# Organiser Manual

**Version:** 1.4
**Date:** October 2026
**Prepared by:** David Richards

For support, contact support@slidecrew.com

# Contents

**3. Introduction** **9**
What This Manual Does Not Cover . . . 9

**4. Prerequisites** **9**

**5. Conceptual Overview** **10**
The Core Hierarchy . . . 10
The Two Parallel Tracks . . . 11
ePosters . . . 11
Styles . . . 12
The App launcher . . . 12

**6. Core Procedures** **13**
6.1 Setting Up Your Slidecrew Account . . . 13
How Slidecrew Accounts Work . . . 13
Sign Up for a New Account . . . 13
Create an Account from an Invitation . . . 14
Logging In . . . 14
Updating Your Profile Information . . . 15
Two-Factor Authentication . . . 15
Resetting Your Password . . . 16
Clearing the Portal Cache . . . 17
Related Pages . . . 17
6.2 Creating a New Event . . . 18
How events work in Slidecrew . . . 18
Creating your event . . . 18
Switching between events . . . 24
Related Pages . . . 24
6.3 Adding Your Event Programme Data . . . 25
Choosing How to Add Your Programme Data . . . 25
Importing Data from a Spreadsheet . . . 25
Connecting via API Integration . . . 37
Related Pages . . . 41

6.4 Monitoring and Navigating Your Programme . . . . . 42
How the Programme View Works . . . . . 42
Reading the Presentation Colour Codes . . . . . 42
The Room Index . . . . . 43
Rooms on the Programme Page . . . . . 44
Room Groups on the Programme View . . . . . 44
Filtering the Programme View by Room Group . . . . . 44
Navigating Between Event Days . . . . . 44
Reading a Session Block . . . . . 45
Previewing Session Details . . . . . 45
Related Pages . . . . . 46
6.5 Managing Your Programme Data . . . . . 47
How Programme Data Is Organised . . . . . 47
Adding and Editing Rooms . . . . . 47
Adding and Editing Sessions . . . . . 52
Adding and Editing Presentations . . . . . 54
Managing Files . . . . . 58
Finding and Fixing Programme Errors . . . . . 60
Related Pages . . . . . 63
6.6 Configuring Your Event Settings . . . . . 64
How Event Settings Are Organised . . . . . 64
Updating Your Event Information . . . . . 64
Configuring Global ePoster Settings . . . . . 66
Adding Custom Data Fields . . . . . 67
Using Custom Data in Imports and Exports . . . . . 68
Related Pages . . . . . 69
6.7 Applying Branding to Your Event . . . . . 70
How Styles Work . . . . . 70
Style Priority Order . . . . . 70
Creating a Style . . . . . 70
Applying a Style to Your Entire Event . . . . . 72
Applying a Style to a Specific Room, Session, or Device . . . . . 73
Related Pages . . . . . 73
6.8 Adding and Managing Users . . . . . 74

How User Roles Work in Slidecrew . . . 74
Adding a Staff User . . . 75
Adding an Attendee User . . . 76
Editing a Staff User . . . 77
Editing an Attendee User . . . 78
Managing Attendee Actions . . . 78
Managing Speaker Barcodes . . . 79
Removing a User . . . 80
Finding a User . . . 82
Related Pages . . . 82
6.9 Uploading and Managing Presentation Files . . . 83
How File Uploads Work in Slidecrew . . . 83
Configuring the Speaker Upload Page . . . 83
Using the Speaker Overview Page . . . 85
Uploading a File on Behalf of a Speaker . . . 87
Replacing or Updating a File . . . 88
Viewing the File Analysis Tool Report . . . 88
Supported File Types . . . 90
Marking a File as Checked . . . 90
Related Pages . . . 91
6.10 Communicating with Speakers and Moderators . . . 92
How Email Communication Works in Slidecrew . . . 92
Creating and Editing Email Templates . . . 92
Running an Email Campaign . . . 96
Sending an Email to an Individual Speaker . . . 102
Creating and Managing Forms . . . 103
Form Block Types . . . 105
Copying Forms and Email Templates to Another Event . . . 108
The Moderator Page . . . 109
Related Pages . . . 110
6.11 Monitoring Your Event . . . 111
How the Dashboard Works . . . 111
Customising Your Dashboard . . . 111
Dashboard Widgets . . . 111

Viewing the Full Activity Log . . . 113
Related Pages . . . 114
6.12 Connecting and Managing Devices . . . 115
How Devices Work in Slidecrew . . . 115
Slidecrew Apps Overview . . . 115
Installing the Slidecrew App Launcher . . . 116
Pairing a Device to Your Event . . . 117
Managing Devices in the Portal . . . 120
Configuring App Launcher Settings . . . 122
Windows display scaling . . . 130
Local caching server availability . . . 130
Using the Screen Matrix . . . 130
Related Pages . . . 132
6.13 Setting Up and Managing ePosters . . . 133
How ePosters Work in Slidecrew . . . 133
Supported File Types and Conversion . . . 133
Managing ePoster Categories . . . 134
Adding an ePoster Manually . . . 135
Editing an ePoster . . . 135
Switching Between Gallery View and List View . . . 136
Managing ePoster Visibility . . . 137
Moderating ePoster Comments and Reviews . . . 137
Using the ePoster App . . . 138
Related Pages . . . 144
6.14 Setting Up the Speaker Ready Room . . . 146
How the Speaker Ready Room Works . . . 146
How the Queue System Works . . . 146
Setting Up the Queue Screen . . . 147
Configuring Global Speaker Ready Room Settings . . . 148
Setting Up a Check-in Station . . . 150
Speaker Login Methods . . . 151
Managing the Queue from the Portal . . . 153
Related Pages . . . 154
6.15 Setting Up Conference Rooms . . . 155

macOS with multiple displays . . . 155
How Conference Room Apps Work . . . 155
Choosing the Right App for Each Device . . . 156
Pairing a Device to Your Event . . . 156
Setting up the Technician App . . . 156
Using the Technician App During a Session . . . 157
Technician App Interface Reference . . . 158
Setting up the Kiosk App . . . 159
Using the Kiosk App During a Session . . . 160
Setting Up the Moderator App . . . 161
Using the Timer Controller . . . 163
Setting Up the Room Timer Display . . . 165
Setting Up the Room Signage Display . . . 166
Related Pages . . . 167
6.16 Setting Up The Web App . . . 168
How the Web App Works . . . 168
Web App vs App Launcher . . . 168
Choosing and pairing a Web App to your event . . . 169
Available Web Apps . . . 170
Setting Up the Name Screen . . . 170
Name Screen Settings Reference . . . 172
Setting Up the Web App ePoster Screen . . . 173
Setting Up the Airport Screen . . . 175
Related Pages . . . 175
6.17 Sharing Presentation Files After Your Event . . . 177
How the Publication Page Works . . . 177
Publication Page Availability Rules . . . 177
Enabling Publishing for your Event . . . 177
Finding Your Publication Page URL . . . 178
What Attendees See on the Publication Page . . . 178
Exporting Published Files . . . 179
Exporting Post-Event Statistics . . . 179
Related Pages . . . 180
6.18 The Speaker Journey . . . 181

How Slidecrew Works for Speakers and Moderators . . . 181
Before the Event: Uploading Your Files . . . 181
The Moderator Page . . . 184
On-Site: The Speaker Ready Room . . . 185
In the Presentation Room . . . 187
After the Event: Updating Your Publishing Permissions . . . 188
Related Pages . . . 188

**7. Reference** **189**
Network Requirements . . . 189
Internet speed recommendations . . . 189
External Firewall Ports . . . 189
Hardware Requirements . . . 191
App Launcher Devices: Windows (Minimum Specifications) . . . 191
App Launcher Devices: macOS (Minimum Specifications) . . . 191
User Role Permissions . . . 191
Staff Roles . . . 192
Attendee Roles . . . 193
Supported File Formats . . . 193
Presentation Files . . . 194
ePoster Files . . . 194
Dashboard Widgets: Availability by Role . . . 195

**8. Troubleshooting** **196**
General . . . 196
Account & Login . . . 196
Importing Programme Data . . . 196
Programme & Sessions . . . 197
File Uploads . . . 197
Devices & App Launcher . . . 197
Speaker Ready Room . . . 198
ePosters . . . 199
Publication Page . . . 199

**9. Glossary** **199**

**10. Index** **203**

# 3. Introduction

This manual explains how to set up, run and close a Slidecrew event. It is written for both organisers and technical staff, from running a large event with a dedicated AV team to small one-person events.

The manual is organised into the following sections:

- **Section 4: Prerequisites**
  What needs to be in place before you start.
- **Section 5: Conceptual Overview**
  Slidecrew's structure and how the core parts relate to each other.
- **Section 6: Core Procedures**
  The main tasks and workflows, in the order you are most likely to need them.
- **Section 7: Reference**
  Field definitions, settings, supported hardware and network recommendations.
- **Section 8: Troubleshooting**
  Common problems and how to resolve them.
- **Section 9: Glossary**
  Slidecrew-specific terms that are used in this manual.

## What This Manual Does Not Cover

- Billing, invoicing and subscription management beyond the initial event purchase.
- 3rd party integrations not configured from within the Slidecrew portal
- Hardware installation and physical network setup. See section 7 for recommendations.
- The speaker and moderator experience in detail. See 6.18 The Speaker Journey for an overview.

# 4. Prerequisites

Before you start, make sure the following are in place:

- **Your Slidecrew account**
  You need a Slidecrew account to access the portal. If you don't have one yet, see 6.1 Setting Up Your Slidecrew Account
- **Event portal access**
  If you have an event quote that was either sent to you by Slidecrew or generated by the pricing page on our website (https://slidecrew.com/pricing/), your event portal is created automatically once the quote has been signed.
  If you create a new event from within the Slidecrew portal, the Event Creator prepares a quote from the options you select. Your new event portal is created once the quote has been signed. See 6.2 Creating a New Event.
- **A supported browser**
  The Slidecrew portal works on any modern browser. For best results, use a current version of

Google Chrome, Microsoft Edge, Mozilla Firefox or Safari.
The Web Apps feature runs display and ePosters in a browser instead of through the App Launcher. For this, you need a Chromium-based browser. Google Chrome and Microsoft Edge are supported. Firefox and Safari are not.

