Login and Upload of Recording Steps

Please follow the steps described below in order to enter the myEANM Area and upload the recording for the EANM’21 Congress.

Please log in via this (https://myeanm.eanm.org/) into your personal myEANM Area with your myEANM credentials (the email address to which you have received the recording information + your personal password).

In case you do not remember your password anymore, please use the button „Forgot password?“.
In case you face any problems, please do not hesitate to contact me.
Please click the button „Presentation upload“ either in the menu on the left-hand side or in the centre.

Confirm / Complete the data (if requested at all) and press **SAVE** at the bottom.
Please click on “Go to Presentation upload”

Now you are at the upload page and can go through the following steps:

Welcome to the EANM upload page

In the next steps you are requested to supply all necessary information for your programme content (presentation recordings & e-Posters).

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.

Uploading your recorded presentation

Upload your input files, which you prepared according to the guidelines. This might take some minutes depending on the traffic and the size of your content.

Please also note that the maximum size for each uploaded file is 5.5 Gigabytes.

When your file upload is done, you will be able to check the video in the preview. Please check whether sound and video quality are fine as this is how the participants will see your presentation.

You can go back here and upload updates of your files until the given deadline.

Continue
If you like, you can upload a portrait picture of you. Use the Crop Tool to upload the right size.

**Speaker photo**

Upload a speaker photo for your presentations. Suggested aspect ratio is 4:3 for best results. This will be used in case you have live presentations, but will also be displayed next to your content in case there is a virtual congress. Please upload at least a photo with 640 x 480 px.

Choose photo...

On the next page you can decide whether you want to give the participants the chance to contact you via email.

Your email will NOT be displayed on the website – it will be a hidden link.

**Do you want to be contacted by the participants?**

Please decide if you want to be contacted by viewers of your presentation. **Your email address will NOT be published**, but participants can send questions or feedback via email.

- Yes, I want participants to be able to contact me via email.

Afterwards please choose the presentation you want to upload now and click on “Submit content”.

You have to agree that EANM is allowed to publish you talk online on the congress platform.
In the next step you answer the Conflict of Interest (COI) questions:

1) I or one of my co-authors hold a position as an employee, consultant, assessor or advisor for a pharmaceutical, device or biotechnology company. If yes, please specify name/position/company:

2) I or one of my co-authors receive support from a pharmaceutical, device or biotechnology company. If yes, please specify name/position/company/which project and whether support is in kind or monetary:

3) I or one of my co-authors hold property rights/patents for (radio)pharmaceuticals, medical devices or medical consulting firms. If yes, please specify name/position/company:

4) I or one of my co-authors have written articles for (radio)pharmaceutical, medical device, biotechnology or consulting companies during the last 5 years. If yes, please specify name/position/company/article/journal and co-authors:

They will be displayed automatically prior to your presentation video, so you do not have to include them into your presentation. In case you did already, no problem.

A preview of the COI slide including your answers will open:
On the next page you can choose your recording file – it must be a .MP4 file!

The upload goes through the following steps:

The upload can take a while, depending on the size of your file, the traffic at the upload page, and the strength of your internet connection.
Once the upload is successfully done, you will see the following:

The presentation box is now coloured in green and you have the preview button available.

Click on the “preview” button and check your video (for audio and video quality). This is how the participants will see it. If everything is fine, please click on the button “Finish”.
You can come back and upload another file at any time prior the upload deadline.

20 October 2021 09:00 AM

Upload done - Review/Edit

last change: 23/07/2021 09:44

A confirmation email will be sent to you, please check your email account.

EANM'21 - presenter upload confirmation

Dear Ms. Koebel,

Thank you for your uploading your presentation, 'Just Talk Sue'.

Presentation: Recorded talk, 12 minutes
Presenter: Ms. Susanne Koebel
Files: test.mp4

In order to re-enter the page or upload further presentations until the given deadline, please follow this link or go to the website myEANM.

With best regards,
Your EANM Congress Team

ATTENTION!

What indicates that your upload was NOT successful?

In case you chose a wrong file (e.g. .mov instead of .mp4) or the upload process was not successful,
   a) the presentation box will remain grey,
   b) no preview button is visible and
   c) no confirmation email is sent.
   d) You get an error message: -> please see next page
In this case please try to upload your MP4 file once more.

In case of further problems, please do not hesitate to contact EANM at abstracts@eanm.org.

And, again the reassurance for all presenters (except for Pre-Congress Symposium 1, 5, 12): NO ONLINE PRESENCE will be required during the congress days.

All abstract presenters can upload their file without a valid congress registration. However, access to view the presentation is only possible with a ticket.

All Presenters will receive their certificate of presentation in November 2021.

THANK YOU!