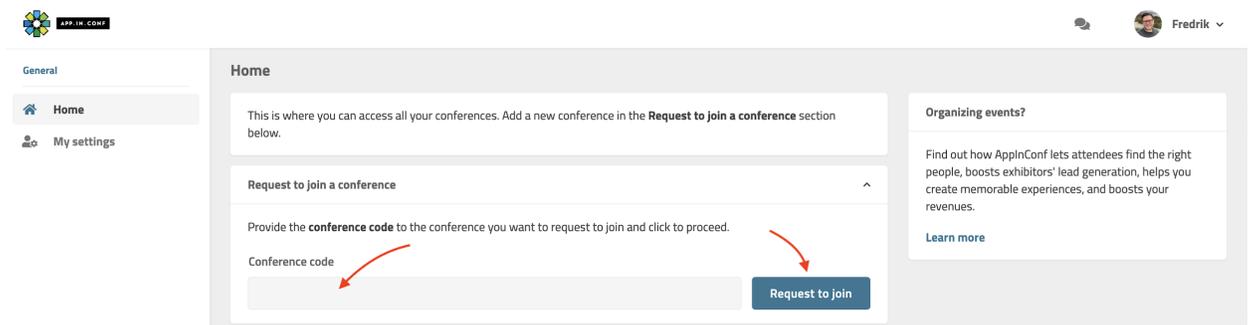


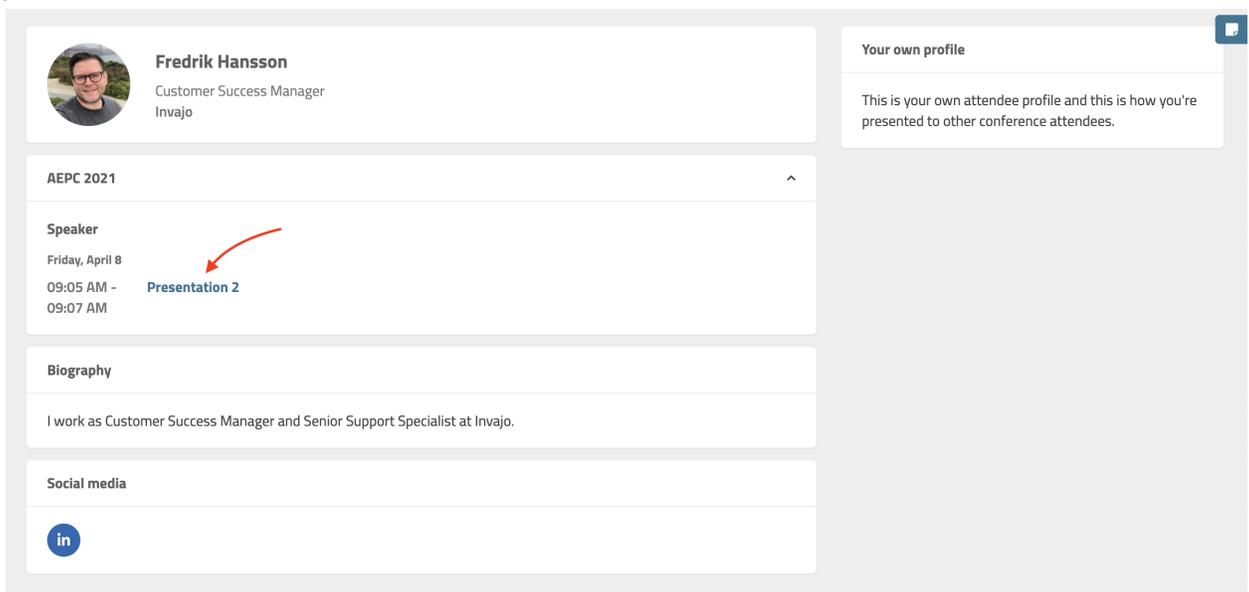
Instructions how to upload video for presenters

You can also see a full video tutorial on how to upload your presentation via [this link!](#)

1. Go to <https://virtual.appinconf.com/register> and register with your email address.
Please note that it's important to register with the same email address as the address from which you are receiving this email to.
2. Once you have accessed the platform, enter the conference code which you will receive from the event organizer and then click the button "Request to join".



3. You will land on the Welcome page of the conference.
Please note that this is under construction and you are given early bird access in order to upload your presentation.
4. Locate your name on the upper right corner and click on it, continue by clicking on the menu item "My profile".
5. You have now reached your Profile where you will see all presentations or events that you have an active role in.



- When you click on the name of an event you will be brought to the “session page” in which your presentation is scheduled.
- Below your presentation you will see an infobox with a link to upload a video.

09:05 AM - 09:07 AM **Presentation 2** 

Speakers

 **Fredrik Hansson**
Customer Success Manager, Invajo

 You are admin for this event 



- Click on the icon and select the video you wish to upload.
Please note that the video needs to be in MP4-format and not bigger than 500mb.
The video will be compressed and uploaded to a third-party service (Vimeo) that will host the video. The video will be private and not publicly available. The video will not be available in the event list until this process is complete. When this has happened, you will be notified by email.
- The menu bar will close automatically once the upload is finished and you will see a success message in the lower left corner.
Depending on the file size and your internet connection this may take several minutes.
- You will receive an email once the video has been processed and uploaded to the virtual platform.
- You will now be able to see the video from your presentation.