- **Slidecrew App Launcher for on-site use**
  Any device that will run a Conference Room App or Speaker Ready Room App, as well as some display screen options, will need the Slidecrew App Launcher installed. Download links are available from the Tools widget on the Dashboard page once your event has been created.

  The App launcher supports Windows 11 (64-bit) and macOS 15.5 and above.

- **Network Access**
  All devices running the App Launcher currently need internet access during setup and throughout the event. The local caching server is temporarily unavailable, so do not rely on local or offline file delivery.
  See 7. Reference for network and hardware recommendations.

# 5. Conceptual Overview

Slidecrew has a clear hierarchy, so understanding how the different parts fit together makes the rest of this manual easier to follow.

## The Core Hierarchy

### Accounts

At the top level is your account, which is your personal login, and can be connected to multiple events, with different user access levels for each one.

### Events

Each event has its own portal, the dedicated space that holds everything for that event. The number of rooms and event days, as well as the type of content that is included, is set when the event is created.

### Programme

The programme is the calendar grid inside the event portal. It shows all the rooms and sessions for each event day. This is where you can get the best overview of the current state of your event, manage sessions, track file status, and monitor progress.

### Rooms

Rooms are the physical or virtual spaces where sessions take place. Each room appears as a column in the Programme view containing sessions, and can have one or more devices assigned to it.

### Sessions

Sessions are the time slots within a room. Each session block has a start time, an end time, and contains one or more presentations. Attendee-level users assigned to sessions directly become moderators.

### Presentations

Presentations are the individual talks or items within a session, each with its own duration-based time slot. This is the level where files are attached. Attendees assigned to presentations are speakers.

### Files

Files are the presentation files uploaded by speakers or staff. Each presentation can have multiple files. Once uploaded into your event portal, files are scanned for technical issues, checked by speakers at the Speaker Ready Room, downloaded to room devices, and launched during sessions.

### Users

Users sit alongside the hierarchy rather than inside it. Every person in the Slidecrew portal is a user with a role. Staff users have portal access, whereas attendee-level users, including speakers, moderators, presentation submitters and ePoster submitters, interact through personal pages, the Speaker Ready Room, and the client-facing on-site Apps.

## The Two Parallel Tracks

Once an event has been set up, two things happen in parallel:

### The File Track

This covers presentation files from submission through to on-site delivery and, optionally, publication. Speakers upload through their personal upload pages or the Speaker Ready Room. Files are then scanned, checked, downloaded to room devices, and launched during sessions.

### The Programme Track

This track covers the event schedule. Sessions, presentations and ePosters are set up in the portal, room devices are paired and configured to keep up to date with the live programme and file distribution, and the programme is monitored in real time through the portal.

Both come together during the event. On the programme page, each session shows both the schedule and the file status for its presentations, so you can follow what is ready and what still needs attention.

## ePosters

ePosters use the same structure as presentations, but with different labels, and the files are processed slightly differently. With ePosters, Categories take the place of sessions, and ePosters take the place of presentations. Files are uploaded by poster submitters in the same way, but the files go through a poster converter and are displayed in the ePoster App instead of being launched by a Conference Room App.
ePosters have their own dedicated item in the top menu and are not restricted by event day.

## Styles

A style is a visual theme, made up of a logo, background images and a set of colours. Styles can be applied at four levels: event-wide, per room, per session or per device.

The most specific style takes priority. If no style is set at one level, Slidecrew uses the next less specific level until it reaches the event-level Default Style.

## The App launcher

The Slidecrew App launcher is the desktop application installed on event devices. It connects each device to the event portal and provides access to the Conference Room Apps, Speaker Ready Room Apps and Display Apps. Each device usually runs one App at a time. The Web App provides a browser-based alternative for some display Apps and the ePoster App.

# 6. Core Procedures

## 6.1 Setting Up Your Slidecrew Account

Your Slidecrew account is your login across all events.
You only need to create it once. After that, the same account is used for any event portal you create or are invited to.

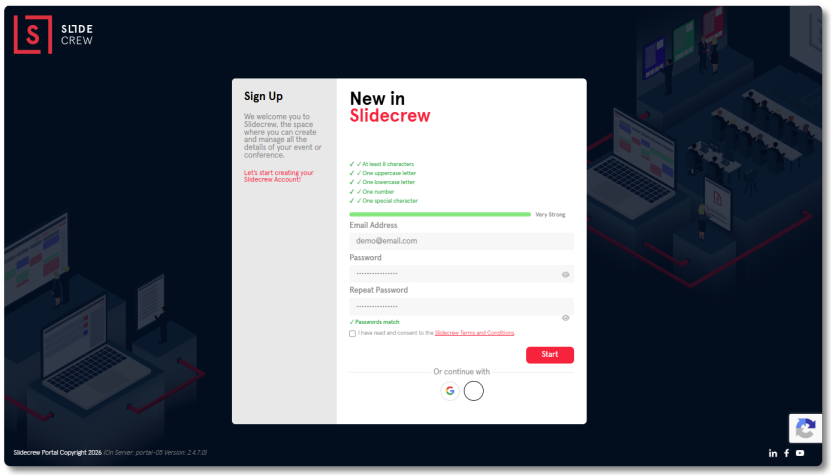
### How Slidecrew Accounts Work

A Slidecrew Account belongs to you, rather than to a specific event. Your account can give you access to multiple event portals, with different user permissions.

You can create an account yourself at app.slidecrew.com or by following the prompt when accepting an event invitation from another user. Both options create the same type of account, as the user access level is set per event.

When you start signing in or signing up from app.slidecrew.com, Slidecrew redirects you to login.slidecrew.com. This is expected. Continue the login or signup process on the new address.

### Sign Up for a New Account

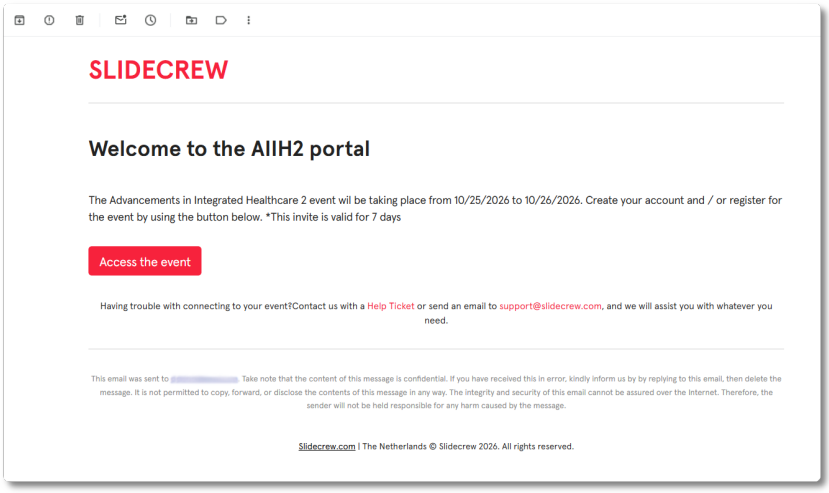



1. Go to app.slidecrew.com
2. Click Sign up
3. Enter your email address and choose a password, then accept the terms and conditions.
   Or select Sign in with Google or Sign in with Microsoft to use the Single Sign On options.
4. Complete your personal information when prompted. This can also be updated by you at any time.
5. Open your email inbox and click the verification link in the email from Slidecrew.

The verification link expires in 24 hours. If it has expired, contact support@slidecrew.com to request a new one.

## Create an Account from an Invitation

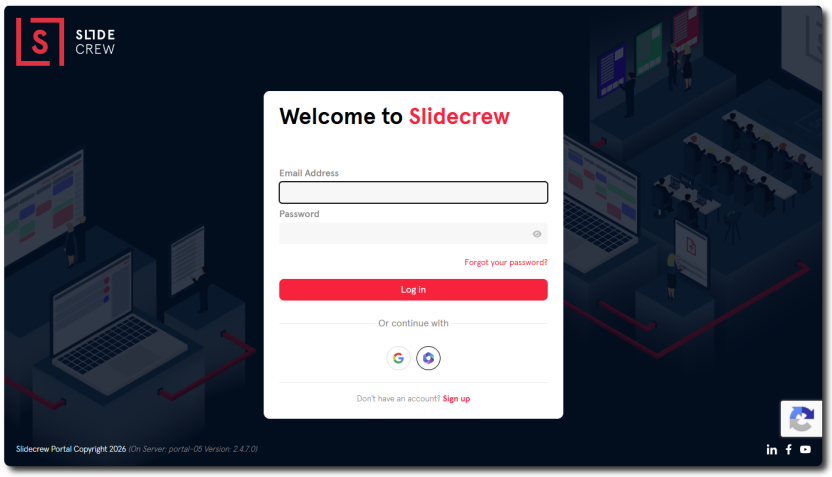
When another user invites you to an event, Slidecrew sends an invitation email to the address they entered. If you do not already have an account, follow the steps below to sign up:




1. Open the invitation email from event@invite.slidecrew.com
2. Click the link in the email
3. Enter a password, accept the terms & conditions, and (optionally) complete your personal information when prompted.

Your account will be created and linked to the event automatically.

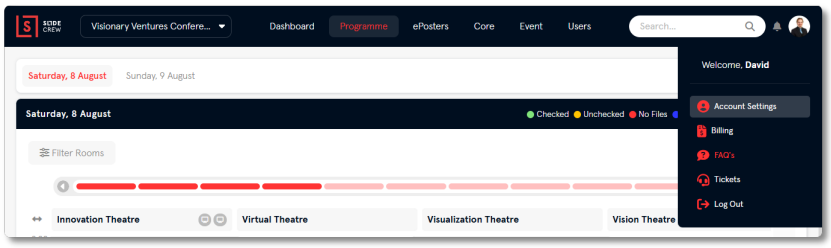
## Logging In



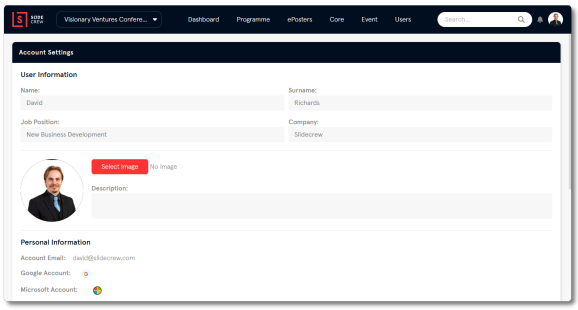

1. Go to app.slidecrew.com
2. Enter your email address and password, then click “Log in”. Or click Sign in with Google or Sign in with Microsoft if you registered using SSO.

