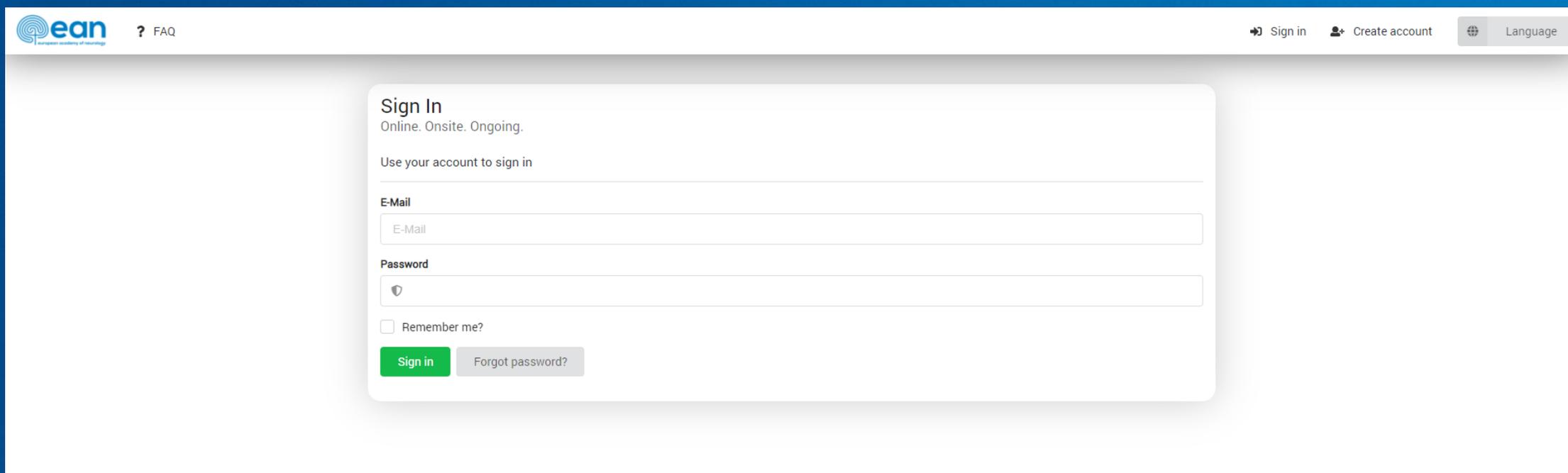


ean
congress

Helsinki
2025



Dedicated Industry Session Group Upload Instructions



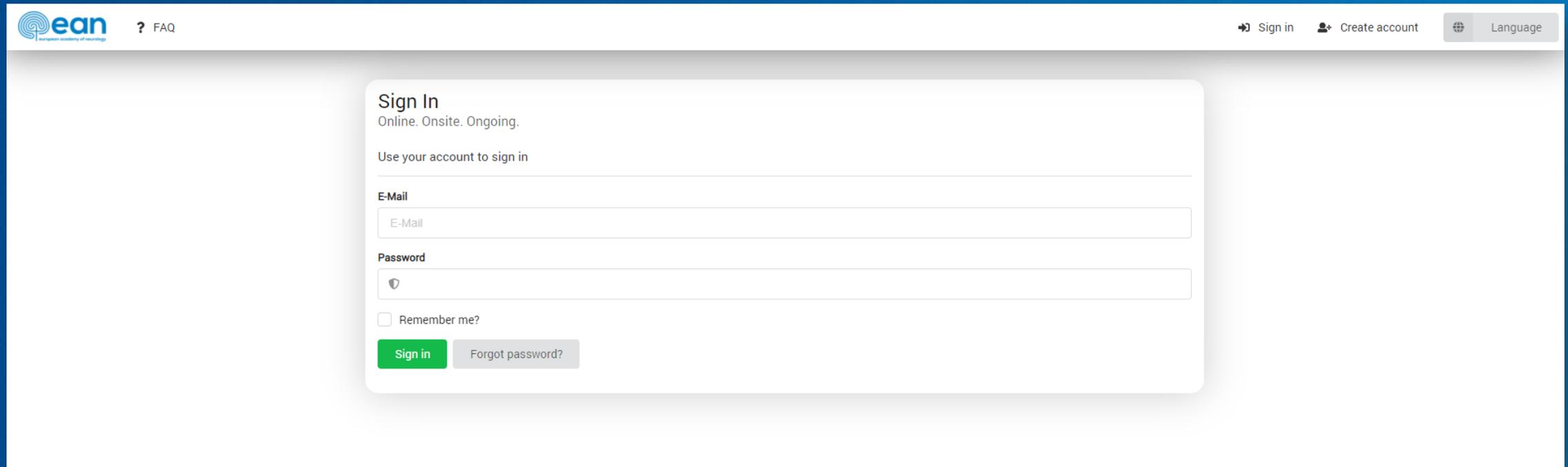
The screenshot shows the ean website's sign-in page. At the top left is the ean logo and a link to the FAQ. At the top right are links for Sign in, Create account, and Language. The main content area features a sign-in form with the following elements:

- Sign In** header with subtext: Online. Onsite. Ongoing.
- Instruction: Use your account to sign in
- E-Mail** label above an input field containing the placeholder text "E-Mail".
- Password** label above an input field containing a shield icon.
- Remember me?
- Sign in** button (green) and **Forgot password?** button (grey).

Sign in

1. Please click on the link you received with the invitation to the industry session content group upload
2. Enter your credentials
3. Select “Sign in”

In case you forgot your password, click on “Forgot Password” to receive an email with a link to reset your password. Please make sure to check your junk/spam folder, if you can’t find the email in your inbox.



The screenshot shows the EAN Sign In page. At the top left is the EAN logo (European Academy of Neurology) and a link to the FAQ. At the top right are links for Sign in, Create account, and Language. The main content area features a 'Sign In' heading with the subtext 'Online. Onsite. Ongoing.' Below this is a prompt to 'Use your account to sign in' followed by a horizontal line. There are two input fields: 'E-Mail' and 'Password'. Below the password field is a 'Remember me?' checkbox. At the bottom of the form are two buttons: a green 'Sign in' button and a grey 'Forgot password?' button.

Step 1 – Desktop View

Once logged in, select “Session Upload”



Step 2 – Session Overview

Provide Session Info and Materials by clicking on “Access Session Extras”

COLLABORATION ✕

Please choose the presentation you would like to upload or select "edit session" to upload additional material and change the session description.

Sat 19 Sep  10:00 PM - 11:00 PM - Channel 1
Demo Satellite I

Demo Presentation	Demo presentation II
Show detail	Show detail
22:00	22:00
Dr. Mathias Balhorn	Dr. Sebastian Loza

[✎ Access Session Extras](#)

By clicking on “Access Session Extras” you can:

- Session Description
Insert the Description of your Session
- PDF Session Additional Material
Upload max 3 pdfs

Step 3 – Edit Session Details

DEMO SATELLITE

← BACK



Description / Learning Objectives

Format ▼ **B** *I* U [List icons] [Link icon] [Image icon] [Code icon]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Enable rating

Enable comments

Show comments by default

Save

PDF

Test_PDF.pdf Delete

Pdf description. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Save

Select ...

Navigation

Click “Back” on the upper left corner to go back on the Session Overview. If you click the “x” icon in the right upper corner, you will be brought to the Desktop view.

Session Description

Insert the description of your session (max 1000 characters). Select “Save”.

PDF

Upload max 3 pdfs:

- Click on “Select”
- Choose a file from your server

Please note: the file name will be visible on the website, make sure to change it accordingly prior to uploading.

- Once uploaded you can add a caption related to your pdf, then select “Save”

Step 4 – back to Session Overview for Presentation Upload

COLLABORATION ✕

Please choose the presentation you would like to upload or select "edit session" to upload additional material and change the session description.

Sat 19 Sep  10:00 PM - 11:00 PM - Channel 1
Demo Satellite I

[Access Session Extras](#)

Demo Presentation	Demo presentation II
Show detail	Show detail
22:00	22:00
Dr. Mathias Balhorn	Dr. Sebastian Loza

Navigation

- **Session details**
- **Presentation details pre-filled based on the programme agreed upon with industry@ean.org**

Content details

Click on the icon of each presentation.

