26TH CONGRESS OF THE EUROPEAN SOCIETY OF BIOMECHANICS

ORGANISED BY
POLITECNICO MILANO 1863

Technical Handbook

Guidelines for submission-files upload

DEADLINE June 20th

26TH CONGRESS OF THE EUROPEAN SOCIETY OF BIOMECHANICS

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Get your guest invitation in the file upload system

Get your guest invitation

In the week June 7th-11th you will receive the following emails
(at your primary email address you used to register on the conftool system)

1. an email from "Microsoft Invitations" which confirms that you are now a guest user of the Politecnico di Milano;
2. an email from "Microsoft Teams" which invites you to get into the TEAM «ESB-2021 submissions»;
3. an email from the ESB organizers with a link to the TEAMS for «ESB submissions».

Emails #2 and #3 have the same aim,
the Email #3 is sent in order to override potential anti-spam filters that may block mails from Microsoft.

If your institution is Politecnico di Milano you will NOT receive email #1.

The invitation must be redeemed

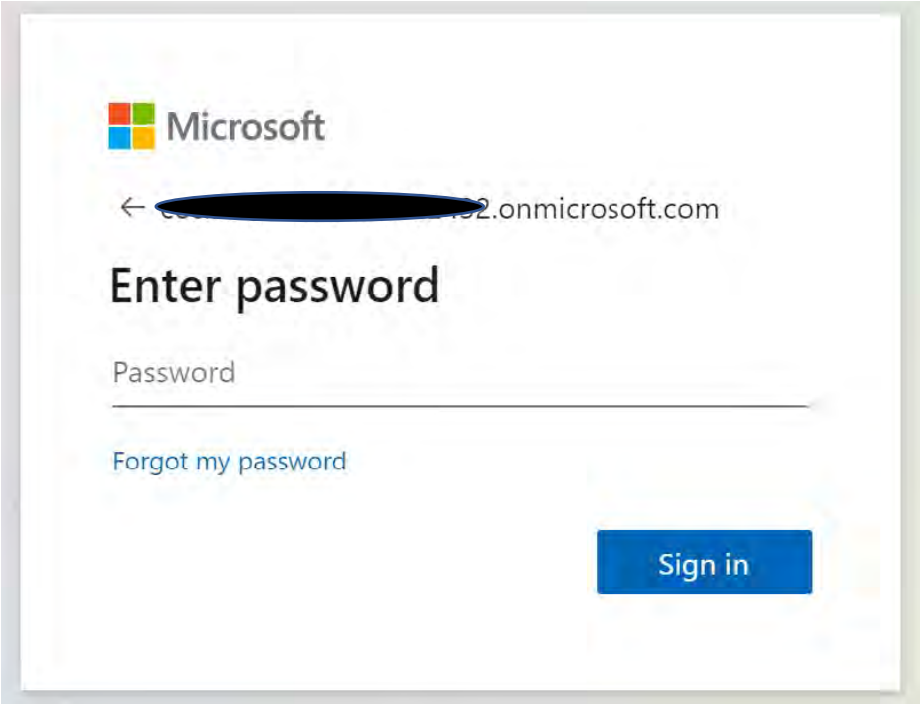
Email #1

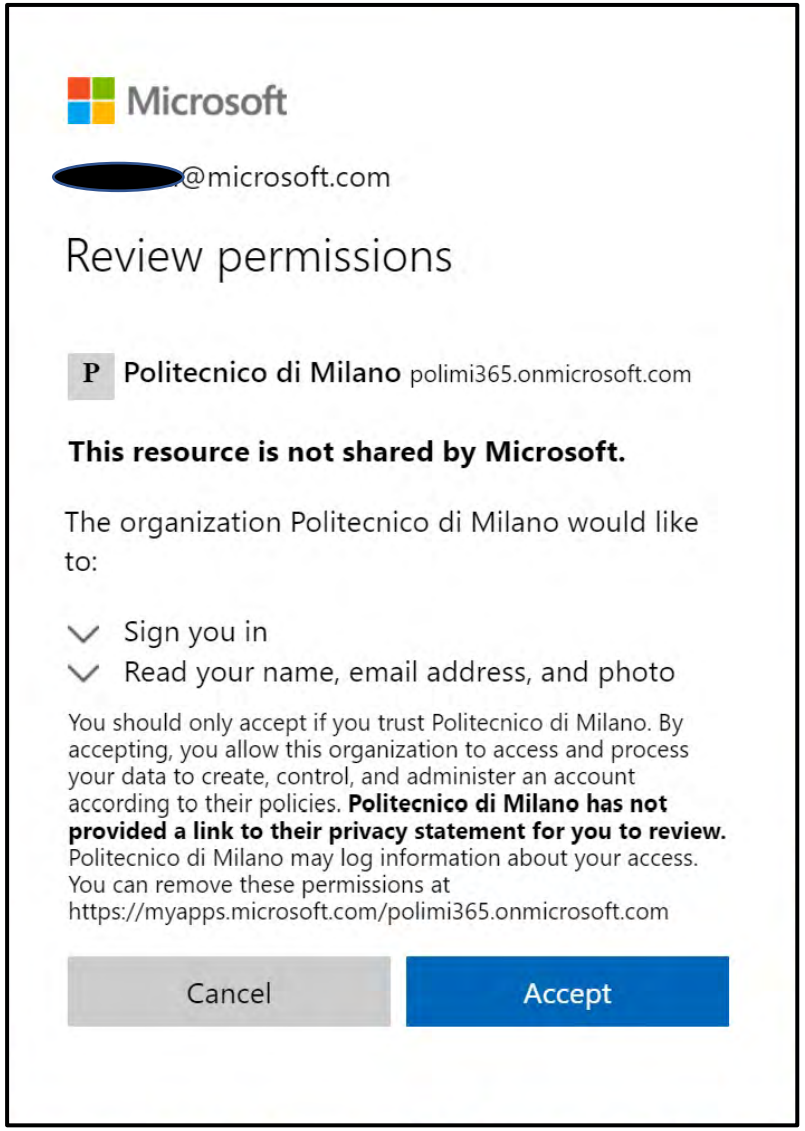
Login with your registration email

with the OTP process (*)

Accept the invitation

(*) if a password is requested, please use the passoword of the office365 account or your email credentials



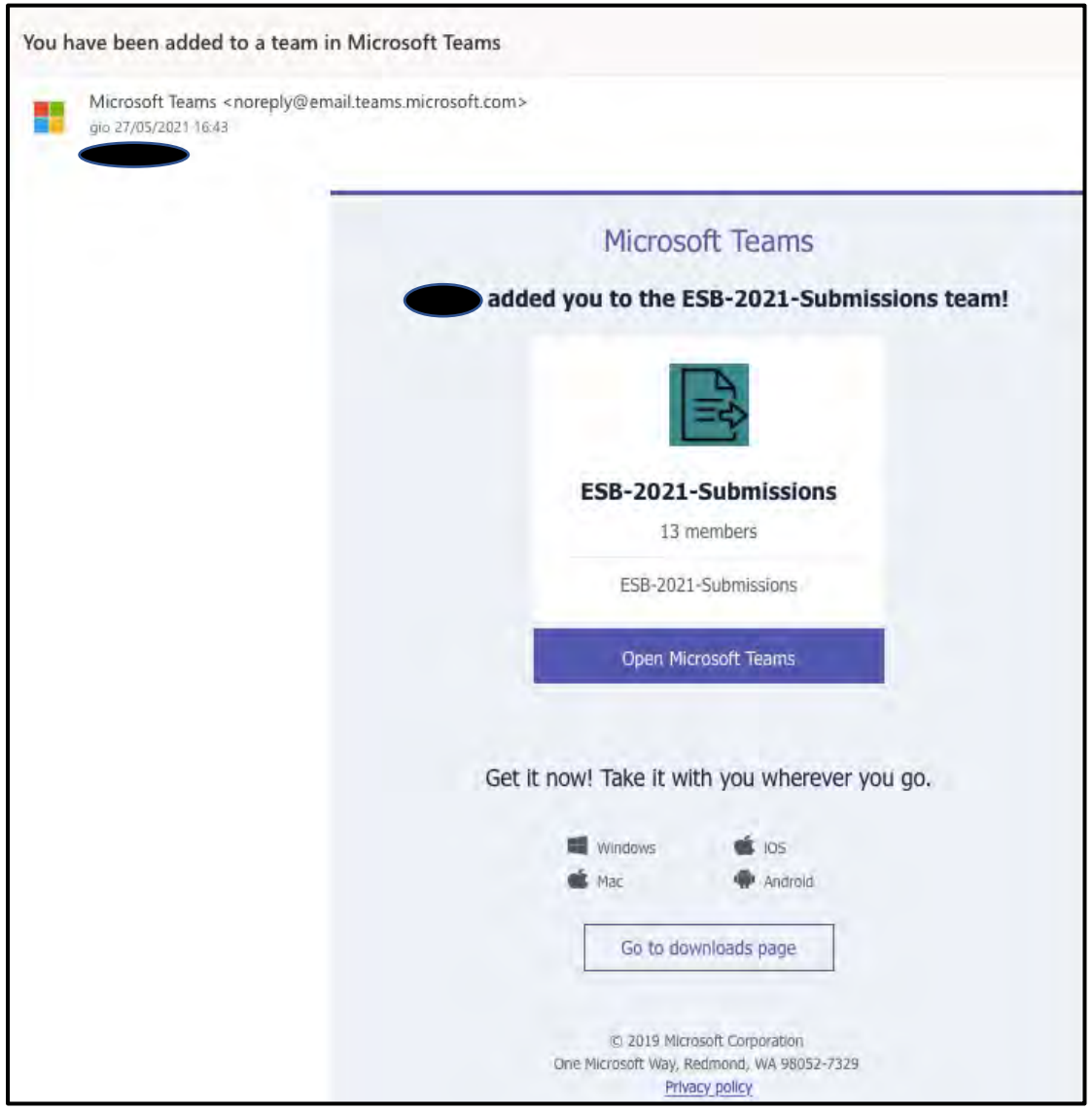


Email #1

Upon acceptance of the invitation you will be landed to the webpage of the congress where link to the upload system is available

