9 June 2023

Dear Author,

We are looking forward to your presentation at the first joint meeting of IPEG&ESPES.

In order to ensure a smooth process, we strongly advise you to **upload your presentation in advance**. You can either upload your slides or a pre-recorded presentation. You will find a guide on how to pre-record here:

https://www.ipeg.org/wp-content/uploads/2023/05/Pre-recording-your-presentation.pdf

Latest date for an upload is June 28, 2023

How to upload your presentation:

- Create your presentation or pre-recording
- If you have a video within your presentation, create a folder with the presentation and video in it and embed the video from this folder in the pptx.
- Name your file or folder according to the following code:
    Room of the Presentation_Session number (S1 to S49)_Abstract number (A1 to A754)__position in session_name of speaker
    You will find all the necessary information for the program here:
    https://virtual.oxfordabstracts.com/#/event/3733/program
    Example: AUDITORIUM _S20_A398__7_Zundel.pptx
- Go to https://drive.google.com/drive/folders/1PDBuVSn0_e8ZHVB-vfLzlgQhAfic4jSt and upload your file or folder.
- Done! Your presentation will be placed into your session by our AV team.

Please visit the slide center once you arrive in Sorrento to ensure your presentation runs correctly.
Presentations will be downloaded promptly and deleted from the Google drive and handled confidentially. However, should you be worried about other authors seeing your presentation, you can set a password for your zip file.

Tutorial: https://www.youtube.com/watch?v=4F6U-fEFUrA&ab_channel=HowXT

If you are using a password, please email the password and the name of your file to the email below: sorrentopresentations@gmail.com.

If you have any questions concerning the upload of your presentation, please contact:
sorrentopresentations@gmail.com.

Thank you very much for your cooperation. We are looking forward to seeing you soon.

Kind Regards;

IPEG/ESPES Organising Committee