



# How to upload your pre-recorded presentation

<https://presentationuploadingtool.conflr.com>

# Upload a Pre-recorded presentation

Fill out all fields

Each field will appear automatically

The email address is mandatory to confirm your submission

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 conflr  
A global digital suite for your event

**HOW TO USE?**

All fields are mandatory

Enter Your Name, then press enter  
Presenter Name

Enter Your Email, then press enter  
presenter@email.com

Please select the day of your Presentation  
Thursday 16

Please select the Track  
Track 1 (Grand Ballroom - Level 2)

Please select the Presentation Name  
1.2.2 (Recorded Presentation)

You can upload multiple files at the same time!  
Only extension: xls, xlsx, doc, docx, ppt, pptx, pdf, jpg, png, gif, txt, mp4, avi, mpg are allowed to upload, and 600 Mo maximum size.

**Upload** Drag & Drop Files

If your presentation is confidential please check this box

**SUBMIT YOUR FILE**

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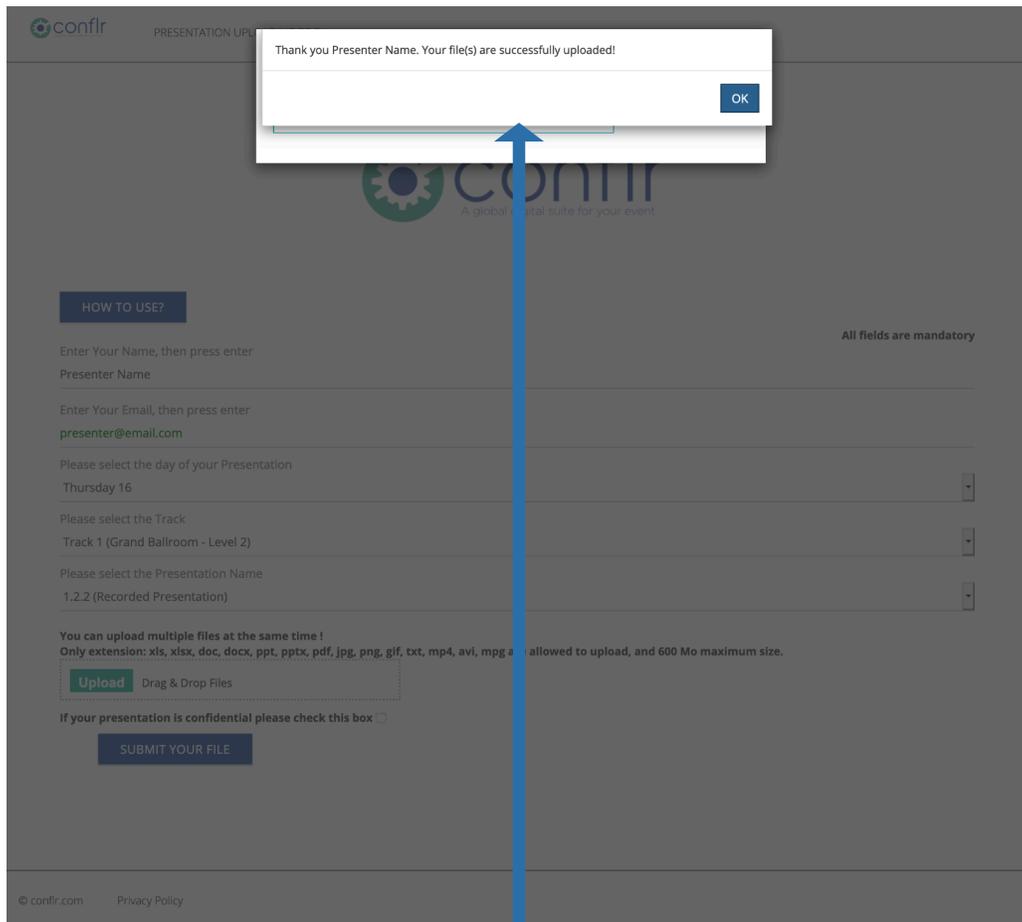
When you have filled out or selected all fields, the drop file area will appear.

Select or drag & drop your file(s) here.

At the end, click on « submit your file »

The maximum file size allowed is 600MB, if your files exceed this size, email [support@conflr.com](mailto:support@conflr.com)

# Upload a Pre-recorded presentation



The screenshot displays the 'PRESENTATION UPLOAD' interface on the Conflr website. A white modal box is centered on the screen, containing the text: 'Thank you Presenter Name. Your file(s) are successfully uploaded!' and an 'OK' button. A blue arrow points from the bottom of the page up to the modal box. The background form includes the following fields and instructions:

- HOW TO USE?** (Section header)
- Enter Your Name, then press enter** (Instruction)
- Presenter Name** (Text input field)
- Enter Your Email, then press enter** (Instruction)
- presenter@email.com** (Text input field)
- Please select the day of your Presentation** (Instruction)
- Thursday 16** (Dropdown menu)
- Please select the Track** (Instruction)
- Track 1 (Grand Ballroom - Level 2)** (Dropdown menu)
- Please select the Presentation Name** (Instruction)
- 1.2.2 (Recorded Presentation)** (Dropdown menu)
- You can upload multiple files at the same time!** (Text)
- Only extension: xls, xlsx, doc, docx, ppt, pptx, pdf, jpg, png, gif, txt, mp4, avi, mpg are allowed to upload, and 600 Mo maximum size.** (Text)
- Upload** (Button) **Drag & Drop Files** (Text)
- If your presentation is confidential please check this box** (Text)  (Checkbox)
- SUBMIT YOUR FILE** (Button)

At the bottom left, there is a footer: © conflr.com Privacy Policy

When your presentation is uploaded, you will receive a confirmation message and an email will be sent to confirm the submission.

## Display your presentation

To check your presentation, click on the icon on top right corner of the screen.

In the presentation room, it will be already on the correct page.



The screenshot shows the Conflr interface. At the top left is the Conflr logo with the tagline "A global digital suite for your event". Below the logo, the session information is displayed: "11:47 - 12:30" and "Session: 1.2.2". To the right of this, it says "Recorded Presentation" by "Nicolas Castan". Below the name, there is a file icon and the name "opening-slide-4.pptx". To the right of the file name is a blue "Open" button. At the top right of the interface, there are navigation options for days: "TUE 25", "WED 26", and "THU 27", each with a corresponding track label: "TRACK 1", "TRACK 2", and "TRACK 3". A large blue arrow points from the bottom right corner of the screenshot towards the "TUE 25" and "TRACK 1" area.

Select Day of your talk, your Track

An Agenda will appear with all presentations and all files for each one, just click to open on the correct file.