



EuCAP 2022 – Important technical information and guidelines for delegates and presenters

Overview:

EuCAP22 is approaching and we are looking forward to welcoming as many of you as possible to Madrid. Nonetheless some attendees and presenters will be participating remotely, and our intention is to make the conference experience as worthwhile as possible for everybody. To this end there will be hybrid elements to the conference. These are outlined below **as well as important instructions and deadlines for authors and presenters.**

Oral Sessions:

Regular and convened oral sessions will be held in person. All presenters who cannot attend in person will be able to present over Zoom using links which will be provided in advance. A small number of oral sessions will be streamed live over the internet and will be available in real-time to remote attendees. The other oral sessions will not be streamed live, which means that remote delegates will not be able to view the session in real-time, but video presentations for all papers in each session will be made available on EDAS during the conference and for 3 months afterwards. For this reason, **we require that authors of all papers to be presented in oral sessions must upload a video presentation to EDAS before March 14th.**

Please note that **you must do this regardless of whether you intend to present your paper at EuCAP22 in person or remotely** as the purpose is to make your video presentation available to remote delegates. Details of how to upload your presentation are given below.

Poster Sessions:

Poster sessions will be held in person and a poster must be physically displayed. If you cannot present in person, we are offering a poster printing service whereby for €30 we can arrange for your poster to be locally printed and positioned in the session. This local poster printing service will also be available to presenters attending physically, removing the need to travel with a bulky poster. Please consult the conference website for more details.

For remote presenters we suggest that your poster contains contact information, such as a Zoom link, or email address whereby attendees can interact with you in real-time during the poster session.

In order that remote attendees can view all posters, we require that **authors of all papers to be presented in a poster session upload a poster PDF to EDAS before March 14th.**



Please note that **you should do this regardless of whether you intend to present your poster at EuCAP22 in person or remotely** as the purpose is to make your poster available to remote delegates. Details of how to upload your poster are given below.

Uploading Instructions:

Regular and Convened Oral Sessions:

As previously advised, we require that a **video presentation** be uploaded to EDAS in advance of the conference for **all** papers to be presented in an oral session. Please consult the conference programme at the conference website <https://www.eucap2022.org/> to confirm whether your paper is scheduled for presentation in an oral or poster session.

Specifically, we require that for each oral paper that you are presenting you upload a pre-recorded video of your oral presentation.

- The video presentation should be an appropriate duration for a 20 minute slot in an oral session, that is approximately 16 minutes long (which will leave a further 4 minutes for questions / discussion)¹
- The video presentation should be in .mp4 format.
- Note we require a full video presentation, not just a set of slides.
- In order to upload a video on EDAS you shall be asked to name the paper presenter.

Uploading a video presentation on EDAS is very similar to the process you followed when uploading your review and final manuscripts. To upload a video presentation you should login to EDAS and navigate to your paper's EDAS page. You can find a direct link to this page in the acceptance email we sent in December, or alternatively you can find a list of your papers under "My papers" in the "My..." tab in the top menu (See figure 1)

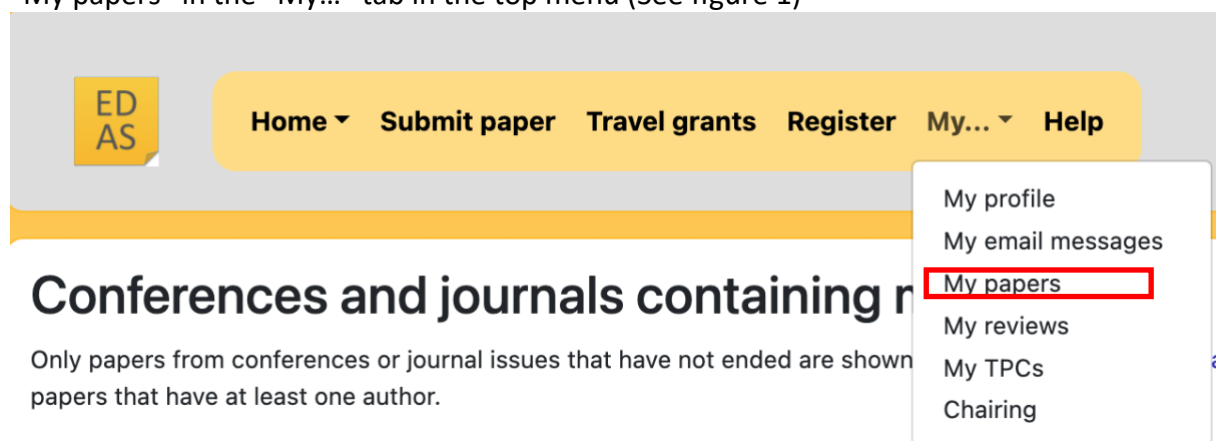


Figure 1: Navigating to your papers.

¹ We require that you follow the presentation timings in the event that your video needs to be played during a live session, (e.g. if you are presenting remotely and experience technical difficulties)



Once at your paper's page you should click on the cloud icon beside "Video Presentation upload" (see figure 2)

Review manuscript		Can upload 5 pages (type) until track deadline of Oct 18, 2021 22:59 Europe/Dublin.						
Document (show)	Pages	File size	Changed	Check format / Report problem	Similarity rating	Delete		
	5	1,024,168	Oct 16, 2021 12:54 Europe/Dublin	checked Oct 16, 2021 12:55 Europe/Dublin without errors	1			
Final manuscript		Can upload 5 pages (type) until track deadline of Feb 7, 2022 09:59 Europe/Dublin.						
Document (show)	Pages	File size	Changed	Check format / Report problem	Delete			
	5	1,025,076	Feb 6, 2022 14:17 Europe/Dublin	checked Feb 6, 2022 14:17 Europe/Dublin without errors				
Video presentation upload		Can upload any length (type) until track deadline of Mar 15, 2022 09:59 Europe/Dublin.						
Poster Upload		Can upload 1 page (type) until track deadline of Mar 15, 2022 09:59 Europe/Dublin.						

