

Presentations

Showing presentations enables you to enrich conferences with visual information. Presentations are multiple page documents (for example power point slide shows), that are made available to conference participants or viewers via a URL. Every page of the document is converted to a presentation page.

Presentations can be configured using **Conference Server - Presentations**. You will see a table of existing presentations.

Use **New** in the toolbar to create a new presentation. Creating the presentation is accomplished using a program of your choice. Provide a name for the presentation and save it.

Use **Edit** to modify the data for an existing presentation. The tabs can be used to access two tables:

Master Data

On this tab you can change the name of the presentation and upload the presentation file to the system. The following file formats are allowed:

- PDF
- DOC, DOCX (Word)
- PPT, PPTX (Powerpoint)

The conversion of the presentation slides is performed in the background and can take a little time.

Slides

This tab shows you a preview of the presentation slides.

Use **Delete** to remove a presentation from the system.