

Dedicated Industry Session Group Upload Instructions



? FAQ

→ Sign in

+ Create account

🌐 Language

Sign In

Online. Onsite. Ongoing.

Use your account to sign in

E-Mail

Password



Remember me?

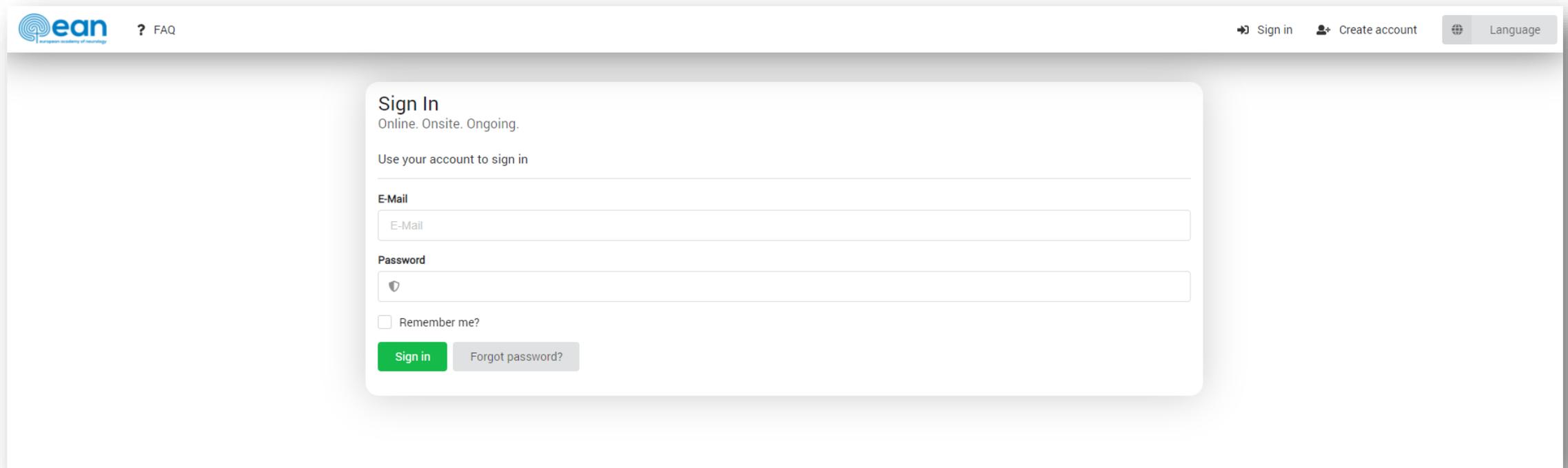
Sign in

Forgot password?

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. Click Sign in

In case you forgot your password, click on Forgot Password in order to receive an email with a link to reset your password. Please make sure to check your junk/spam folder, if you don'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' form with the following elements:

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

Step 1 - Desktop View

Once logged in, click on the button “Session Upload”



Session
Upload

ean
congress

virtual
2021

7th Congress of the
European Academy
of Neurology

June 19 - 22

Step 2 - Session Overview

Provide Session Info and Materials by clicking in “Edit Session”

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



By clicking on **edit session** you can:

Session Description

Insert the Description of your Session

Session preview Image

Upload a picture for your session (jpg, png, up to 4MB. Size can be maximum 1368 px wide x 1368 px high).

PDF Session Additional Material

Upload max 3 pdfs

mp4 Session Teaser Video (if function is activated)

Upload 1 mp4 video, max 2 GB

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

Edit session

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 with industry@ean.org

Content details

Click in the icon of each presentation.

N.B.: According to the agreement with your pre-recordings setup (made by M Events or 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 [Biography](#)

Preview

No preview available

Content details

Here an overview on the details agreed with industry@ean.org.

Preview

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

Upload

- Read the condition
- Tick the confirmation option
- Proceed by clicking on **Upload**

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

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

Navigation

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

Conditions

Read and accept by clicking on **Yes** radio button.

Click on **Next**.

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

Step 7 - Select File

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

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.**

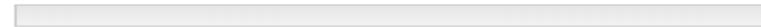
Back

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 it's 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 issue on this aspect please contact industry@ean.org

Preview

Click on **Preview** to check your presentation.