# Updating Your Profile Information

Once you are logged into the Slidecrew portal:



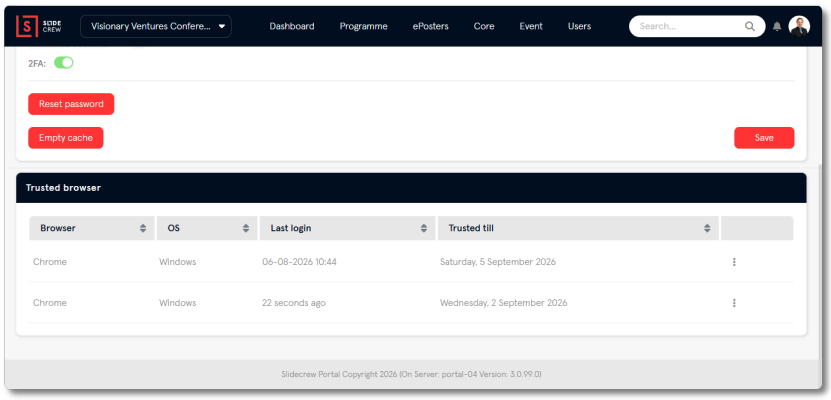

1. Click your profile picture or account icon at the top right of any portal page.
2. Select Account Settings from the menu.
3. The first section on the Account Settings page has fields for you to enter or change your personal information.




# Two-Factor Authentication

Two-factor authentication adds an extra login step. When enabled, Slidecrew sends a confirmation email when you log in. There will also be a checkbox when logging in to "trust the current browser for 30 days". So the email is only sent when logging in on a new device, or after 30 days have passed.

## Enabling Two-Factor Authentication



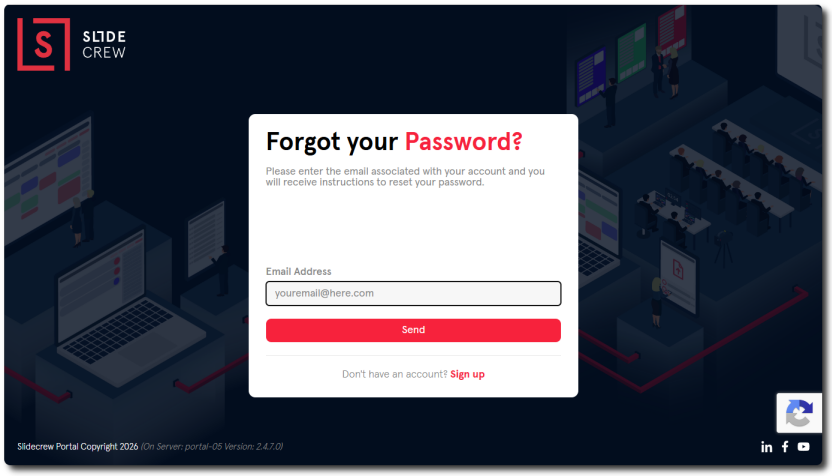

1. Click your profile picture or account icon at the top right of any portal page.

2. Select Account settings
3. Click the toggle icon next to “2FA:” in the Personal information section of your account settings page.

Use the same toggle to disable two-factor authentication.

## Resetting Your Password

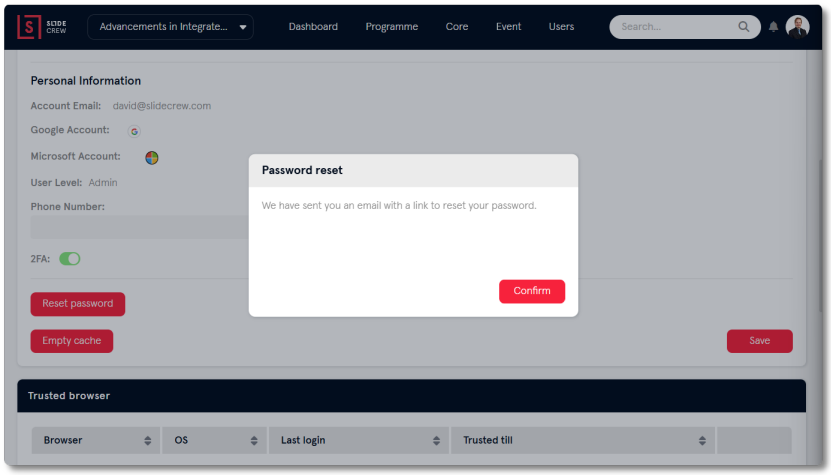
### from The Login Page




1. Go to app.slidecrew.com. Slidecrew redirects you to login.slidecrew.com.
2. On the log in screen, click the “Forgot your password?” link
3. Enter your email address when prompted
4. Click Send
5. If an account exists for that email address, an email will be sent with a link to reset your password.

### from Account Settings

If you are already logged in, you can also reset your password from the Account Settings page.




- Click your profile picture or account icon at the top right of any portal page.
- Select **Account Settings**.
- Click the **Reset password** button at the bottom of the Personal Information section.
- A **Password reset** pop-up appears confirming that a reset email has been sent. Click **Confirm** to close it.

Open the email from Slidecrew and follow the link to set a new password.

## Clearing the Portal Cache

If a portal page is not showing the latest data after a change, you can clear the cached data from your Account Settings page.

- Click your profile picture or account icon at the top right of any portal page.
- Select **Account Settings**.
- Click the **Empty cache** button at the bottom of the Personal Information section.

The portal will reload with fresh data.

---

## Related Pages

- 6.2 Creating a New Event
- 6.8 Adding and Managing Users
- 8. Troubleshooting

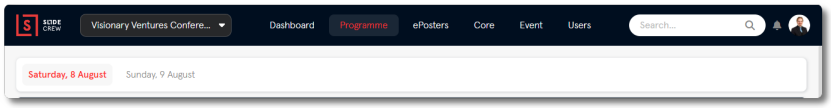
# 6.2 Creating a New Event

Each event in Slidecrew has its own portal, which is the dedicated space for that event's programme, devices, users and files. This section explains how to create a new event.

## How events work in Slidecrew

The Event Creator lets you choose what an event includes, enter the event and billing information, and create a quote. The event portal is created after the quote has been signed.

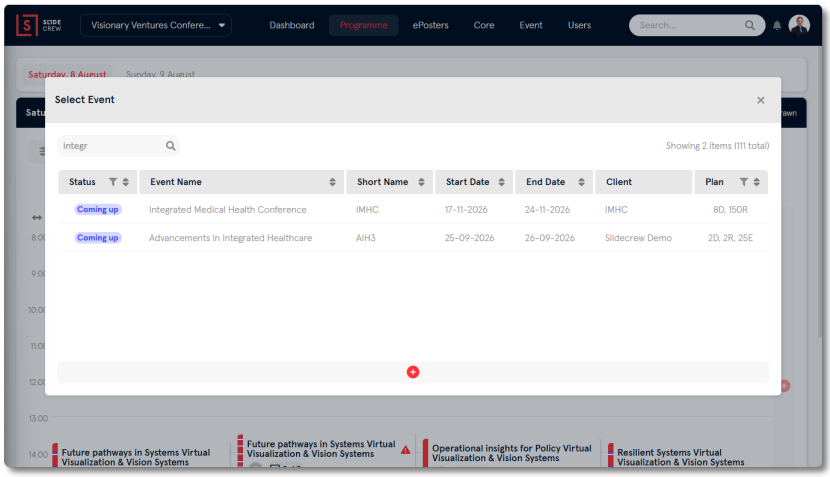
One account can access multiple event portals. You can switch between the ones you have access to using the Event Switcher at the top left of any portal page.




The Event Creator uses one scrolling page, with the form on the left and the **Your New Event** panel on the right. The panel shows the selected package, what is included, the event dates, and a running total as you complete the form.

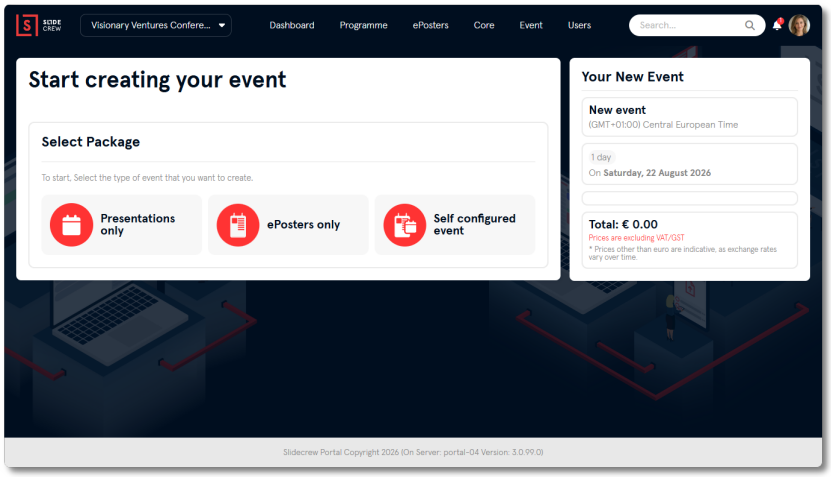
## Creating your event

To open the Event Creator:




1. Click the **Event Switcher** at the top left of the portal. It will show either the name of the event you currently have open, or say **Create Event**.
2. This opens a list of the event portals you currently have access to.
   Click ⊕ **Add New Event** at the bottom of the list to open the Event Creator.