N.B.: According to the agreement with your pre-recordings setup (created by M Events or an external supplier) you will be able to upload the related mandatory format for your files.

Pre-recording with M-events > .pptx or .mp4
Pre-recording with external supplier > .mp4 (max 5GB, h.264 MPEG-4 AVC).

Step 5 – Upload Presentation

DEMO SATELLITE I

← BACK

Session Upload

Content details

Presentation Title	Demo Presentation
Presentation Type	Industry Test
Speaker	Dr. Mathias Balhorn
Session	Demo Satellite I
Type	Demo Satellites
Date	19 September 2020, 10:00 PM

Biography

Preview

No preview available

Upload

In the next steps you will supply all necessary information for your program content (presentations & posters). Upload your files, which you prepared following the guidelines for your congress. You might need to accept terms and conditions e.g. for Webcasting allowance and other data in the process.

When your file upload is done and the system automatically checked your files (this might take some minutes depending on the traffic and the size of your content), you will be able to get a preview of how your content will appear onsite and/or online.

You will also be informed if blocking issues appear with your uploaded file(s). For example, missing video files or corrupt presentation files.

Please also note that the maximum size for each uploaded file is 5.0 GB.

Make sure to use the latest possible browser version of Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Edge to have support of the best upload experience.

Till the deadline for your content submission you can go back here and upload updates of your files.

I confirm to have the rights to upload the content files on behalf of

Content details

Summary of information industry@ean.org agreed upon.

Preview

Once the presentation is uploaded, its content will be shown in the preview.

Upload

- Review the Terms&Conditions
- Tick the confirmation box
- Proceed by clicking on “Upload”

Step 6 – Confirm Conditions

PRESENTATION SUBMISSION ✕

OVERVIEW ▶ **CONDITIONS** ▶ FILE TRANSFER ▶ PREVIEW ▶ SUMMARY

September 13, 2020
01:00 PM
Room 1

My presentation
Session Oral Session 1
Oral presentation

Webcasting

Your presentation will be made available during our virtual congress to all participants to the virtual congress and thereafter to those who were not able to follow it during the virtual conference licence to your presentation, including, slides, images, voice etc. (hereinafter the "Content").

[Download](#)

Acceptance is mandatory

I accept the condition 'Webcasting' Yes

[Back](#) [Next](#)

Navigation

- Session details
- Presentation details agreed upon with industry@ean.org

Conditions

- Review and accept by ticking the "Yes" box
- Proceed by clicking on "Next"

Step 7 – Select File

PRESENTATION SUBMISSION

OVERVIEW ▸ FILE TRANSFER ▸ PREVIEW ▸ SUMMARY

19 September 2020	Demo Presentation
10:00 PM	Session Demo Satellite I
Channel 1	Industry Test

Files

At least required file type  MP4

Presentation Information

 Selecting the main file failed. Please check format and amount of files.

Files

- Click on “Choose files...”
- Select the file from your server
- The selection of your file will start the upload process automatically.

Step 8 – Processing

PRESENTATION SUBMISSION

OVERVIEW ▸ FILE TRANSFER ▸ PREVIEW ▸ SUMMARY

19 September 2020
10:00 PM
Channel 1

Demo Presentation
Session Demo Satellite I
Industry Test

Files

At least required file type  MP4

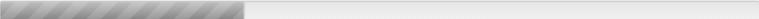
Choose files...

Presentation Information

 **Selecting the main file failed. Please check format and amount of files.**

Back Preview

Data transfer


Uploaded 33.3% (7.2MB) Total 21.7MB


Uploaded files: 0% (0) Total files: 1

Uploading file: VM_presentation_upload_tutorial04 (2).mp4
Elapsed time: 00:00:05s Estimated time: 00:00:16s Speed: 1.3MB/s

Step 8 – Processing

CONTENT SUBMISSION

OVERVIEW ▶ CONDITIONS ▶ FILE TRANSFER ▶ PREVIEW ▶ SUMMARY



Your file(s) will be verified in a moment. Please be patient!

Back

111111 Demo Presentation

Session Demo Satellite

Industry Satellite Symposium - .mp4

Industry Satellite
Symposium channel

File transfer

Required file type MP4

Choose files...

