Dear colleague and presenter at the HIAT22 conference,

hereby we want to inform you about how to provide your slides of your talk as preparation for a conference session.

- * Our preferred Format is PDF or Microsoft PowerPoint. Please optimize your slide format to the projector format which is 1080p (1920x1080 pixels)
- * Please upload your slides to the HIAT22 JaCOW/SPMS system before the session where you are scheduled as speaker:
- **log on to the <u>HIAT22 "profile" page</u>** with your JaCOW user name and password:



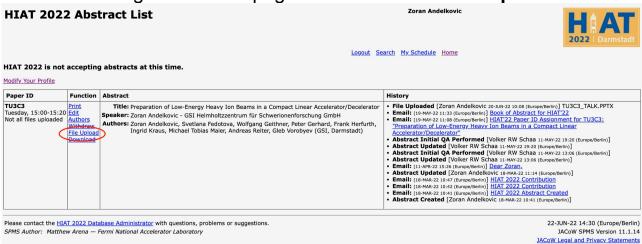
- On the "profile" page choose "Presentations Management" and click on "Submit":



- On the "Presentations Management" page **follow the link "Manage Abstracts"**:



- On the "Manage Abstracts" page follow the link "File Upload":



- On the "Transparencies" page upload page enter "File Type", Platform", an optional "Comment" and click "Upload File":



Choose "Transparencies" as File Type

- "Platform" in line wit the computer platform you used to produce your slides
- "Upload File" will present a dialog to choose your slide-deck file.
 IMPORTANT: the system will only accept files for upload having file names like <Paper ID>_TALK.<file extension>, in this example provided by our colleague Zoran Andelkovic "TU3C3_TALK.PPTX".

By this procedure we have all slides at one place and one single channel of moving the slides to the presentation computer. Thanks a lot for your cooperation.