## Select a package

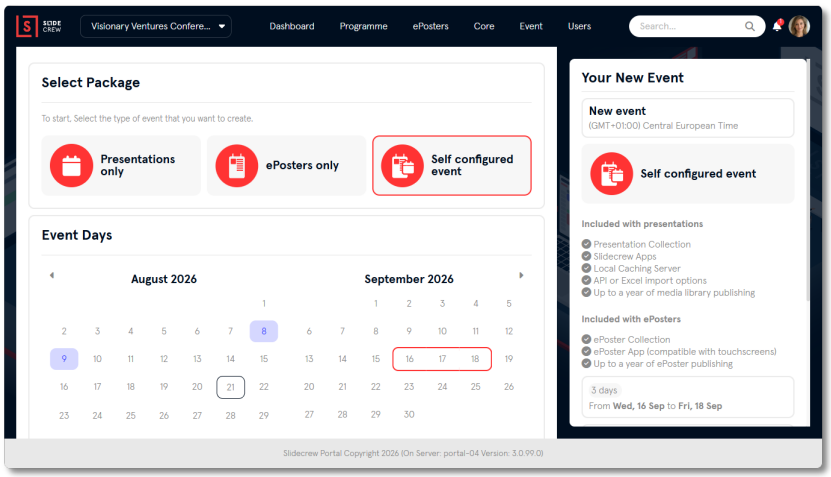



Choose the package that matches the content your event will use:

- **Presentations only** for an event with presentations and no ePosters.
- **ePosters only** for an event with ePosters and no presentations.
- **Self configured event** for an event that includes both presentations and ePosters.

Selecting a package opens the **Event Days** section below.

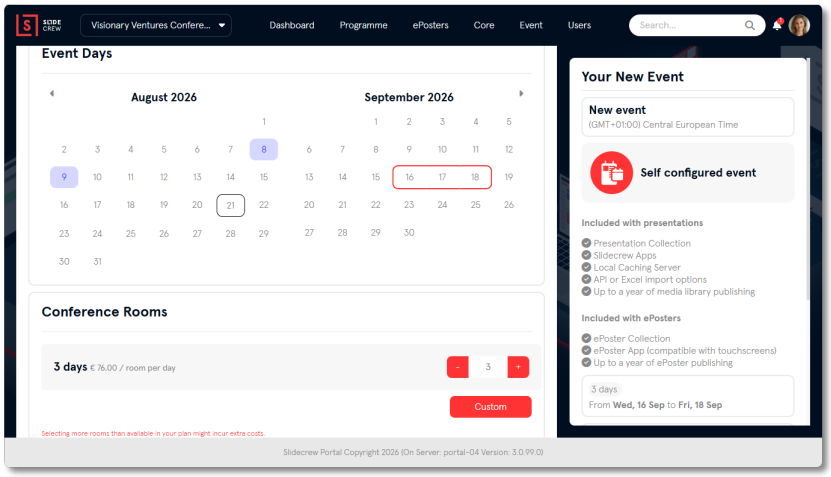
## Select the event days




1. Select the first day of the event.
2. Select the last day of the event.

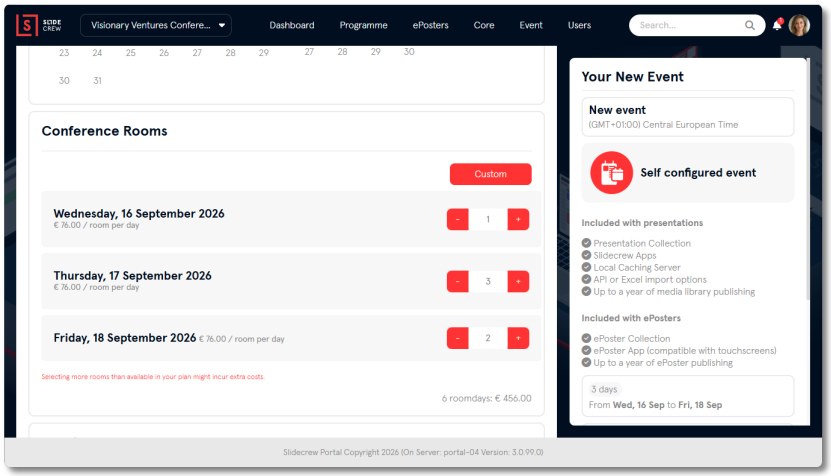
The selected date range and number of days appear in the **Your New Event** panel.

## Set the conference rooms



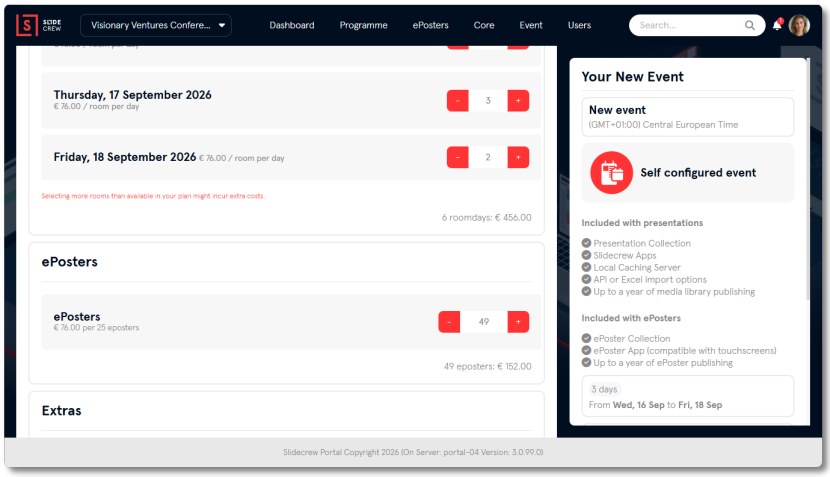

Enter the number of conference rooms needed per day. The same number is applied to every selected event day.

If the number of rooms differs between event days, click **Custom**. A separate room field appears for each day.



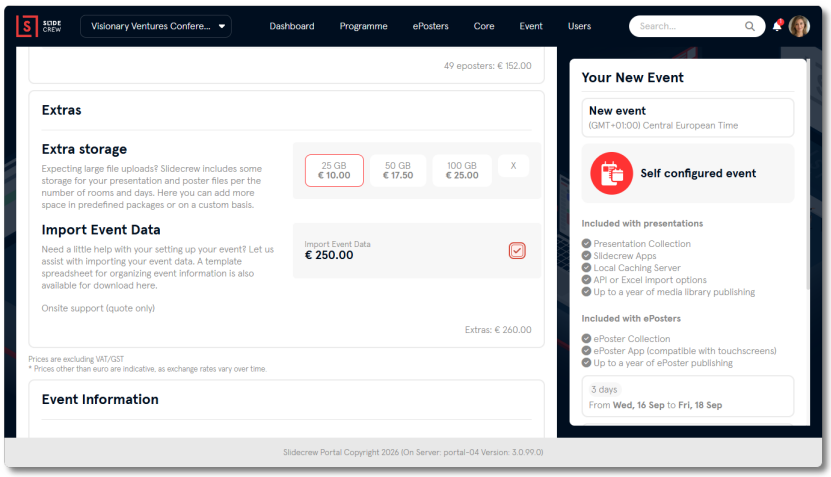

## Add ePosters

This section only appears when the selected package includes ePosters.




Enter the number of ePosters needed for the event. ePosters are sold in bundles of 25, and the entered quantity is rounded up to the next bundle for billing. For example, 24 ePosters are billed as 25, while 26 are billed as 50.

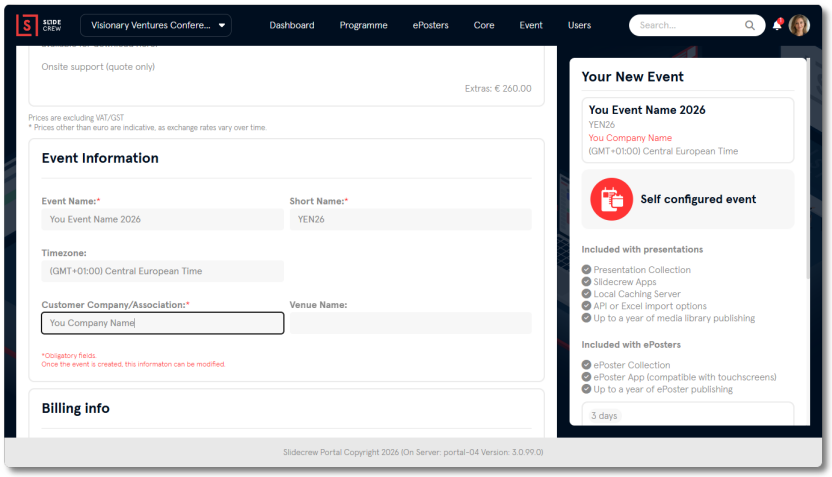
## Select extras




Every event includes 2 GB of file storage per room per day. Select additional storage if the event needs more than the included amount.

Select **Import Event Data** if you want the Slidecrew team to import the event data from a spreadsheet or through an API.

## Enter the event information

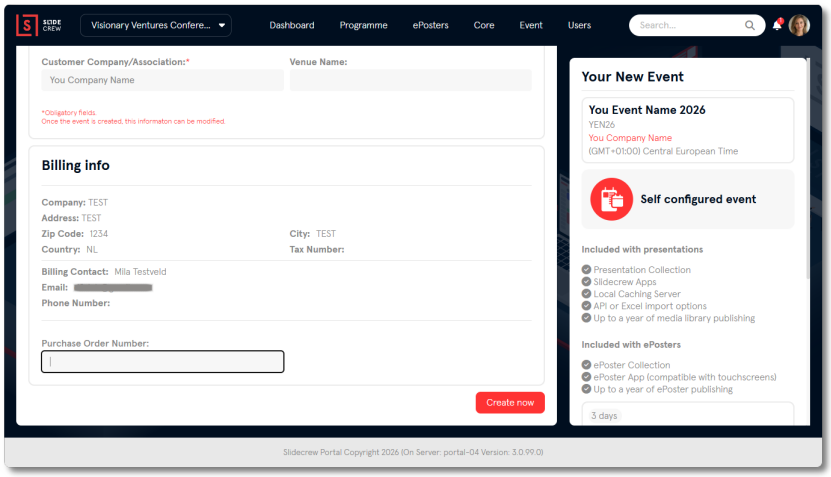



Complete the event information. Required fields are marked with a red asterisk.

| Field | What to enter |
|---|---|
| **Event Name** | The full event name. Required. |
| **Short Name** | The abbreviated event name used in Slidecrew. Required. |
| **Timezone** | The timezone used for the event. Confirm that the displayed timezone is correct. |
| **Customer Company/ Association** | The company or association responsible for the event. Required. |
| **Venue Name** | The event venue. Optional. |

You can update this information from inside the portal after the event has been created.

