

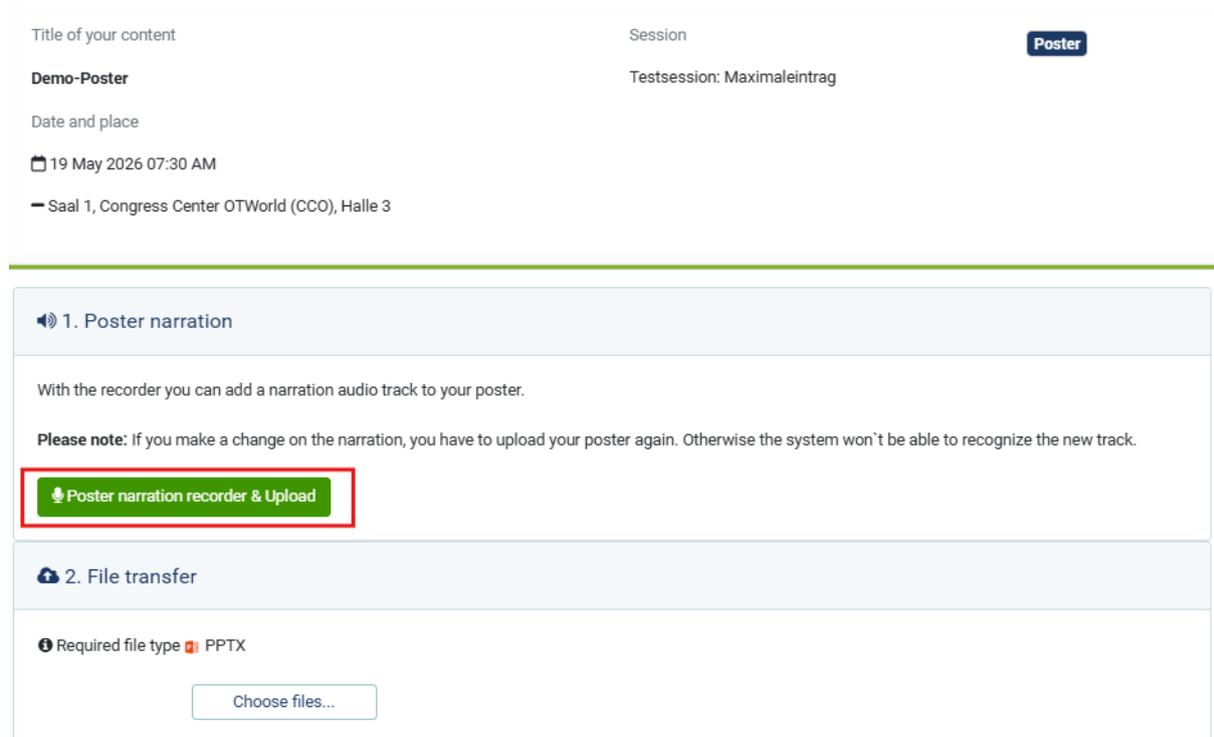
# Instructions for Recording an Audio Commentary and for the Upload of your ePoster

As part of the ePoster upload process, you will have the opportunity to record an audio commentary (maximum 3 minutes), which will be made available to congress participants in addition to the ePoster. **From early April to 3 May 2026**, you may record your audio commentary directly via the upload portal using your computer's built-in microphone, or you may upload a separate MP3 file created using third-party software.

Please note the maximum permitted length of 3 minutes. Ensure that your recording does not exceed this limit, as any excess content will be cut off.

## Recording and Uploading the Audio Commentary

Select the button "Poster Narration Recorder & Upload".



The screenshot shows a form for uploading an ePoster. The form is divided into several sections:

- Title of your content:** Demo-Poster
- Session:** Testsession: Maximaleintrag
- Date and place:** 19 May 2026 07:30 AM, Saal 1, Congress Center OTWorld (CCO), Halle 3

A blue button labeled "Poster" is visible in the top right corner. Below the form, there are two main sections:

- 1. Poster narration:** This section contains a microphone icon and the text "1. Poster narration". Below this, it says "With the recorder you can add a narration audio track to your poster." and "Please note: If you make a change on the narration, you have to upload your poster again. Otherwise the system won't be able to recognize the new track." A green button labeled "Poster narration recorder & Upload" is highlighted with a red box.
- 2. File transfer:** This section contains a cloud icon and the text "2. File transfer". Below this, it says "Required file type: PPTX" and a button labeled "Choose files..." is visible.

Click  to start the recording. When you have finished, click . You can play back your recording by clicking . If you wish to record again, click "Delete".

# Instructions for Recording an Audio Commentary and for the Upload of your ePoster

## 🎤 Narration recorder

Ready Start your recording ●



Available narration time: 03:20 minutes

## 📁 Upload a recording

Select .mp3 file

## 🔊 Listen to your recording

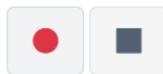
Audio

Please check your recording and click on 'Next' to get back to the content upload. Your recording will be saved with your poster.

When accessing the recording function for the first time, you will be prompted to grant the website [www.m-anage.com](http://www.m-anage.com) access to your microphone. You must allow microphone access in order to record an audio commentary via your browser. Alternatively, you may upload an MP3 file created using third-party software by clicking the corresponding button.

## 🎤 Narration recorder

Ready Start your recording ●



Available narration time: 03:20 minutes

## 📁 Upload a recording

Select .mp3 file

## 🔊 Listen to your recording

Audio

Please check your recording and click on 'Next' to get back to the content upload. Your recording will be saved with your poster.

## Instructions for Recording an Audio Commentary and for the Upload of your ePoster

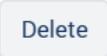
After uploading the MP3 file, you can review it by clicking .

### Listen to your recording

Audio

Please check your recording and click on 'Next' to get back to the content upload. Your recording will be saved with your poster.

 0:00 / 0:15   

13/01/2026 15:05:29 | Melina Kovac (melina.kovac@confairmed.de) 

If you are satisfied with your audio commentary, click “**Next**” in the lower right-hand area of the screen.

# Instructions for Recording an Audio Commentary and for the Upload of your ePoster

## Uploading the E-Poster

Click "Choose files" to upload your e-poster PowerPoint file.

**Content Submission** ✕

OVERVIEW > FILE-TRANSFER > SLIDE-PREVIEW

<p>Title of your content</p> <p><b>Demo-Poster</b></p> <p>Date and place</p> <p>📅 19 May 2026 07:30 AM</p> <p>📍 Saal 1, Congress Center OTWorld (CCO), Halle 3</p>	<p>Session</p> <p>Testsession: Maximaleintrag</p>	<div style="background-color: #395468; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Poster</div>
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🔊 1. Poster narration

With the recorder you can add a narration audio track to your poster.

**Please note:** If you make a change on the narration, you have to upload your poster again. Otherwise the system won't be able to recognize the new track.

🗣️ Poster narration recorder & Upload

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📁 2. File transfer

📌 Required file type 📄 PPTX

Choose files...

After the upload, the system will carry out an automatic compatibility check, which may take a few minutes. The uploaded file will appear under "Files for this content".

📁 2. File transfer

📌 Required file type 📄 PPTX 📄 PPT

Choose files...

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📁 Files for this content

Type	File name	Size	Upload	
📄	eposter-template (1).pptx	389.88 KB	16.02.26, 07:41 AM	<input type="checkbox"/>

✕ Delete selection

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