



phme21

Virtual Event - 28 June / 2 July 2021

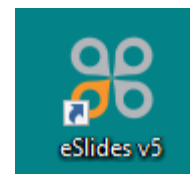
Prepare
your presentation
in 5 steps

Step 1 - Install the software

Note that the eSlides software is currently available for Windows only in both English and French (a version for Apple will be developed later this year). If your computer is under iOS, please ask a colleague to get a PC ready to record your video, or use Bootcamp to boot on the Windows partition.

Download the file "Setup.msi" and install the software eSlides on your computer. (If needed don't forget to authorize Windows or your antivirus to install eSlides.)

Launch the eSlides software by double-clicking on the shortcut installed on your desktop. Click on "Speaker Access", then enter the name of the conference (**PHMEurope2021**), your email address and the password which you have received.

A screenshot of the eSlides Login window. It has a title bar "eSlides Login" with a close button. Below the title bar are two circular icons representing the French and UK flags. There are two radio buttons: "Manager Access" (unselected) and "Speaker Access" (selected). Below these are three input fields: the first contains "PHMEurope2021", the second is labeled "your email address", and the third is masked with "*****". At the bottom is a yellow "Submit" button.

Step 2 – Set up your recording

Choose your webcam, your microphone and your screen (the one on which you will launch your Powerpoint presentation). Then click on "Save the configuration".

A screenshot of the eSlides Room Desktop Software 5.0 settings window. The title bar says "eSlides Room Desktop Software 5.0". The window has a navigation bar with four tabs: "1. SETTINGS" (active), "2. PRESENTATIONS", "3. SPEAKER MODE", and "4. UPLOADS". The main content area is titled "PHM-Europe-2021" and "Salle 1 test". On the right, there is a "phme21" logo and the text "Virtual Event - 28 June / 2 July 2021". The settings are organized into three columns: "Webcam" (showing a video feed of a man), "Microphone" (showing "Microphone (HD Webcam C270)"), and "Screen to record" (showing "Screen 1" with a preview of the eSlides interface). In the center, there are two yellow buttons: "Save this configuration" and "Refresh Devices". At the bottom, there are two circular icons representing the French and UK flags, a yellow "Logout" button, and a "Webcam advanced settings" link. The bottom right corner features the "Powered by e-slides" logo.

Step 3 - Your presentation is already scheduled

The next screen displays the title of your presentation already accepted by the organizer, and your previous tests, if any.

The screenshot shows the 'PRESENTATIONS' tab of the eSlides Room Desktop Software 5.0. The interface has a top navigation bar with four tabs: 1. SETTINGS, 2. PRESENTATIONS (active), 3. SPEAKER MODE, and 4. UPLOADS. The main content area displays the event title 'PHM-Europe-2021' and the session 'Salle 1 test'. A circular progress indicator on the left shows 'PPT available' at 50%. Below this, a table lists presentations:

Presentation	Speaker	Date	Time	Uploaded date	File size
Test FOUBERT	Mr. Claude FOUBERT	2020/07/01	08:00	2020/04/20 10:31:12	4.61 Mo
TUTO enregistrement	Mr. Claude FOUBERT	2020/07/01	09:00		

At the bottom, there are two buttons: 'Reload Presentations' and 'Download new PPT files'. The eSlides logo and 'Powered by e-slides' are in the bottom right corner.