## Check the billing information




If you have created an event before, the billing information is filled in automatically. Check the information before creating the quote.

| Field | Requirement |
|---|---|
| **Company** | Required |
| **Address** | Required |
| **Zip Code** | Required |
| **Country** | Required |
| **City** | Required |
| **Tax Number** | Optional |
| **Billing Contact** | Required |
| **Email** | Required |
| **Phone Number** | Optional |
| **Purchase Order Number** | Optional. Enter the purchase order number for this event, if applicable. |

### Create the quote

Review the **Your New Event** panel, including what is selected, what is included, and the running total. Click **Create now** to create the quote.

This creates a quote, not the event portal. The event portal is created after the quote has been signed.

## Switching between events

1. Click the **Event Switcher** at the top left of the portal. It will show the name of the event you currently have open.
2. This opens a pop-up listing of the event portals you currently have access to.
   Click one to switch to it.

---

## Related Pages

- 6.1 Setting Up Your Slidecrew Account
- 6.3 Adding Your Event Programme Data
- 6.6 Configuring Your Event Settings
- 6.8 Adding and Managing Users

# 6.3 Adding Your Event Programme Data

How to get sessions, rooms, presentations, speakers, and moderators into Slidecrew using the spreadsheet import tool or an API integration, when to use each method and what to do if something goes wrong.

## Choosing How to Add Your Programme Data

Slidecrew supports two bulk methods for adding programme data:

1. **Spreadsheet import**
   A spreadsheet with the programme details is uploaded to the portal.

2. **API integration**
   If your event management platform supports it, programme data can be exported to Slidecrew and kept in sync automatically through an API connection.

## Importing Data from a Spreadsheet

### Step 1: Download the Template

You can either get a template spreadsheet with the required columns to fill in by following this link: Slidecrew Import Template Spreadsheet Download Or if you already have a spreadsheet of your own with your programme data, use the guidelines in step 2 to check that your spreadsheet has all the relevant information, laid out in a way that the import tool can understand.

### Step 2: Complete the Spreadsheet

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Session Slidecrew ID | Session external ID | session title | session subtitle | session date | session start | session end | Session room Slidecrew ID | Session room external ID | session room | session type |
| 2 | AIH-session-0L | | Breakslides | Daily brea | 2027-01-27 | 08:00:00 | 08:20:00 | AIH-room-FM8m | | Climate Theatre | Breakslide |
| 3 | AIH-session-Tf | | Field lessons from Cities Coa | Blue Horiz | 2027-01-27 | 09:05:00 | 10:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |
| 4 | AIH-session-Tf | | Field lessons from Cities Coa | Blue Horiz | 2027-01-27 | 09:05:00 | 10:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |
| 5 | AIH-session-Tf | | Field lessons from Cities Coa | Blue Horiz | 2027-01-27 | 09:05:00 | 10:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |
| 6 | AIH-session-3C | | Keynote: Resilient Resilienc | Blue Horiz | 2027-01-27 | 09:12:00 | 10:12:00 | AIH-room-WtHg | | Resilience Theatre | Breakout session |
| 7 | AIH-session-3C | | Keynote: Resilient Resilienc | Blue Horiz | 2027-01-27 | 09:12:00 | 10:12:00 | AIH-room-WtHg | | Resilience Theatre | Breakout session |
| 8 | AIH-session-H5 | | Future pathways in Cities Co | Blue Horiz | 2027-01-27 | 09:19:00 | 10:19:00 | AIH-room-FM8m | | Climate Theatre | Breakout session |
| 9 | AIH-session-H5 | | Future pathways in Cities Co | Blue Horiz | 2027-01-27 | 09:19:00 | 10:19:00 | AIH-room-FM8m | | Climate Theatre | Breakout session |
| 10 | AIH-session-H5 | | Future pathways in Cities Co | Blue Horiz | 2027-01-27 | 09:19:00 | 10:19:00 | AIH-room-FM8m | | Climate Theatre | Breakout session |
| 11 | AIH-session-gj | | Designing Strategy Coastal R | Blue Horiz | 2027-01-27 | 10:50:00 | 12:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |
| 12 | AIH-session-gj | | Designing Strategy Coastal R | Blue Horiz | 2027-01-27 | 10:50:00 | 12:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |
| 13 | AIH-session-gj | | Designing Strategy Coastal R | Blue Horiz | 2027-01-27 | 10:50:00 | 12:05:00 | AIH-room-ixjv5V | | Coastal Theatre | Breakout session |

Open the template and fill in your programme data. The columns in the template are colour-coded to highlight how each should be treated.

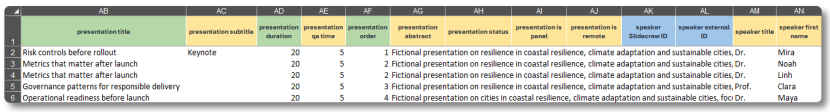
| Colour | What it means |
|---|---|
| Green | Required for programme sessions. For `eposter` rows, the session date, start, end, room, duration and order can be left blank. |
| Blue | Record identifiers: Slidecrew IDs, created by Slidecrew, and external IDs, which you can supply from your own system. Keep existing IDs with the records they identify when preparing an update. Leaving IDs blank does not prevent changes to existing records and can create duplicates. |
| Yellow | Optional. |

## Important Notes

- **Imports can add or update programme data**
  An import can create new records or update existing records. Before importing into an event that already has programme data, check which records the spreadsheet is intended to add or update. Importing the same spreadsheet again without record IDs can create duplicate sessions and presentations.
- **Blank cells keep existing values**
  When a row updates an existing record, blank cells and columns that are not mapped leave the existing values unchanged, including custom data values. Removing a row from the spreadsheet does not delete its record, and leaving out a speaker, submitter or moderator does not remove their existing assignment. There is no way to clear a value through the spreadsheet: words such as `NULL` are saved as text. To remove a value, edit the record in the portal.
- **One presentation per row**
  Each Presentation must be on its own row.
- **Files are uploaded separately**
  The spreadsheet adds programme data only. Presentation and ePoster files cannot be imported from a spreadsheet. Upload them through the portal or the Speaker Upload Page. See 6.9 Uploading and Managing Presentation Files.

## Adding multiple Speakers or Moderators to the same commitment

The spreadsheet uses one row per speaker and one row per chair (moderator). If a presentation has two speakers, or a session has two chairs, add a second row rather than a second column.



| | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | presentation title | presentation subtitle | presentation duration | presentation qa time | presentation order | presentation abstract | presentation status | presentation is panel | presentation is remote | speaker Slidecrew ID | speaker external ID | speaker title | speaker first name |
| 2 | Risk controls before rollout | Keynote | 20 | 5 | 1 | Fictional presentation on resilience in coastal resilience, climate adaptation and sustainable cities, | Dr. | Mira | | | | | |
| 3 | Metrics that matter after launch | | 20 | 5 | 2 | Fictional presentation on resilience in coastal resilience, climate adaptation and sustainable cities, | Dr. | Noah | | | | | |
| 4 | Metrics that matter after launch | | 20 | 5 | 2 | Fictional presentation on resilience in coastal resilience, climate adaptation and sustainable cities, | Dr. | Linh | | | | | |
| 5 | Governance patterns for responsible delivery | | 20 | 5 | 3 | Fictional presentation on resilience in coastal resilience, climate adaptation and sustainable cities, | Prof. | Clara | | | | | |
| 6 | Operational readiness before launch | | 20 | 5 | 4 | Fictional presentation on cities in coastal resilience, climate adaptation and sustainable cities, foo | Dr. | Maya | | | | | |

To add multiple speakers to one presentation:

1. Complete the first row in full, including: session details, presentation details and the first speaker's details.

2. Add a second row directly below it.
3. In the second row, enter exactly the same values in each session and presentation column as in the first row (or copy/paste them), except for the speaker columns.
4. In the "Speaker" columns, enter the second speaker's details.
5. If the original row contains session or presentation IDs, keep those IDs on the additional speaker row. Check the speaker ID separately: it must refer to the additional speaker, not the speaker from the original row.

Repeat this for each additional speaker. Slidecrew matches rows to the same presentation using the session title, session date, session room and presentation title.

## Adding Multiple Moderators to one Session

The same logic applies at the session level.

1. Complete the first row in full for that session.
2. Add a second row with identical values in all session columns. Most likely, this will already be present, as most sessions have multiple presentation rows.
3. In the "Chair" columns, enter the second chair's details.
4. The presentation and speaker columns on the duplicate row can be left blank or can be used for presentations within the session as normal.

## Spreadsheet Column Reference

The reference below lists every column in the template, in the same order: session, moderator (chair), presentation, speaker and submitter. The column titles match the template's headings. If you use your own spreadsheet, use the same headings where you can, and check each mapping on the import screen.

