



Instructions for Workshop Speakers

- A **Workshop** is designed to teach specific *state-of-the-art* knowledge, skills, or competencies on a particular subject. It may include one, two, or three speakers.
- Presentations can conclude with interaction with the delegates. Topics should be practically oriented.
- Please remember to leave time for questions.
- **All workshops are scheduled for 45 minutes; please keep to the allotted time.**
- If there are multiple speakers in your workshop, please make sure to coordinate with them in advance to arrange your individual lecture times.

How to prepare your presentation:

General Information

- Please use the **Microsoft PowerPoint*** (*.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee compatibility with on-site equipment.
- We recommend saving your PowerPoint presentation in PPTX format.
- Please note that we cannot guarantee the quality of Apple-based presentations. Please check their Windows compatibility in advance (at least 2 hours before your session starts).
- Presentations should be in 16:9 format to match the on-site screens.

Pictures/Videos

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 250 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- If your presentation contains videos, please test it on the on-site PC in the Speakers Ready Room several hours before your session. Generally, the MP4 format should work with no difficulties. Videos inserted into MS PowerPoint 2016 and higher versions are embedded into the presentations.

Other information

- During your lecture, you can use remote control for controlling your presentation.
- All presentation equipment will be prepared in the lecture hall – including a remote control for the presentation, a microphone, and a preview screen.
- Personal laptops are not permitted for use during presentations.
- **We highly recommend that you upload your presentation online in advance using the congress platform.**
- All presentations will be deleted from all on-site PCs after the event.



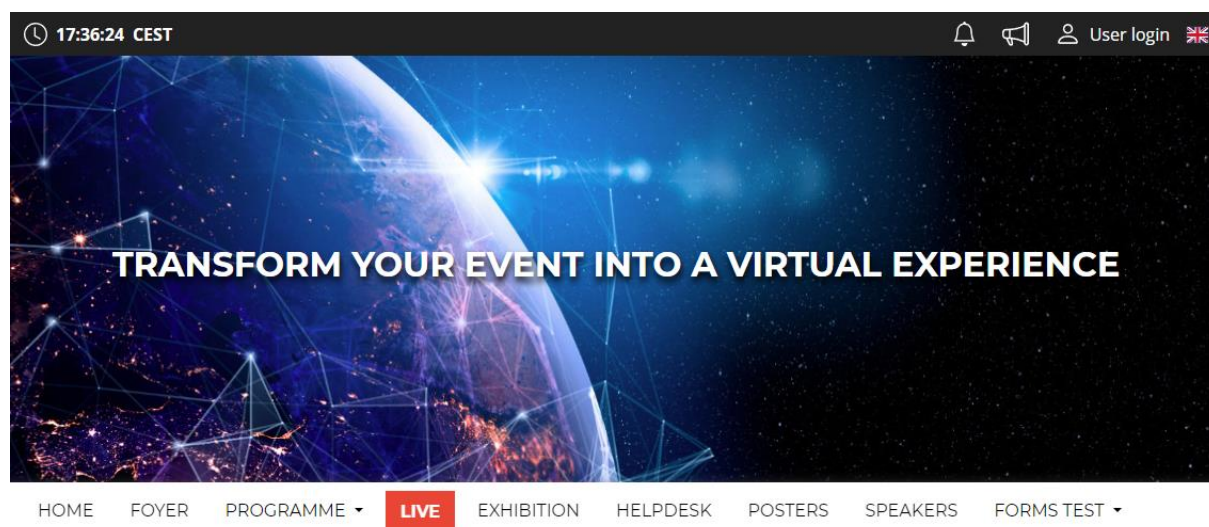
Login to the UEP Congress Platform:

Important information

- Visit the congress platform available here: <https://uep2025.gcon.me/>
- Log in to the platform using the same e-mail address you used to register for the congress.
- Upload your presentation.

Login to the platform

- In the top right corner – select **Login**.



- Log in with your e-mail and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the e-mail you used to register– you can then change your password on your personal page.