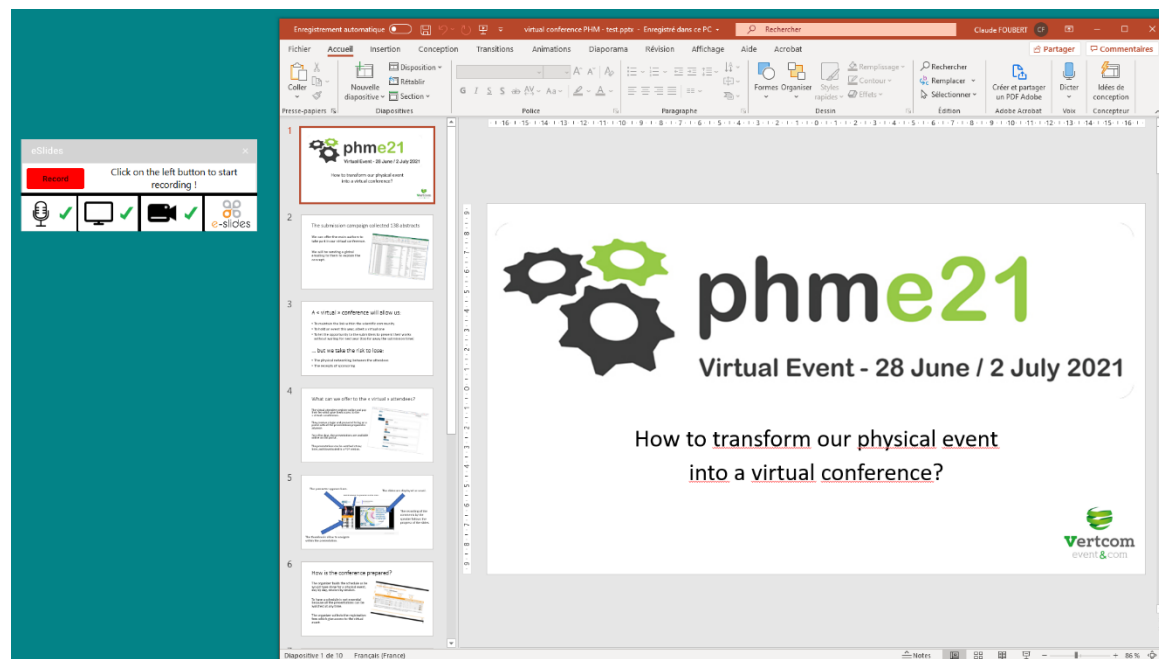
Click on the title of your talk to open the “Speaker mode”.

The screenshot shows the 'SPEAKER MODE' tab of the eSlides Room Desktop Software 5.0. The interface has a top navigation bar with four tabs: 1. SETTINGS, 2. PRESENTATIONS, 3. SPEAKER MODE (active), and 4. UPLOADS. The main content area displays the event title 'PHM-Europe-2021' and the session 'Salle 1 test'. A video feed of the speaker is visible in the top left corner. Below the video feed, there is a section for the 'Current Presentation' titled 'TUTO enregistrement' by 'Mr. Claude FOUBERT' with a scheduled time of '09:00'. A 'Launch Local Presentation' button is located on the left. Below this, a section for the 'Previous Presentation scheduled at 08:00' shows 'Test FOUBERT' by 'Mr. Claude FOUBERT'. At the bottom left, there is an 'Exit Speaker Mode' button. The eSlides logo and 'Powered by e-slides' are in the bottom right corner. The date and time 'Monday 20 April 2020 14:55:32' are displayed at the bottom center.

Step 4 - Record your oral presentation

Click on “Launch Local Presentation”. Then select on your computer the PowerPoint file to display.

A popup windows appears with control buttons.



If you are ready to record your presentation, launch the slide show which will cover all your screen size. (Tips: the shortcut to launch the slide show is F5.)



Click on the red button “Record” and begin your presentation. Keep an eye on your watch and **try to respect your 20-min slot!**

At the end of the PowerPoint presentation, the recording stops automatically.

On the “Uploads” screen, you can click on the “See preview” link to preview your current recording before transferring it to the organizer. If you are not satisfied with the result, you can start again the recording (go back to the “Speaker mode”). Please note that it is a luxury compared to the conditions of a real conference...

If you are satisfied with your recording, just click on the “Upload” button to transfer your presentation to the organizer. Between the end of the transfer and its appearance on the eSlides site, 10-15 min can occur.

eSlides Room Desktop Software 5.0

1. SETTINGS
2. PRESENTATIONS
3. SPEAKER MODE
4. UPLOADS

Upload All

PHM-Europe-2021

Salle 1 test

Virtual Event - 28 June / 2 July 2021

Presentation scheduled for 2020/07/01 at 08:00 : List of recorded versions

- Version of 2020/04/02 10:21 : 00min 00s
[See preview](#)

Test FOUBERT

Mr. Claude FOUBERT

Presentation	Speaker	Date	Time	Step	Number of versions	Upload
Test FOUBERT	Mr. Claude FOUBERT	2020/07/01	08:00	Présentation publiée	1 version	Re Upload
TUTO enregistre...	Mr. Claude FOUBERT	2020/07/01	09:00	Step 2 / 5: Presentation Video		Upload

Videos recorded

50%

Videos uploaded

50%

Logout

And that's it!

When all the presentations have been collected by the organizer, they will be available for a few days on the virtual conference web site for registered participants only.

Below is an example of a presentation given on a past event.

The slides are displayed as usual on a large window **1**. The presenter appears in a second window **2** which can be switched with the slides. The third window with the thumbnails **3** allows navigation within the presentation.



The recording of the comments by the speaker follows the progress of the slides.

For any request or assistance, feel free to contact Claude FOUBERT,
by phone: +33 2 47 27 33 30
or by email: secretary@phmeurope.org.