## Session Columns

| Column title | What to enter |
|---|---|
| Session Slidecrew ID | Identifies the session. Created by Slidecrew: copy it from an export, never type your own. Keep it with its record when preparing an update. |
| Session external ID | Optional. Your own identifier for the session, for example from your event management system. Add it when the session is first imported: adding an external ID to a session that already exists does not save it. Once used, keep it the same. |
| session title | Required. The name of the session as it appears in the portal |
| session subtitle | Optional. A subtitle for the session |
| session date | Required. The template formats this column as `YYYY-MM-DD`. Leave blank on `eposter` rows |
| session start | Required. The start time, for example `09:00`. Leave blank on `eposter` rows |
| session end | Required. The end time. Must be later than the start time. Leave blank on `eposter` rows |
| Session room Slidecrew ID | Identifies the room. Created by Slidecrew: copy it from an export, never type your own. |
| Session room external ID | Optional. Your own identifier for the room. Add it when the room is first imported; adding it to an existing room does not save it. |
| session room | Required. The name of the room. The same spelling creates the same room. Leave blank on `eposter` rows |
| session type | Required. Choose from the dropdown. For programme sessions, choose `Breakout session` or `Breakslide`. For ePosters, choose `eposter`: the session title becomes the ePoster Category and the presentation title becomes the ePoster. Do not enter `E-poster session`, as it creates a normal programme session instead of an ePoster |

### Moderator Columns

Leave these columns blank on rows without a chair. For each new chair, complete the first name, last name and email.

| Column title | What to enter |
|---|---|
| chair Slidecrew ID | Identifies the person. Created by Slidecrew: copy it from an export, never type your own. |
| chair external ID | Optional. Your own identifier for the person. Add it when the person is first imported; adding it to an existing person does not save it. |
| chair title | Optional. Honorific, e.g. Dr, Prof |
| chair first name | The chair's first name |
| chair infix | Optional. A name prefix such as `van` or `de`, kept separate from the last name |
| chair last name | The chair's last name |
| chair email | The email address Slidecrew uses to contact the chair. Enter as text |
| chair barcode | Optional. A barcode for the chair's badge. See Barcodes below the tables |
| chair jobtitle | Optional. The chair's job title |
| chair company | Optional. The chair's organisation |
| chair city | Optional |
| chair country | Optional |
| chair biography | Optional. The chair's biographical text, shown on their personal pages |
| chair phone | Optional. Enter as text to preserve + signs, spaces, and leading zeros |

## Presentation Columns

| Column title | What to enter |
|---|---|
| Presentation Slidecrew ID | Identifies the presentation. Created by Slidecrew: copy it from an export, never type your own. |
| Presentation external ID | Optional. Your own identifier for the presentation. Add it when the presentation is first imported; adding it to an existing presentation does not save it. |
| presentation title | Required. The name of the presentation |
| presentation subtitle | Optional. A subtitle for the presentation |
| presentation duration | Required. Enter the duration as a whole number of minutes, for example `20` for 20 minutes. Do not enter `20:00` for 20 minutes; the import tool reads that as 20 hours. Leave blank on `eposter` rows |
| presentation qa time | Optional. Enter the Q&A duration as a whole number of minutes, for example `5` for five minutes. |
| presentation order | Required. The position of the presentation in its session: `1`, `2`, `3` and so on. Leave blank on `eposter` rows |
| presentation abstract | Optional. The presentation abstract text. Required for `eposter` rows, where it becomes the ePoster abstract |
| presentation status | Optional. Leave blank for a normal presentation. `Normal`, `Remote` and `NoFiles` can be imported. Set any other status in the portal |
| presentation is panel | Optional. Choose `True` if this is a panel discussion. Leave blank or choose `False` for a normal presentation |
| presentation is remote | Optional. Choose `True` if the speaker is presenting remotely. Leave blank or choose `False` if they are not. Do not mark a presentation as both panel and remote |

## Speaker Columns

Leave these columns blank on rows without a speaker. For each new speaker who needs an upload link, complete the first name, last name and email: Slidecrew sends the upload link to that address.

| Column title | What to enter |
|---|---|
| speaker Slidecrew ID | Identifies the person. Created by Slidecrew: copy it from an export, never type your own. |
| speaker external ID | Optional. Your own identifier for the person. Add it when the person is first imported; adding it to an existing person does not save it. |
| speaker title | Optional. Honorific, e.g. Dr, Prof |
| speaker first name | The speaker's first name |
| speaker infix | Optional. A name prefix such as `van` or `de`, kept separate from the last name |
| speaker last name | The speaker's last name |
| speaker email | The email address Slidecrew uses to send the speaker their upload link. Enter as text |
| speaker barcode | Optional. A barcode for the speaker's badge. See Barcodes below the tables |
| speaker jobtitle | Optional. The speaker's job title. On the import screen this column maps to **Speaker job description** |
| speaker company | Optional. The speaker's organisation |
| speaker city | Optional |
| speaker country | Optional |
| speaker biography | Optional. The speaker's biographical text, shown on their personal upload page |
| speaker phone | Optional. Enter as text to preserve + signs, spaces, and leading zeros |

## Submitter Columns

Leave these columns blank on rows without a submitter. For each new submitter, complete the first name, last name and email.

| Column title | What to enter |
|---|---|
| submitter Slidecrew ID | Identifies the person. Created by Slidecrew: copy it from an export, never type your own. |
| submitter external ID | Optional. Your own identifier for the person. Add it when the person is first imported; adding it to an existing person does not save it. |
| submitter title | Optional. Honorific, e.g. Dr, Prof |
| submitter first name | The submitter's first name |
| submitter infix | Optional. A name prefix such as `van` or `de`, kept separate from the last name |
| submitter last name | The submitter's last name |
| submitter email | The submitter's email address. Enter as text |
| submitter barcode | Optional. A barcode for the submitter's badge. See Barcodes below the tables |
| submitter jobtitle | Optional. The submitter's job title |
| submitter company | Optional. The submitter's organisation |
| submitter city | Optional |
| submitter country | Optional |
| submitter biography | Optional. The submitter's biographical text |
| submitter phone | Optional. Enter as text to preserve + signs, spaces, and leading zeros |

### Barcodes

Each person can have more than one barcode. To add another barcode to a chair, speaker or submitter, import the barcode in a later spreadsheet, on a complete row for that person (session, presentation and person details, not only the IDs). The new barcode is added alongside the existing one. Do not put two rows with different barcodes for the same person in one spreadsheet: the import fails and nothing is saved. Barcodes do not appear in the programme export. Check them on the person's record in the portal.

## Final Checks Before Uploading

Session title, session date, session room, and presentation title should be spelt identically on each row that belongs to the same session or presentation, including spacing and capitalisation. Any variation creates a duplicate rather than a match.

If the same speaker or moderator appears on more than one row, enter their name, email address and other details identically on each row.

When a row has no ID for a person, the import tool looks for a person in the event with the same first and last name:

- If exactly one person in the event has that name, the row updates that person. A different email address on the row replaces their saved email address.
- If more than one person in the event has that name, the import stops before saving anything and names the row. Add the person's ID from an export of the event to that row, then import again.

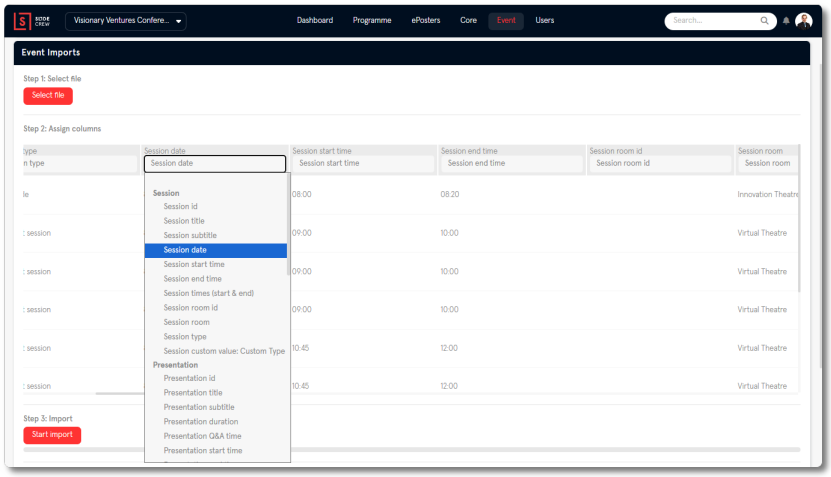
Dates can be entered as Excel date cells or as text. For dates entered as text, the separator decides how the date is read:

- `2027-01-25` → year, month, day: 25 January 2027
- `01/25/2027` → slashes are read month first: 25 January 2027
- `25-01-2027` → dashes are read day first: 25 January 2027

The same numbers can give different dates: `04/03/2027` is 3 April, but `04-03-2027` is 4 March. `YYYY-MM-DD` is the safest text format, because it can only be read one way. Check the session dates after import.

## Step 3: Upload the Spreadsheet

1. Navigate to Event → Imports.
2. Click Select File and choose your completed spreadsheet.
3. For each column in the preview, check that the dropdown is assigned to the correct Slidecrew field. The import tool suggests a field for each column, but some columns are not matched even when the heading looks right, and a suggestion can point to the wrong field. Custom data columns are not matched automatically: select them yourself.
4. Click Start import.




Slidecrew then processes the file and adds the data to your event.

Once your import is complete, the next recommended action is checking your Programme Errors page, which will surface any likely issues with your import or programme, such as:

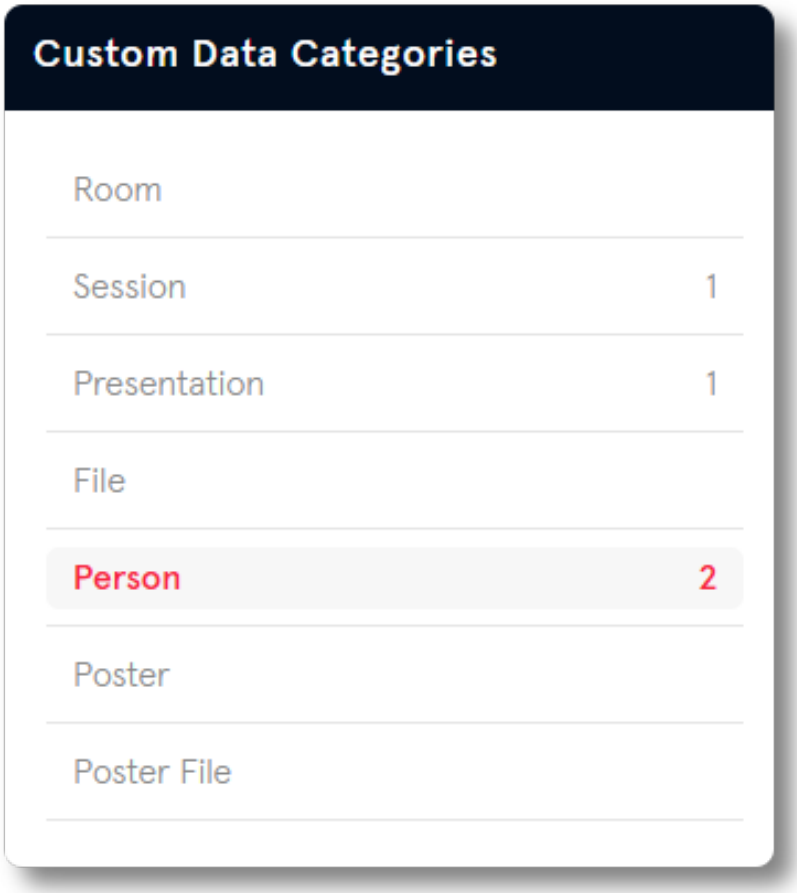
- duplicate speakers
- Session & presentation duration issues
- speakers with conflicting commitments
- overlapping sessions