Files for this content

Type	File name	Size	Upload	Select all
	VM_presentation_upload_tutorial 01(1).mp4	4.21 MB	18.10.20, 01:14 PM	<input type="checkbox"/>

X Delete selection

Processing feedback of your content

Back

Step 9 – Check the Uploaded file

PRESENTATION SUBMISSION

OVERVIEW ▶ FILE TRANSFER ▶ PREVIEW ▶ SUMMARY

20 August 2020

10:00 AM

Channel 1

Demo Presentation

Session Demo Satellite I

Industry Test

Files

File transfer

Required file type MP4

Choose files...

Files for this content

Type	File name	Size	Upload	Select all
	VM_presentation_upload_tutorial 01(1).mp4	4.21 MB	18.10.20, 01:14 PM	<input type="checkbox"/>

Delete selection

Presentation Information

- ✔ Video was converted and renamed
- ✔ Check successful

Files

Once the upload is completed, you will find your file listed below.

Presentation Information

During the presentation upload process, you will be informed on the status of the upload. For any issues, please contact industry@ean.org

Preview

Select “Preview” to review your presentation.

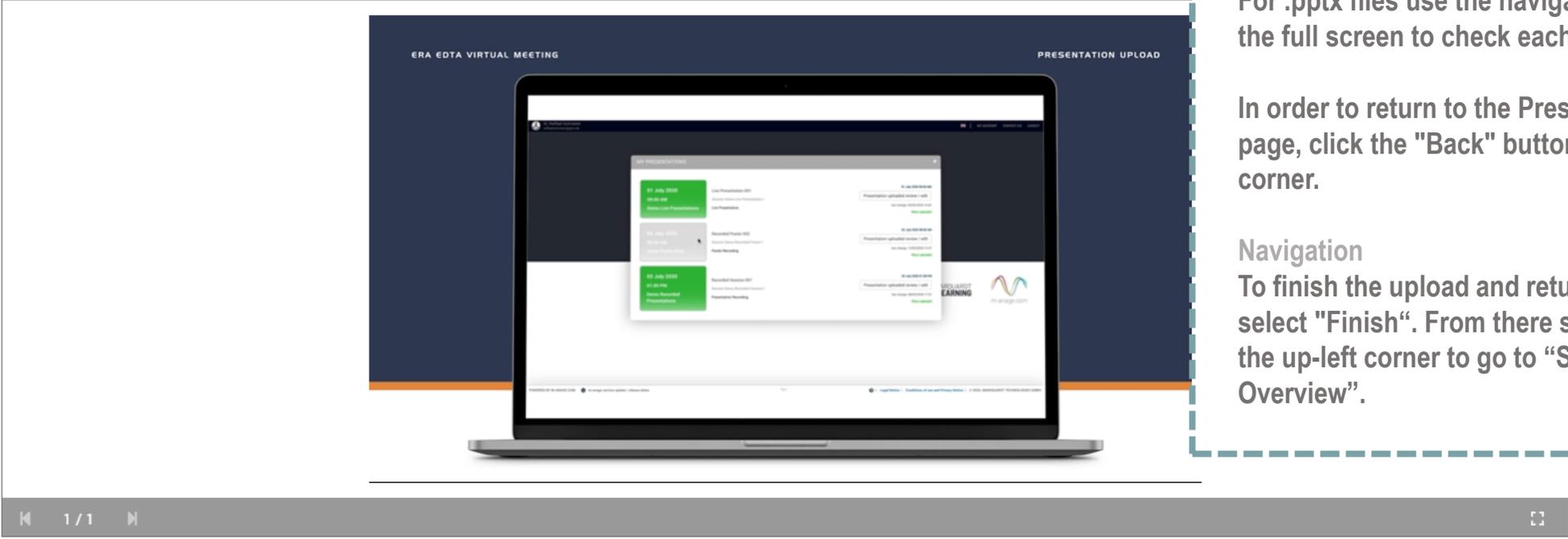
Step 10 – Preview

PRESENTATION SUBMISSION
OVERVIEW ▸ FILE TRANSFER ▸ **PREVIEW** ▸ SUMMARY

19 September 2020
10:00 PM
Channel 1

Demo Presentation
Session Demo Satellite I
Industry Test

Preview



ERA EDTA VIRTUAL MEETING PRESENTATION UPLOAD

1 / 1

Back Finish

Preview

This preview will allow you to review your upload.

