

# COSPAR 2014 Presentation Uploading

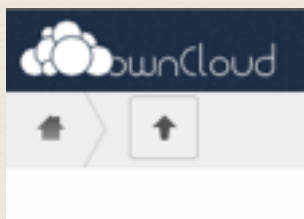
## Instruction

1. Open the new URL in the e-mail that was sent to authors by the local organizers in August 1st. Here is the sample URL:  
<https://cospar.msu.ru/public.php?service=files&t=b4b24d6c5e0bf47192a7c5f4e2af6f60>

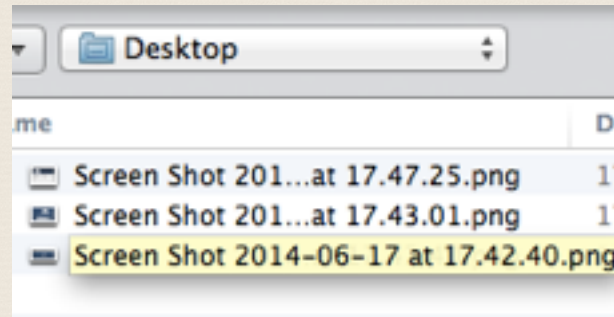
2. Below the URL in the e-mail there's a generated password **only** for your talk. Enter it here:



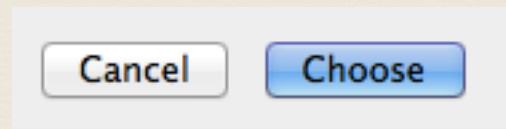
3. Click the **'Up-Arrow'** button at the top-left corner of the new window to upload necessary files:



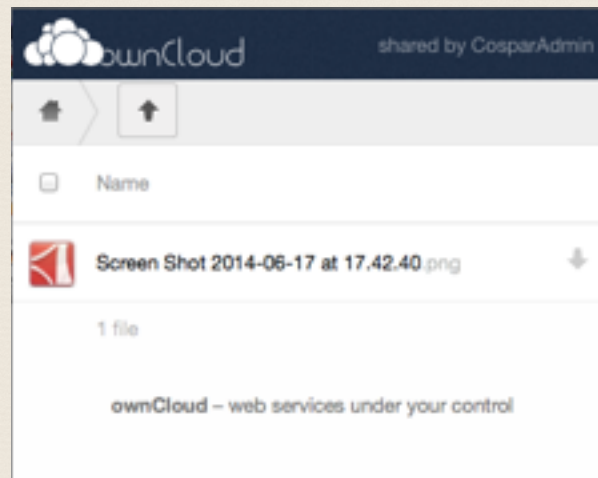
4. Choose your files in the pop-up window:



5. Click **'Choose'** or **'OK'** to complete:



6. Your files will appear in the **'Home'** window:



## Key points

- Please create only **one file** for each presentation.
- Maximum size for each presentation is **150 MB**.
- Videos should be embedded into your presentation.
- Presentation formats: **.ppt, .pptx, .pdf, .png**
- Movie-formats and codecs: **WMV, MPEG, MPEG-2, MP4, QuickTime, M4V, animated GIFs**.
- All presentations will be projected using **Microsoft PowerPoint (version 2003 or newer)** or **Adobe Acrobat Reader** from a central computer (**Windows PC**).
- In case you have no access to Internet, the Technical Support Team can help you upload your presentation in one of the speaker ready rooms which will be located in **S2-33, S2-34** and **L1-11**.
- Your presentation must be ready and uploaded for **24 hours prior to your talk**.
- For further questions please contact the Technical Support Team in one of the speaker ready rooms or by email.