Emails #2 and #3

Join the TEAM for «ESB submissions»

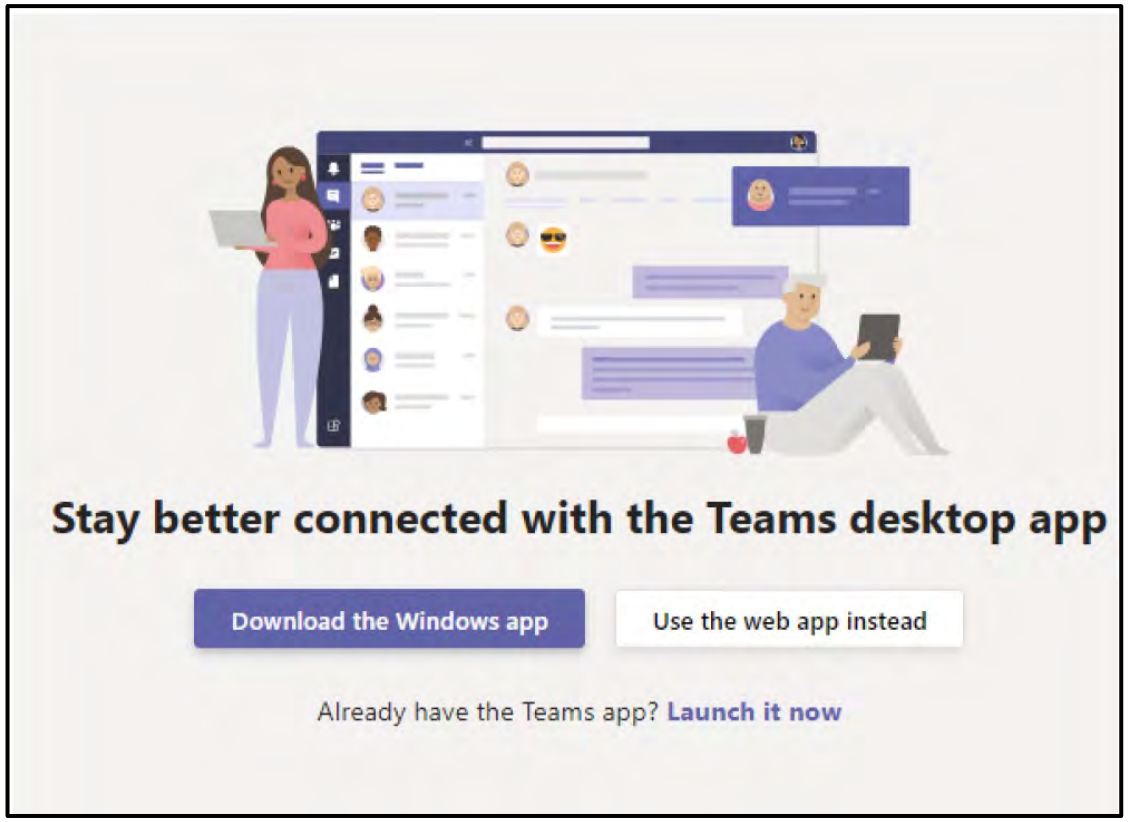


Email #2,3

<u>As both file upload system and the whole conference are managed through the Teams App</u>