For .mp4 files move your cursor over the image and click to start/pause the video. For .pptx files use the navigation bar below the full screen to check each slide.

In order to return to the Presentation upload page, click the "Back" button in the lower left corner.

Navigation

To finish the upload and return to Step 5, select "Finish". From there select "Back" in the up-left corner to go to "Session Overview".

Step 11 – Edit or cancel the uploaded item

20 August 2020

10:00 AM

Channel 1

Demo Presentation

Session Demo Satellite 1

Industry Test

File transfer

Required file type  MP4

Choose files...

Files for this content

Type	File name	Size	Upload	<input type="checkbox"/>	Select all
	VM_presentation_upload_tutorial 01(1).mp4	4.21 MB	18.10.20, 01:14 PM	<input checked="" type="checkbox"/>	Select file

Delete selection

Presentation Information

- Video was converted and renamed
- Check successful

Back

Preview

Change the file

Select the tick-box located to the right of the Upload date & time of the file you wish to modify. Click on the red “Delete Selection” button on the left side of the screen.

Click on “Choose files...” to upload the new version of your file.

Step 12 – Upload Done

DEMO PRESENTATION

← BACK

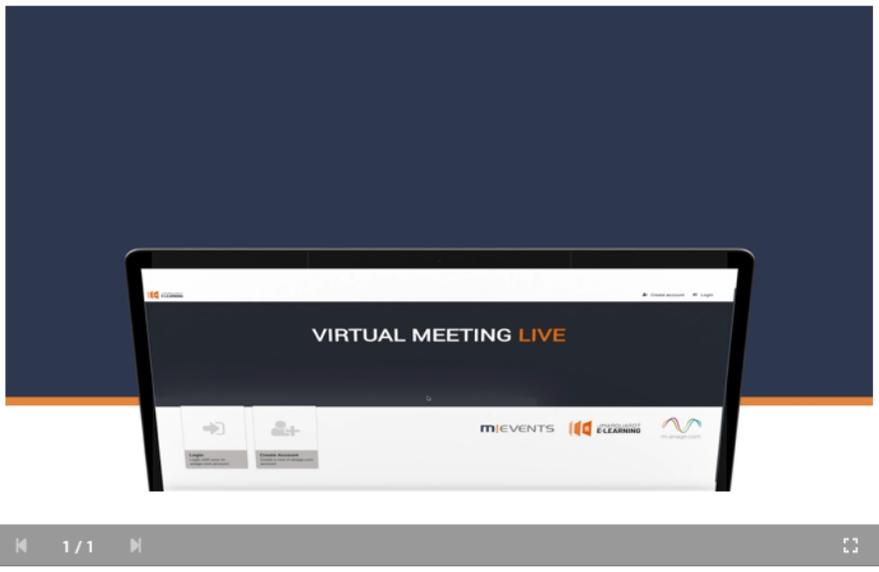
Session Upload

Content details

Presentation Title	Demo Presentation
Presentation Type	Industry Test
Speaker	Dr. Mathias Balhorn
Session	Demo Satellite I
Type	Demo Satellites
Date	19 September 2020, 10:00 PM

Biography

Preview



Upload

In the next steps you will supply all necessary information for your program content (presentations & posters). Upload your files, which you prepared following the guidelines for your congress. You might need to accept terms and conditions e.g. for Webcasting allowance and other data in the process.

When your file upload is done and the system automatically checked your files (this might take some minutes depending on the traffic and the size of your content), you will be able to get a preview of how your content will appear onsite and/or online.

- You will also be informed if blocking issues appear with your uploads file(s). For example, missing video files or corrupt presentation files.
- Please also note that the maximum size for each uploaded file is 5.0 GB.

Make sure to use the latest possible browser version of Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Edge to have support of the best upload experience.

Till the deadline for your content submission you can go back here and upload updates of your files.

I confirm to have the rights to upload the content files on behalf of

Upload