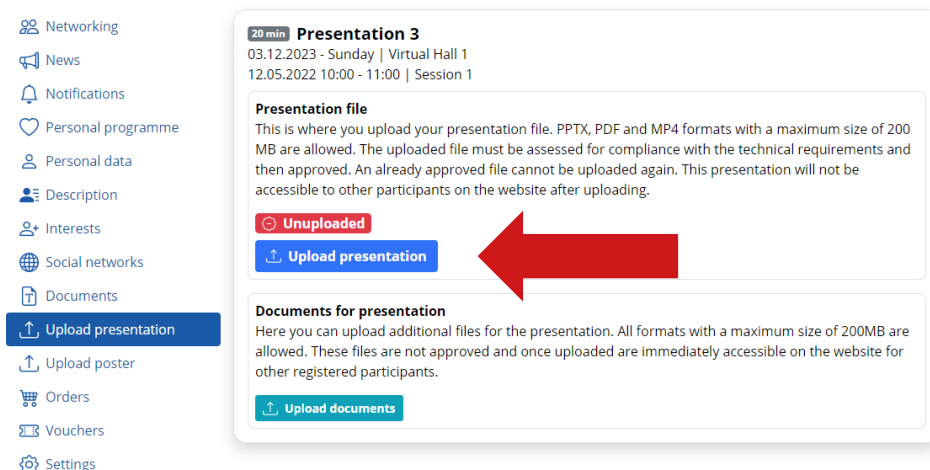
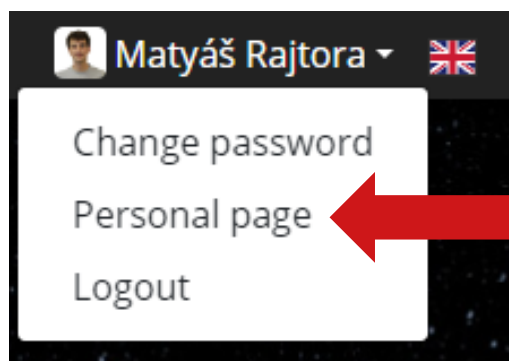
How to upload your presentation online:

Uploading a presentation to the platform

- Upload your presentation directly to the platform.
- After logging in, visit the “Personal Page” found in the top right corner under your name.



CZECH SOCIETY
OF OTORHINOLARYNGOLOGY
AND HEAD AND NECK SURGERY



- To upload a presentation, click on **“Upload presentation”**.
- Select your presentation file from your computer and upload it.
- If you upload your presentation online, we highly recommend that you check it in the venue at the Speakers Ready Room.
- The size of the presentation must be no larger than 200 MB.
- Supported file types are PPTX, PDF and MP4 video (older versions of PowerPoint PPT are not supported).
- In case you have saved your presentation in an older version of PowerPoint PPT, please save it again in the new PPTX version. This is possible with newer versions of MS PowerPoint 2013 and above.
- Once your presentation is successfully uploaded to the platform, your presentation will be ready to present. Always arrive at the hall early and check with the technical staff that your presentation is indeed uploaded.

**In case of problems, please contact technical support
at the following e-mail address – rajtora@guarant.cz**



How to submit your presentation on-site:

How to save your presentation

- Please save your presentation in one of the following discs or medium:
 - USB flash disk
 - External portable HDD/SSD
- Save all files associated with your presentation (PowerPoint file, movie/ video files, etc.) to one folder/location.
- If you are presenting more than one presentation during the event, save different presentations to different folders and name them clearly with the presentation code to avoid onsite misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

How to submit your presentation on-site

- All session halls are equipped with standard PowerPoint presentation facilities. **You must submit your presentation at the Speakers Ready Room at least 60 minutes before the start of your session with your USB stick/external portable HDD/SSD.** If your speech is scheduled for a morning session, please submit it the day before.
- The Speakers Ready Room is located in Hall D, and a technician will be available to assist you with any technical needs. Due to the online presentation system, all speakers are required to use the provided PC on-site.
- **Please be present in the session room 15 minutes prior to the start of your session** and follow the instructions from the Chairs and/or technician.

The Speakers Ready Room is located in Hall D.

Opening hours for Speakers Ready Room:

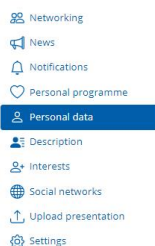
Day	Time
Wednesday, 4 June 2025	16:00–19:30
Thursday, 5 June 2025	07:30–18:30
Friday, 6 June 2025	07:30–18:15
Saturday, 7 June 2025	07:30–18:00



Other Tips: How to Navigate the UEP Congress Platform:

Personal Page

- Manage your profile under the field with your name – “Personal page”
- Please fill in your personal profile and upload your photo
- On your personal page, you can find:
 - Personal Info
 - Networking
 - News, Notifications
 - Personal Programme
 - Presentation upload
 - Certificates



Networking

- The “Networking” function enables you to communicate with other speakers and participants.
- Using Networking:
 - You can access Networking by clicking on the “envelope” icon in the top right corner of the screen.
 - You can then search for speakers or participants and send them a message.
 - Feel free to use the platform and communicate with other speakers even in advance before the conference.
 - If you don’t want to be messaged, you can turn off the networking feature in your profile settings.
- We don’t share any contact details or personal information; communication is managed only through the UEP Congress Platform.