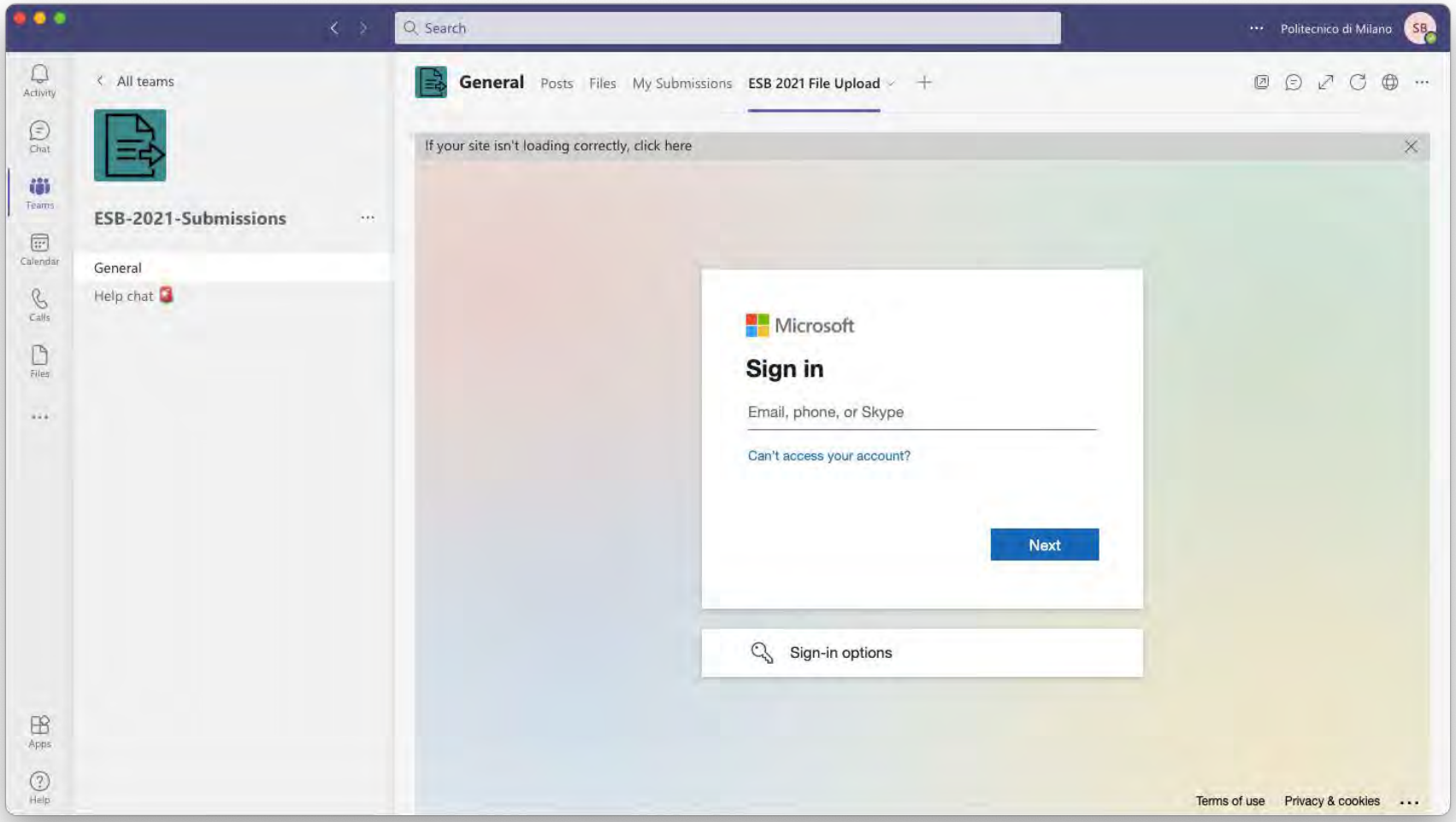
We strongly suggest to **download now the Teams desktop app**

(if you don't already have it)



Get your guest invitation

If login is requested, see instructions on slide 4.



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Upload your session files in the EBS 2021

Upload your session files in the EBS 2021

Perspective Talks → **<u>One</u> submission** with the video (.mp4) lasting **no more than 15 minutes**