Figure 2: Click on cloud icon beside Video presentation upload.

Note that you must have specified a presenter before you can upload a video (see figure 3). If you have not done so you can click on the hyperlink and name the person now.

Register paper
 Add authors
 Upload review manuscript

This is a test for instructions!

You can now upload your **presentation** for *Test for Video Part 2* until **Mar 16, 2022 09:59 Europe/Dublin**.

You can upload MP4 video files, formatted as US letter size (8.5 by 11 inches) or A4 size (210 x 297 mm).

Files larger than 1 GB need to be uploaded via Google Drive or Dropbox links.

Before uploading the manuscript, you need to first name the presenter.

Figure 3: Warning – need to name presenter.

The interface for video upload is similar to that for manuscript upload (figure 4). Note that only .mp4 files are accepted. It is understood that when uploading your presentation video or poster that you accept the terms and conditions specified in item 4) of the copyright form you uploaded to EDAS with your original manuscript submission.

Upload manuscript for #1570782247: *Test Decemeber 18*

Register paper
 Add authors
 Upload review manuscript

This is a test for instructions!

Authors can upload the **presentation** for *Test Decemeber 18* until **Mar 16, 2022 09:59 Europe/Dublin**. Chairs and authorized staff can upload manuscripts at any time.

You can upload MP4 video files, formatted as US letter size (8.5 by 11 inches) or A4 size (210 x 297 mm).

Files larger than 1 GB need to be uploaded via Google Drive or Dropbox links.

Send email notification to authors

File name No file chosen

or, alternatively, URL for file (e.g., YouTube, Dropbox, Box or Google Drive; do not use directory URLs)

Figure 4: Video upload interface.



To check your upload you can click on “Document (Show)” on the paper page and you can check the video playback.



Figure 5: Click “Document (show)” to playback video.

You **do not** need to upload a poster if your paper is in an oral session (unless you have been informed that you are taking part in the “Best Paper” poster presentations)

The deadline for submitting your video recording is **March 14th 2022**.

Poster Sessions:

As previously advised, we require that a **pdf poster** be uploaded to EDAS in advance of the conference for **all** papers to be presented in a poster session. Please consult the conference programme at the conference website <https://www.eucap2022.org/> to confirm whether your paper is oral or poster.

Specifically, we require that for each poster paper that you are presenting you upload a pdf of the poster to EDAS.

- a) The poster should be in pdf format
- b) The poster should be in portrait and A0 size.
- c) If you cannot attend the conference in person please let us know and your poster shall be printed out and placed in the session for you. For that reason we suggest that your poster contains contact information, such as a Zoom link, or email address whereby attendees can interact with you in real-time during the session

If your paper is in a poster session you **must** upload a poster pdf. In addition, you *may* also upload a video presentation if you wish (this is not required). This video presentation could be a regular presentation (involving multiple slides) or a video presentation where you discuss your A0 poster. Instructions for uploading video presentations are given in the previous section.

Uploading a poster is very similar to uploading your review and final manuscripts. To upload a poster you should login to EDAS and navigate to the your paper’s EDAS page. You can find a direct link to this page in the acceptance email we sent in December, or alternatively you can find a list of your papers under “My paper” in the “My...” tab in the top menu (See figure 1 above)

Once at your paper’s page you should click on the cloud icon beside “Poster upload” (see figure 6 below)



Figure 6: Click on cloud icon beside Poster Upload

The interface for uploading a poster is similar to that for uploading manuscripts (figure 7). The poster must be in A0 portrait in pdf format. It is understood that when uploading your presentation video or poster that you accept the terms and conditions specified in item 4) of the copyright form you uploaded to EDAS with your original manuscript submission.

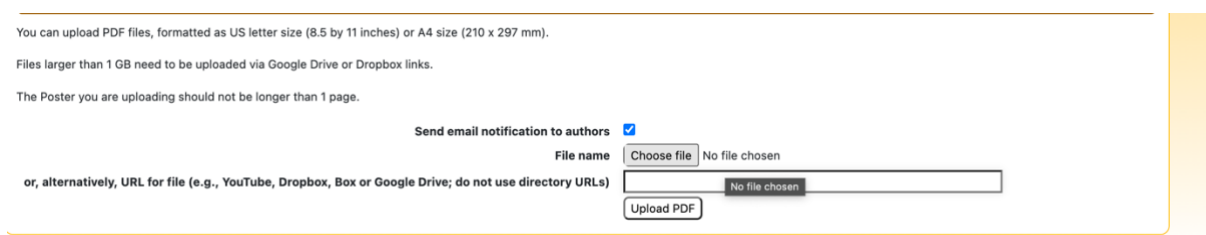


Figure 7: Interface for poster upload

You **must** upload a poster if your paper is in a poster session. You may also upload a video presentation if you wish.

The deadline for submitting your pdf poster is **March 14, 2022.**

Thank you very much for your cooperation. Please contact edas.admin@eucap2022.org if you need any technical assistance.