## Importing Custom Data from a Spreadsheet

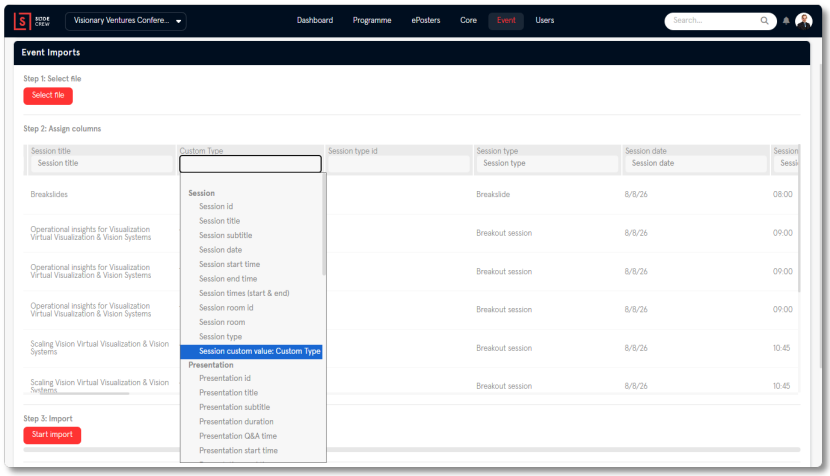
Custom data fields can be imported through the spreadsheet import tool, provided the custom data field has already been created in the event portal.

Before uploading the spreadsheet:

1. Go to **Event → Custom Data**.
2. Create the custom data field in the correct category: **Room**, **Session**, **Presentation** or **Person**. These are the categories the import tool can fill. Custom data in the **File**, **Poster** and **Poster File** categories cannot be imported from a spreadsheet.
3. Make sure your spreadsheet has a column containing the values for that custom data field.




When you upload the spreadsheet from **Event → Imports**, the custom data field appears as an option in the column-mapping dropdown.




For example, if you create a Presentation custom data field called `pres_type`, the import dropdown includes **Presentation custom value: pres type**. Select that option for the matching spreadsheet column before clicking **Start import**.

The import tool does not match custom data columns automatically, even when the column heading matches the field name. Select the destination for each custom data column yourself.

Person fields appear in the dropdown once for each role, so the same field can be filled for speakers, submitters or chairs.

For **Yes/No** fields, enter `true`, `yes` or `1` for yes, and `false`, `no` or `0` for no. Exports show these values as `1` and `0`.

A blank custom data cell leaves the field empty on a new record and leaves an existing value unchanged. A blank cell cannot be used to clear a value.

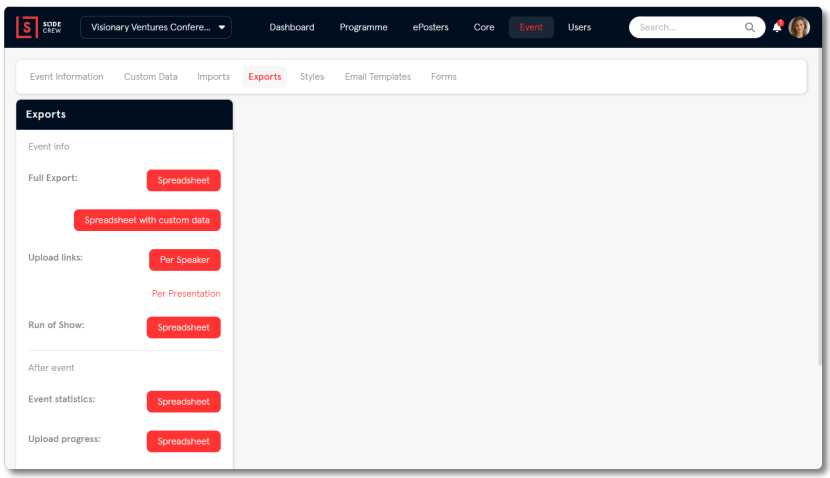
Custom data fields only appear in the import mapping dropdown after they have been created under **Event → Custom Data**. If the field is missing from the dropdown, check that it was created in the correct category before trying the import again.

## Exporting the Programme with Custom Data

You can export the current programme as a spreadsheet from the Exports page, with or without Custom Data values. The export includes each record's Slidecrew ID. Keep those IDs with their records when preparing an update for the same event.

1. In the top menu, go to **Event**.
2. Click **Exports**.
3. Under **Event Info**, find **Full Export**.
4. Choose one of the spreadsheet options:

| Export option | What it contains |
|---|---|
| **Spreadsheet** | Exports the current programme in the spreadsheet layout used by the import tool. |
| **Spreadsheet with custom data** | Exports the same programme spreadsheet, with custom data field values included. |




Both spreadsheet exports use the same programme layout expected by the import tool.

### Copying programme data into another event

An export cannot be imported unchanged into a different event. Its Slidecrew IDs belong to the original event, and the import tool cannot match them in another event.

To copy sessions, rooms, presentations and speakers into another event:

1. Export the programme from the original event.
2. Copy only the rows you need into a new spreadsheet.
3. Delete every column whose heading ends in **Slidecrew ID**. Keep the **external ID** columns.
4. Change the session dates, times and room names to suit the new event.
5. Import the spreadsheet into the new event, checking each column mapping as in Step 3 above.
6. Export the programme from the new event and check the copied records.

This method does not copy files. Before copying ePosters, custom data values, submitters or moderators to another event, contact Slidecrew support.

### Handling Import Errors

Before retrying an import, check its feedback and the affected records in the portal.

- If the import stops with **Import validation failed. No records saved.**, nothing was saved. The message names the rows to correct. Correct them and import again.
- If the import completes but reports failed records, other records may still have been saved. Follow the steps below before importing again.

1. Read the import feedback for failed rows or records. Keep a copy of the spreadsheet and the feedback while investigating.
2. Check which records were created or changed.
3. Check the column mappings and the values in the affected rows. Decide which records need correcting before importing again.
4. After checking the import result, review **Programme Errors** for programme issues such as duplicate people, conflicting commitments or duration problems.

Do not delete the whole programme or all attendee records as the first response to an import error. A retry can create duplicates or update existing records. If the result is unclear, ask Slidecrew support to help establish what changed before making further changes.

## Connecting via API Integration

Slidecrew can connect directly to a supported event management platform and sync your programme data automatically.

The sync is one-way. Data flows from the connected platform into Slidecrew, so all programme updates should be made in your platform's portal, not in Slidecrew. Changes made directly in Slidecrew will be overwritten at the next sync.

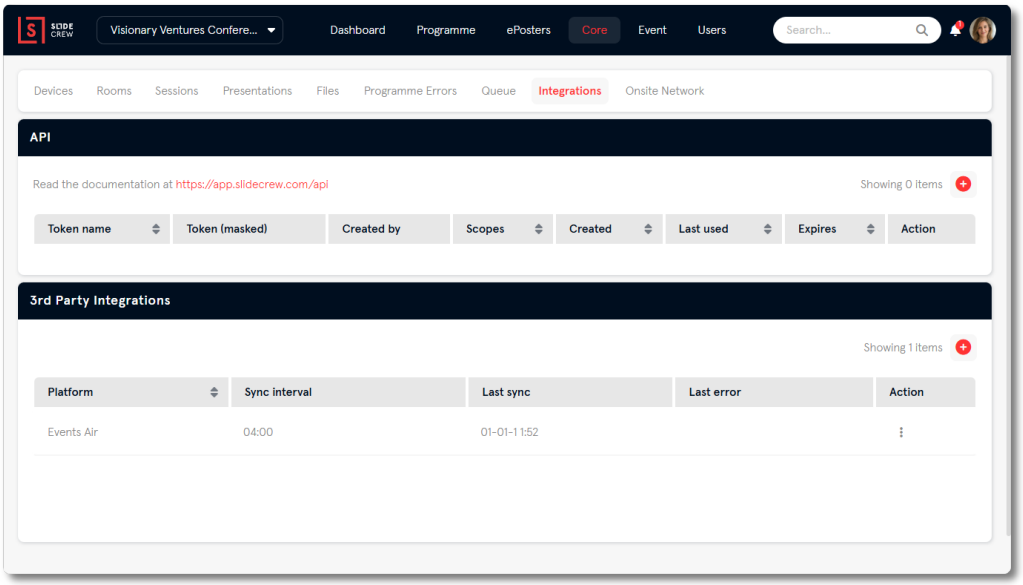
Sessions, presentations, and ePosters created manually in Slidecrew, with no corresponding record in your source platform, are not affected by syncs. They will not be deleted or overwritten.

## How the Sync Works

Once an integration is active, Slidecrew checks for updates at a fixed interval you set during setup. The interval can be set between 30 minutes and 12 hours, in 30-minute increments. The integration does not sync immediately when created. The first sync runs when the next scheduled interval is reached.

You can trigger a sync manually at any time from the Integrations tab.

## Setting Up an Integration




1. In the portal, navigate to Core → Integrations.
2. Under 3rd Party Integrations, click +.
3. In the Api Integration window, select your platform from the **Select a platform** dropdown and follow the instructions from the section below for your platform.