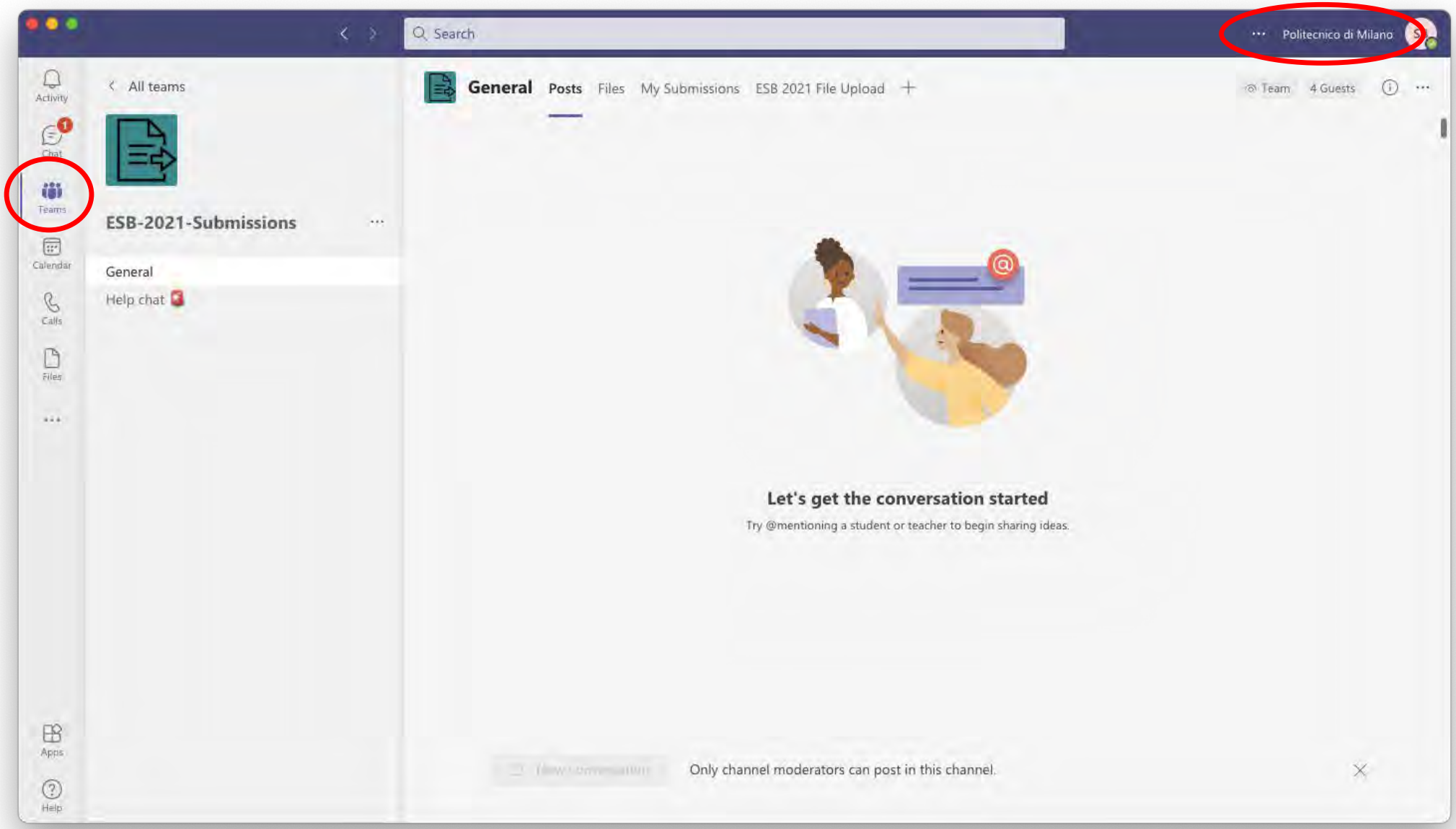
Podium presentation → **<u>One</u> submission** with the video (.mp4) lasting **no more than 8 minutes**

E-poster presentation → **<u>Two</u> submissions** with the video (.mp4) lasting **no more than 2 minutes** and the e-poster **no more than 7 slides** (.pdf)

Please name your files as **Idcontribution_YourSurname.mp4 (or .pdf)**
Example: 1234_Surname.mp4

