot be embedded into the presentation.

>> Presentations attached to emails cannot be processed <<

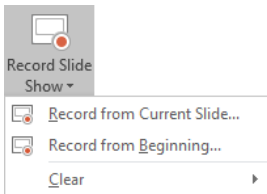
- **Privacy**

It must be guaranteed that all content used in your presentation can be shown online for the live session as well as for the on-demand version post-Congress (webcast). If your slides include sensitive data, please remove these data before you upload your presentation to the M Events system.

How to pre-record your presentation (applies only for **PRE-RECORDED** presentations)

Please find herewith the manual on how to pre-record your presentation with the **MS PowerPoint narration function**:

1. With your presentation open, on the Slide Show tab, click on „Record Slide Show“.
 - Clicking on the upper half of the button starts the recording on the current slide.
 - Clicking on the lower half of the button gives you the option to start recording from the beginning or from the current slide.



(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)

1. Please disable your camera when recording your slides!
 - **Only Slides and Audio are necessary for your presentation.**

For detailed instruction or in case you use a different windows version or Mac OS please follow this [link](#).

• **Presentation time**

It is required that your pre-recorded presentation strictly adheres to the given times of your talk, as stated in the programme. In case your presentation exceeds this time, it will automatically be cut off by the system.

PLEASE NOTE: PowerPoint will create one sound file per slide. Therefore, please try not to speak during the slide change.

How to upload your presentation (applies for both types, LIVE and pre-recorded presentations)

- During the upload process, you will be requested to upload a picture of yourself which will be used for the online platform.

For submitting your files use:
[login](#)

When your presentation(s) has been successfully submitted you will receive an automated confirmation email.

You may, at any time (up to the set dead-line) send additional files, make changes to files you have already sent and download your files again from any computer you use.

Upload on-site at the Speakers' Preview Room (Room E01)

Due to important technical reasons, we encourage speakers to upload their presentation prior to the congress as stated above, however, a speaker preview room will be available also on site.

How to attend the live session at the Congress (applies for both types, LIVE and pre-recorded presentations)

When you are on site in Paris, come on stage and give your presentation. Just like in the good old days!

Presentation Technology

Each meeting room is equipped with a presentation computer and a data-projector. A network-based presentation system will be used along with a conference specific interface to ensure the perfect quality of all presentations. Therefore, own laptops cannot be connected in the lecture room. All presentations must be uploaded in advance to the server.

For those of you who will present live (remotely) but cannot attend the congress personally in Paris: On 16 May 2022 you will receive an email with the live session link.

The link will give you access to the live session which you should enter 15 minutes prior to the scheduled start of the session allowing you some time to ask your session technician possible questions about the procedure as well as to connect with the co-speakers and chairs. The link is already active when you receive it and you are invited to make a test run and familiarize yourself with the system before the session starts. During the scheduled session time, as stated in the programme, all remote speakers and chairs should be present in front of their computers, incl. headset and/or microphone and join ideally also via video.

Even if you have submitted a pre-recorded talk you should still join the live session for the discussion.

What you will need:

- computer including headset/microphone
- ideally also a web-cam
- internet connection (wired connection preferred) at least 5 Mbit/s up- and downstream

You have to use the Google Chrome Web Browser – if you do not have it installed please download it [here](#).

We strongly encourage do not apply any artificial background to your webcam to favour the unique contents.

Finally, we would like to confirm that we will be organizing a training session for all remote speakers/chairs around May 11 for those who wish to participate: you will be receiving a specific letter, with all the indications on how to attend, in due time.

Please also visit the [FAQ page](#) for further information.

If you have any technical questions related to your presentation, please feel free to contact the Helpdesk at: era@m-events.com