EULAR 2022
Presentation Upload Guidelines for Oral Abstract Speakers
Step 1: Access your account via the EULAR Congress Website

congress.eular.org
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.

Please note: ONLY and ONLY the oral abstract 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 oral **abstract 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 oral abstract submission is the .PPTX of your presentation.
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 – OPTIONAL .mp4 pre-recording and slides: Click “Choose files” and a pop-up window will appear, then select your desired .mp4 file. Once the file is selected click “Open”.

For more details on how to create a mp4 with slides please [click here](#) and refer to the PowerPoint narration audio guide.
A pop-up window will appear and the presentation will then be automatically processed. Upload processing time will depend on the file size.
Step 9 - **MANDATORY**: Upload the PPTx of your oral abstract presentation. Click “Choose files” and a pop-up window will appear, then select your desired .PPTx file. Once the file is selected click “Open”.

For more details on how to create a PPTx please [click here](#) and refer to the PowerPoint for oral presentations.
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 10: Click on “Preview of your content (only visual)” to proceed.

<table>
<thead>
<tr>
<th>Type</th>
<th>File name</th>
<th>Size</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PowerPoint Oral Presentation.pptx</td>
<td>3.03 MB</td>
<td>30.03.22, 04:05 PM</td>
</tr>
</tbody>
</table>

Your uploaded content was processed by the system

Please adhere to the messages below. You can continue when all important issues are solved.

- Check successful
Step 11: 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.

Deadline for uploads: 16 May 2022, 23:59 CEST

(Review/Edit function will also close on 16 May 2022)

Techsupport@eular.org remains available for you.