Get in the team for submission

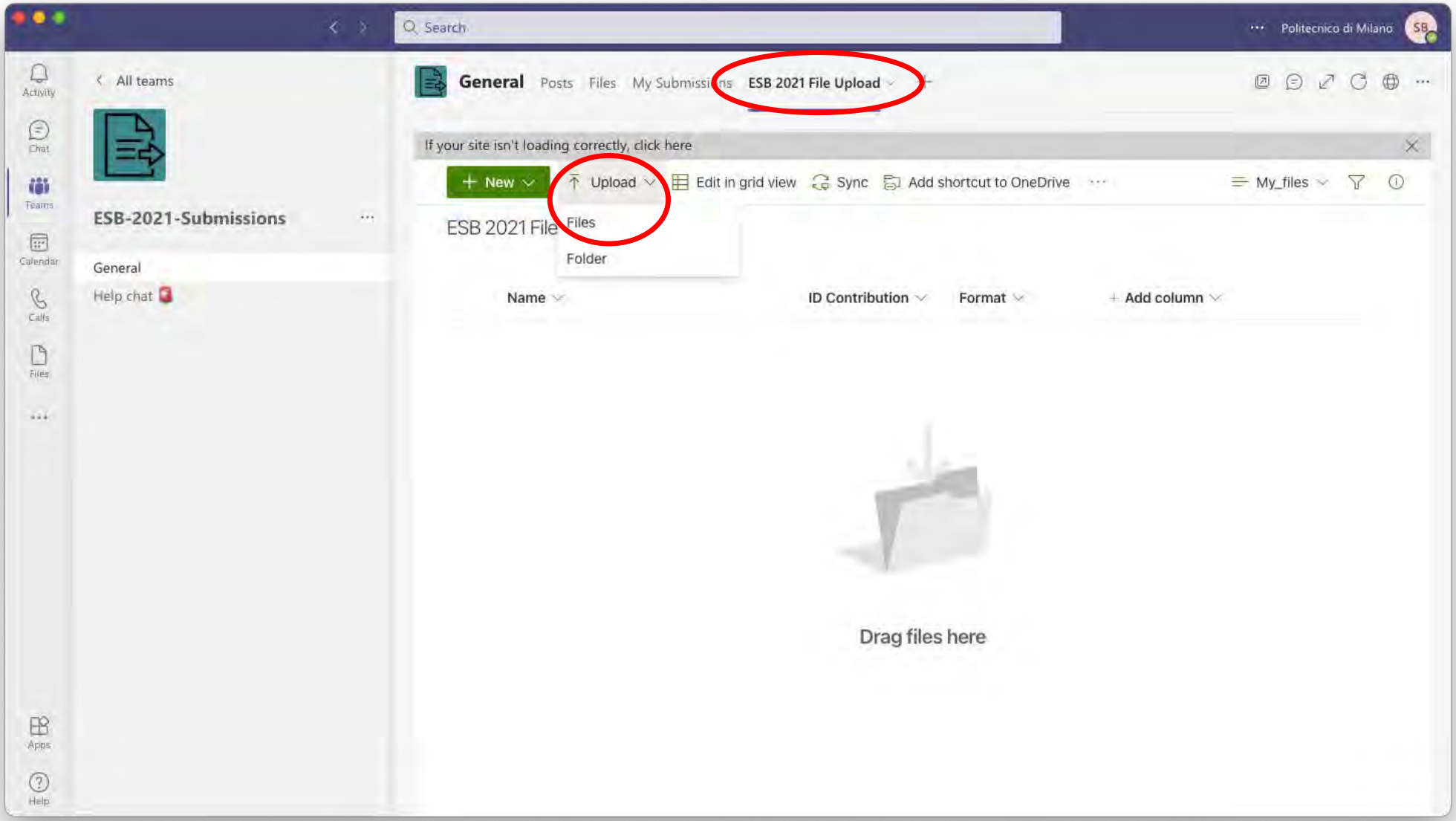
After the invitation redeem, you can access to the **ESB 2021 Submission** team