Step 10 - Preview

PRESENTATION SUBMISSION

OVERVIEW ▶ FILE TRANSFER ▶ PREVIEW ▶ SUMMARY

19 September 2020

10:00 PM

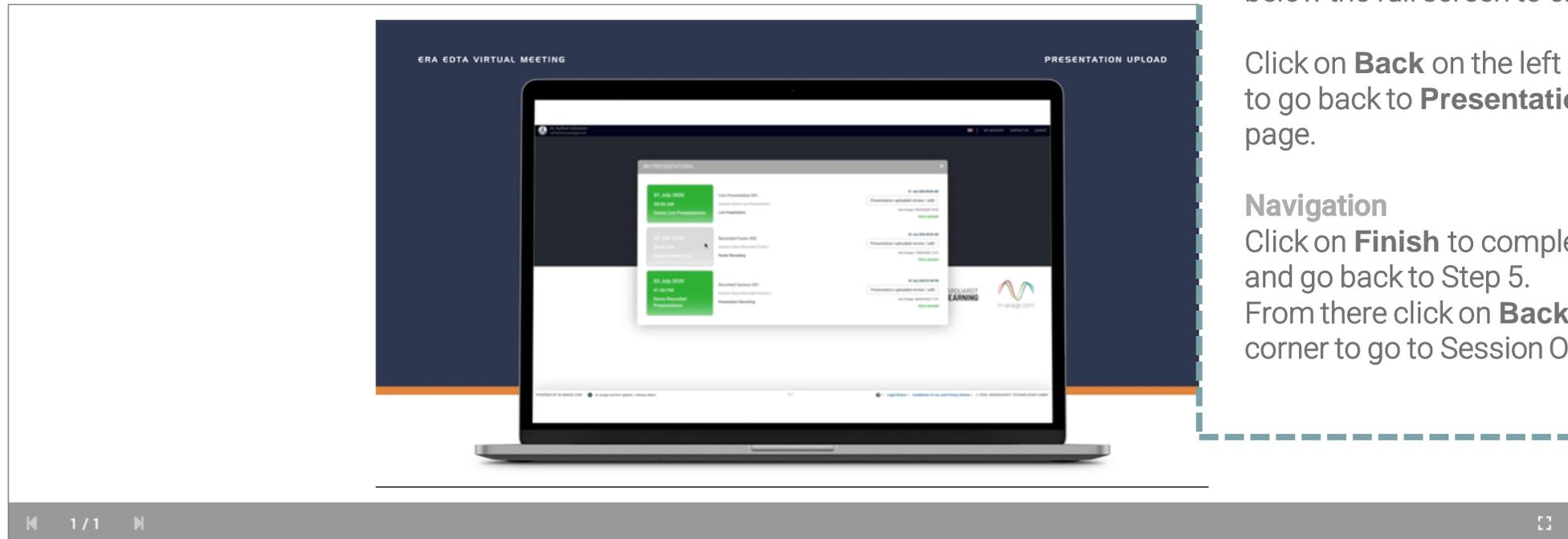
Channel 1

Demo Presentation

Session Demo Satellite I

Industry Test

Preview



Preview

This preview will allow you to check 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.

Click on **Back** on the left bottom corner to go back to **Presentation upload** page.

Navigation

Click on **Finish** to complete the upload and go back to Step 5. From there click on **Back** in the up left corner to go to Session Overview.

Step 12 – 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	
	VM_presentation_upload_tutorial 01(1).mp4	4.21 MB	18.10.20, 01:14 PM	<div style="display: flex; align-items: center;">Select all Select file</div>

 Delete selection

Presentation Information

-  Video was converted and renamed
-  Check successful

Back

Preview

Change the file

Click on the uploaded file in the tick near the Upload date and time.

Click on **Delete Selection** red button.

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

Step 11 - Upload Done

DEMO PRESENTATION

← BACK

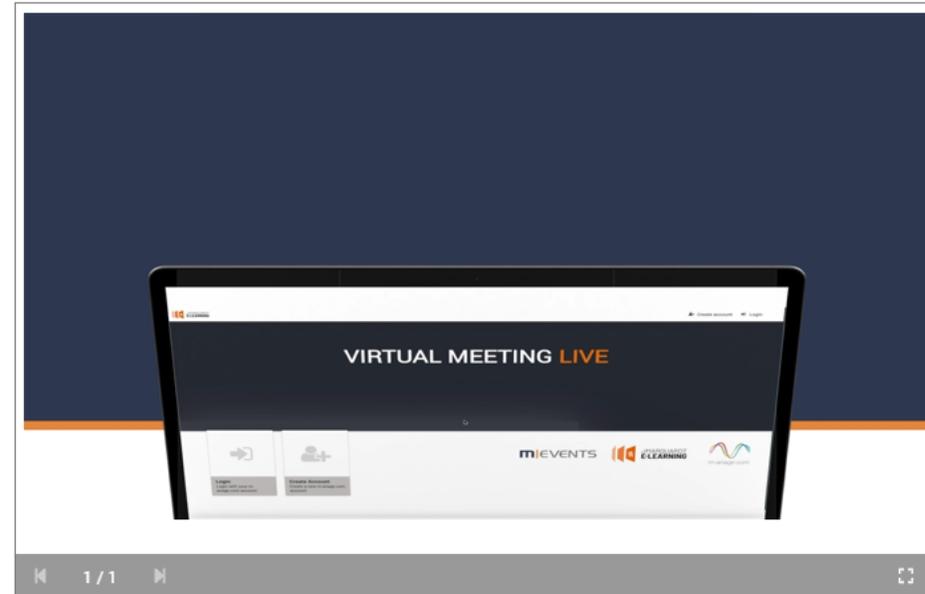
Session Upload

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

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Upload