



## INSTRUCTION FOR UPLOAD OF POSTER FILE AND PRE-RECORDED VIDEO

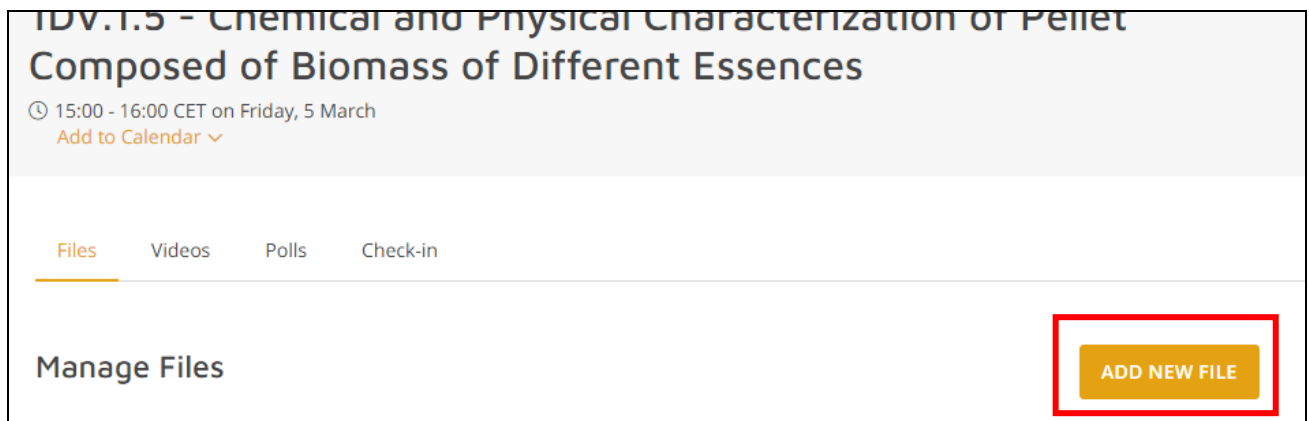
### *For Poster presentations*

#### How to Upload a Poster File to your Session Page

**Presenters of Visual Presentations are requested to upload their posters and the 3 minutes explanatory video** (prepared following the instructions in the Notes for Presenters available at <https://www.eubce.com/instructions-notes-for-presenters/>) **by 6 May 2022 by using the EUBCE 2022 platform at: <https://virtual.eubce.com>.**

To upload the poster file to your session page:

1. Log in to the event at <https://virtual.eubce.com> (credentials received after valid conference registration)
2. Select the “Programme” menu button and then click on “My Agenda” or “Poster Gallery”
3. Locate your poster and choose it
4. Select the **Manage** button
5. Choose the **Files** tab
6. Select the **Add New** File button



7. In the Display Name field, type the name you would like to be displayed with the file (short title of your work).
  - **The first uploaded file will show as embedded pdf in a viewer to zoom in and out.**
  - The PDF (Portable Document Format) is the only accepted file type for the poster.
  - The file size of the PDF should not exceed 10 MB (once converted into PDF).
  - The minimum resolution of the graphs should be 300 dpi (dots per inch) and use simple color (standard + RGB). The file type of the illustration inside the presentation should be .jpg, or .gif.
8. Click Upload to select your file
9. Press the Save button.

#### How to Upload a Video File or embed a Video Link to your session page

We can embed an uploaded video if it's one of the following file types:

- .mp4\*
- .mov\*
- .webm



- .hls

\*.mp4 and .mov files must be encoded with H.264 (AVCHD) video codec and AAC audio codec. If you are using an editing system such as Premiere or Final Cut, use an export preset for YouTube or Vimeo for best results.

After preparing the pre-recorded video file (following the "[Instructions / Notes for Presenters](#)") or a video link:

1. Log in to the event at <https://virtual.eubce.com> (credentials received after valid conference registration)
2. Select the "Programme" menu button and then click on "My Agenda" or "Poster Gallery"
3. Locate your poster and choose it
4. Select the **Manage** button
5. Choose the **Videos** tab
6. Click **Add New** Video button
7. Choose "Upload Video" to upload a video file from your local computer or "External Link" to add a link to a third-party service such as Vimeo or Youtube, then Save.
8. Name your video as you would like it to appear to attendees.

If you use a link, the video player in the platform will embed videos from the following providers:

- [Amazon IVS](#)
- [Boxcast](#)
- [Castr.io](#)
- [DailyMotion](#)
- [Facebook](#)
- [IBM/Watson](#)
- [Mediasite](#)
- [Qwikcast](#)
- [Twitch](#)
- [YouTube](#)
- [Videopress](#)
- [VidYard](#)
- [Vimeo/Livestream](#)
- [Whereby](#)
- [Wirewax](#)
- [Wistia](#)
- [Wowza](#)

Audio:

- Soundcloud (audio only)