Remember to change in **Politecnico di Milano** to access the new team

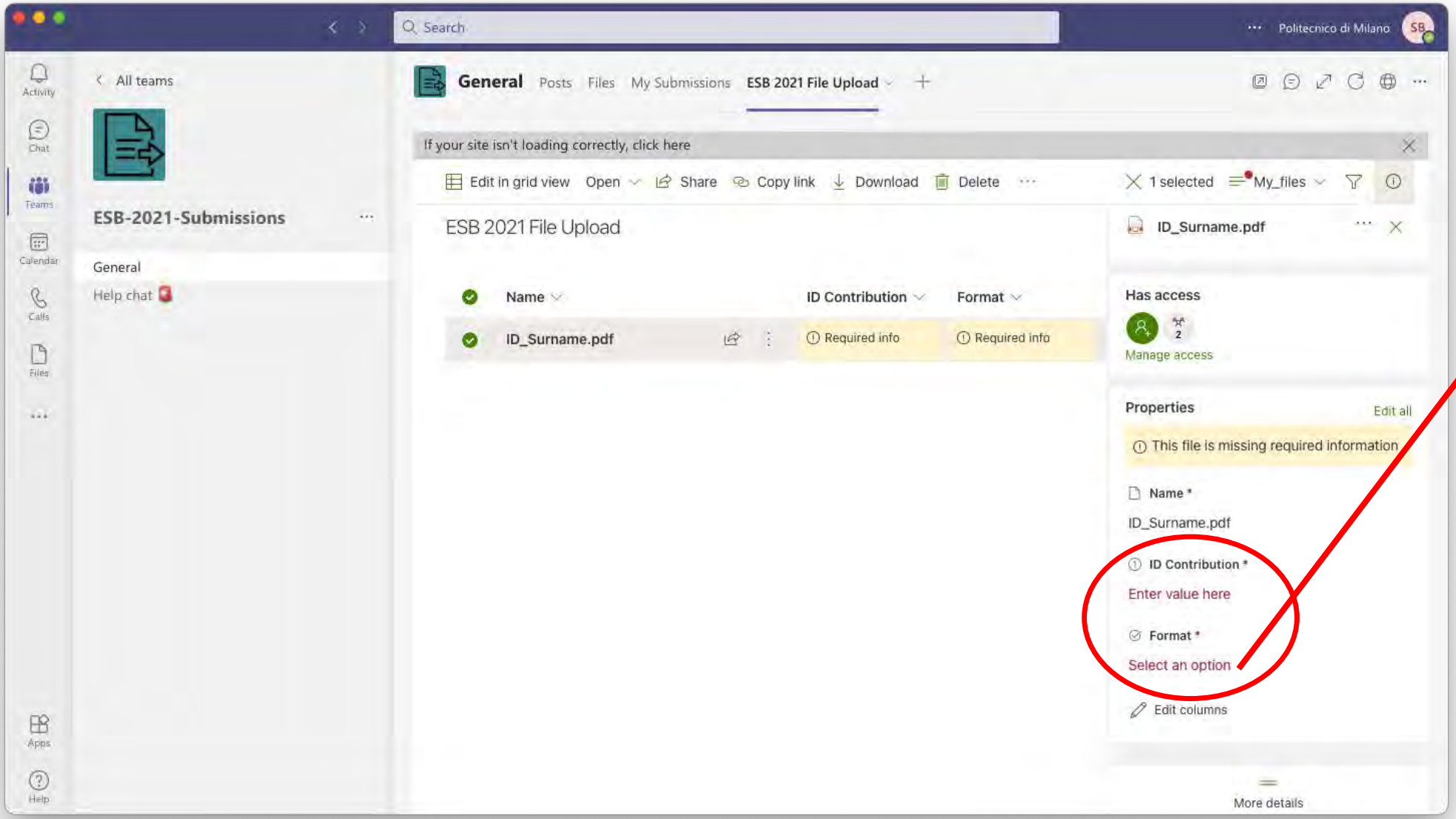
Get in the team for submission

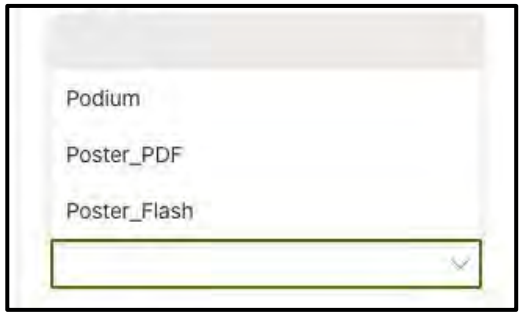
1 Go to the **ESB 2021 File Upload** to **Upload** the files



Get in the team for submission

2 Fill the **ID contribution** and choose the correct **Format** to confirm the submission





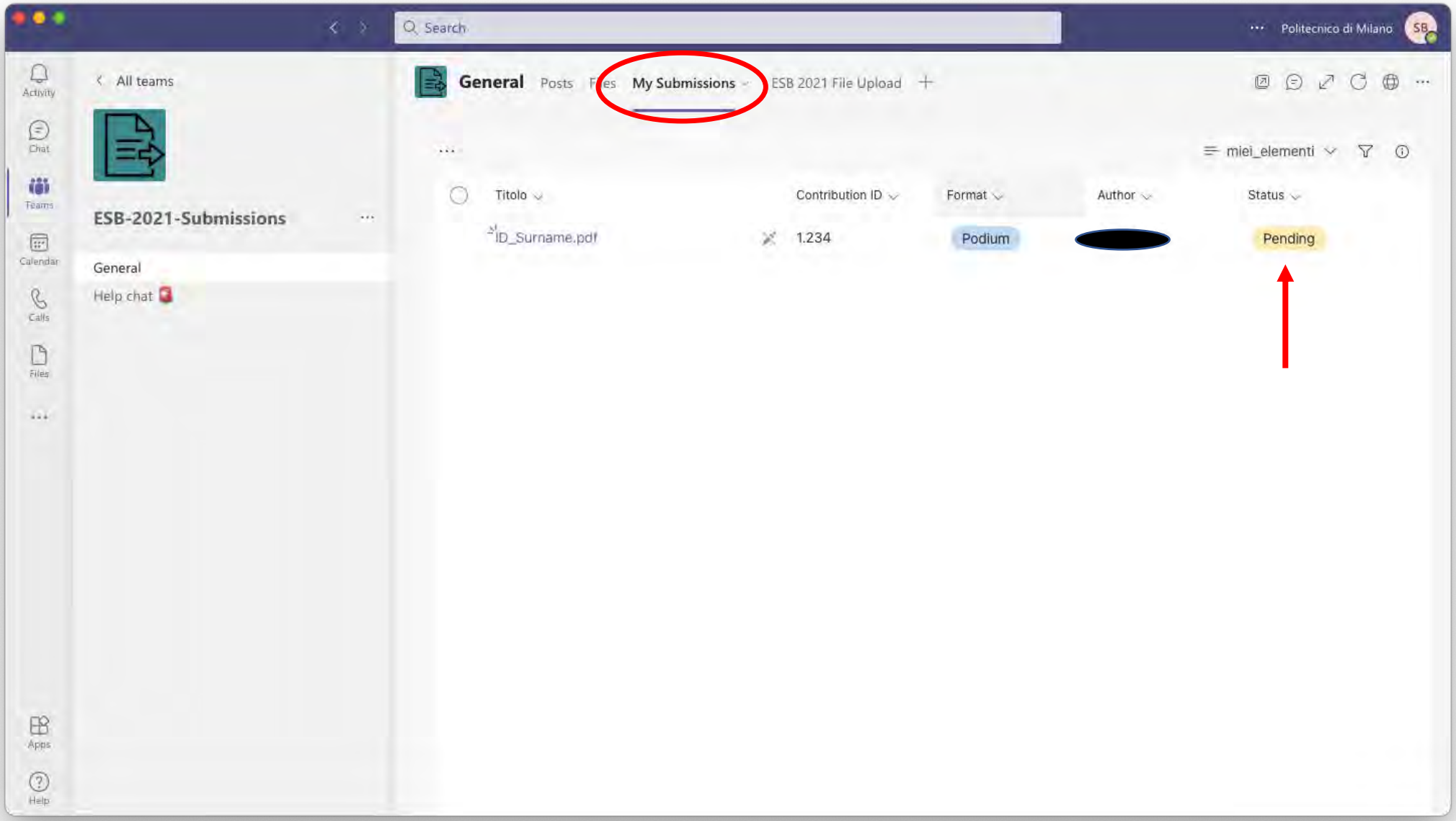
Podium for Perspective Talks and Podium presentation

Poster_PDF for the e-Poster

Poster_Flash for the flash presentation

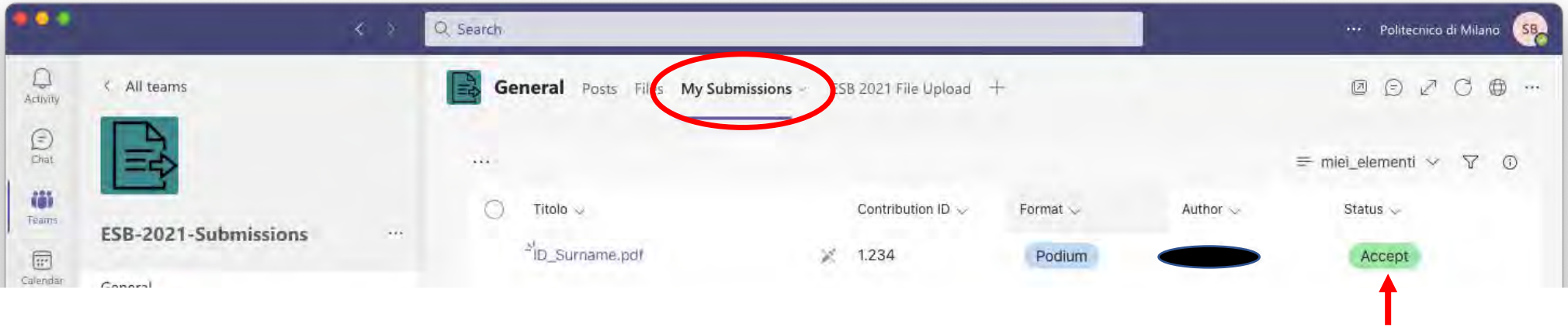
Get in the team for submission

3 Go to **My Submissions** tab to monitor the status of your submission (it may takes time)

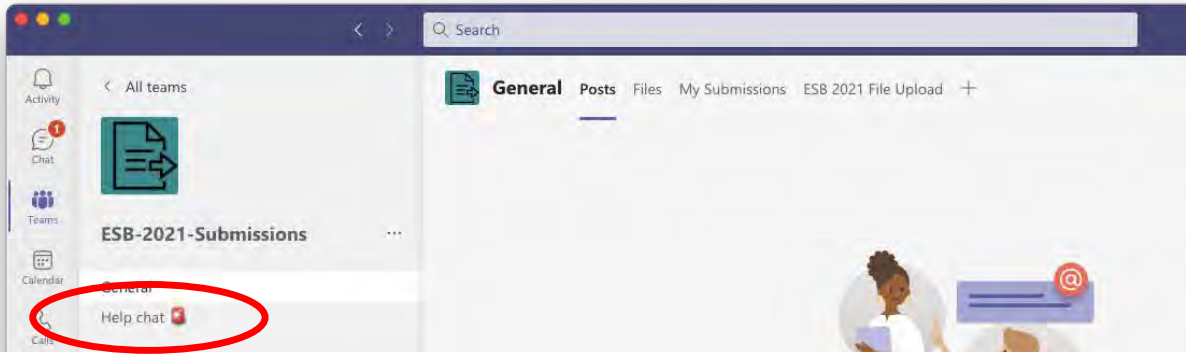


Get in the team for submission

4 You will receive an email with the updated status: "Accept" or "Reject" and you will see the new status in **My Submissions** tab



In case of Accept, the procedure is finished successfully. No further actions are required.

In case of Reject, you have to restart the procedure from point 1.

For help, write a post in the **Help channel**