## Supported Platforms

### Events Air

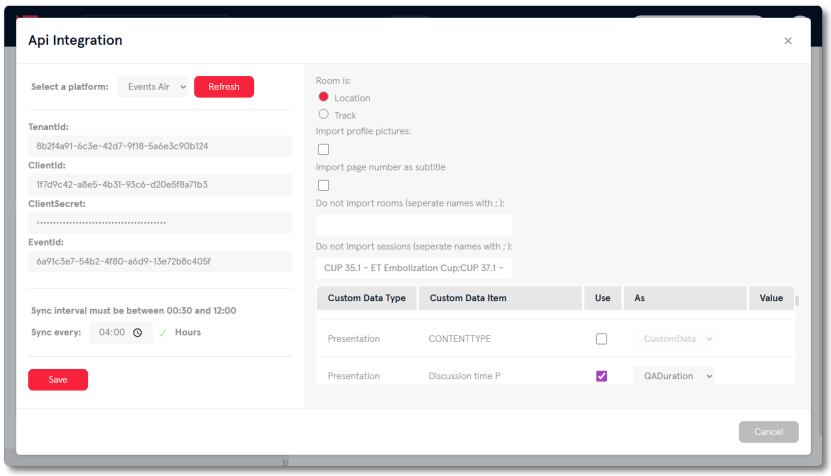
1. In the Api Integration window, enter your TenantId, ClientId, ClientSecret, and EventId. These are provided by your administrator. Slidecrew does not generate or supply them.
2. Click Start setup. Slidecrew connects to your platform and loads your configuration options. This step needs a working connection, if any credentials are incorrect, the setup will not complete.
3. On the right side of the window, configure the import options. See Import Options below.
4. In the Custom Data table, map the data fields you want to bring into Slidecrew. See Mapping Custom Data Fields below.

5. Set the sync interval in the Sync every field. Enter a value between 00:30 and 12:00 in 30-minute increments.
6. Click Save.

The integration is created and will sync at the next scheduled interval.

Import Options

The right side of the Api Integration window controls what gets imported from the source platform and how.




| Option | What it does |
|---|---|
| Room is | Sets how Slidecrew interprets rooms in your platform's account. Select Location if rooms are set up as locations in, for example, Events Air, or Track if they are set up as tracks. Check the configuration within your source platform if you are not sure. |
| Import profile pictures | When ticked, imports speaker profile pictures from your platform. |
| Import page number as subtitle | When ticked, imports the page number from your platform as a subtitle field in Slidecrew. |
| Do not import rooms | Enter the names of any rooms to exclude from the import, separated by semicolons. |
| Do not import sessions | Enter the names of any sessions to exclude from the import, separated by semicolons. |

### Mapping API Custom Data Fields

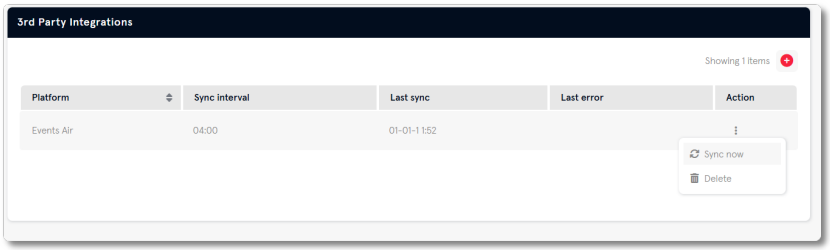
The Custom Data table lists the data fields available from your platform's account. For each field you want to import:

1. Tick the checkbox in the Use column.
2. Select the Slidecrew field to map it to from the As dropdown.
3. If a Value dropdown appears, select the data type. This dropdown appears when the field is mapped to a custom data field, or when your platform has not specified a data type.

Fields left unticked are ignored at sync time.

## Managing the Integration

Once active, the integration appears in the 3rd Party Integrations table with the platform name, sync interval, time of last sync, and any error from the last sync attempt.




To trigger a sync immediately, click ⋮ next to the integration and select Sync now.

To remove the integration, click ⋮ and select Delete.

To update credentials or field mappings, click anywhere in the integration's row to reopen the configuration window.

## Troubleshooting

**Start setup completes but with an error.**
The Custom Data table shows "One of the authorization fields is not valid." instead of field data. This means that one or more of the credentials entered are incorrect. Check your TenantId, ClientId, ClientSecret, and EventId against your account in the source platform for the API and try again.

## The Slidecrew API

The API section at the top of the Integrations tab is for developers connecting to Slidecrew via its own API. Two connection types are available: programme data import, and outbound room data for digital signage. Full documentation is at https://app.slidecrew.com/api.

If you would like Slidecrew to develop a custom API integration for your platform contact support@slidecrew.com or raise a support ticket.

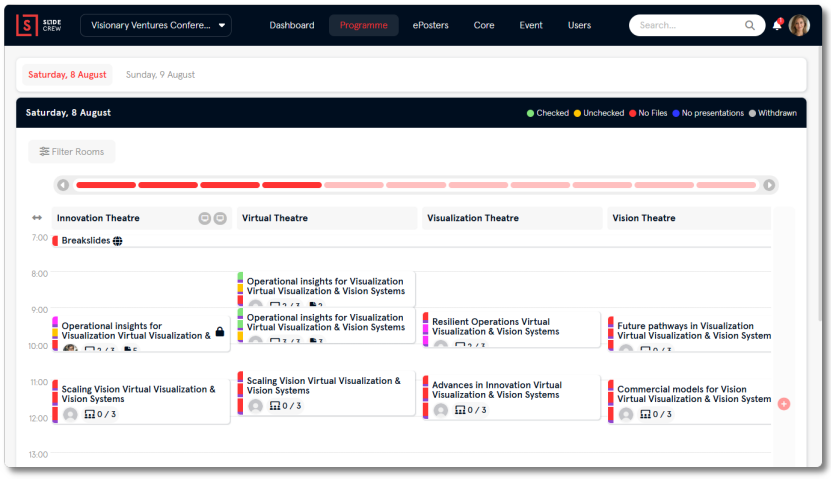
## Related Pages

- 6.2 Creating a New Event
- 6.5 Managing Your Programme Data
- 8. Troubleshooting

# 6.4 Monitoring and Navigating Your Programme

The Programme page gives you a live view of your event schedule, rooms, sessions and presentation file status. This section explains how to read the programme page and move around it. Making edits is covered in 6.5 Managing Your Programme Data.

## How the Programme View Works

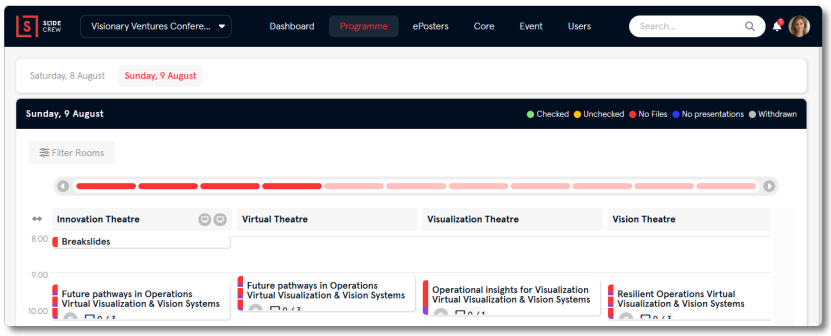



The Programme page is a calendar-style grid. Each column represents one room. Each block within a column represents one session, with its height based on the session start and end times. Scrolling down moves through the day and time order.

At the top of the page, the Event Day tabs let you switch between event days. Each tab shows the day and date, for example, Friday, 25 September. To manage ePosters, use the separate **ePosters** item in the top menu.

The Room index strip runs across the top of the grid, just below the tabs. It shows which rooms are currently in view and which require horizontal scrolling, useful for larger events where not all rooms can be shown on one screen.

## Reading the Presentation Colour Codes

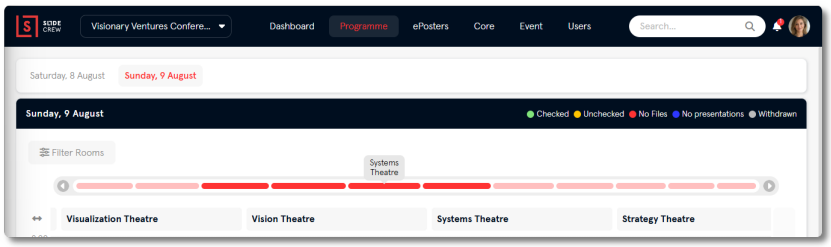



Each session block has a strip of colour along its left edge. Each segment represents one presentation and shows its current file status.

| Colour | Status |
|---|---|
| Green | Checked. Files have been reviewed and confirmed. |
| Yellow | Unchecked. Files have been uploaded, but are not yet checked. |
| Red | No files. No files have been uploaded for this presentation. |
| Blue | No presentations. The session has no presentations assigned or the presentations don't fill the session time completely. |
| Grey | Withdrawn. The presentation has been marked as withdrawn. |

## The Room Index

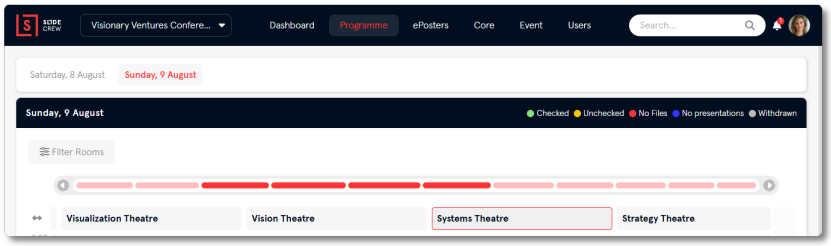
The room index strip across the top of the grid changes depending on the size of your event.




For events with fewer than 10 rooms, the strip shows simple, horizontal lines. Red indicates rooms currently in view, and grey indicates rooms that require scrolling to the left or right. Left and right navigation arrows can be used to side scroll when there are more rooms than can fit on the screen.

For events with 10 or more rooms, the Room Groups feature is enabled. When room groups are configured, the strip shows the coloured group segments instead of the red and grey. Each segment matches the Room Group colour, and the rooms within it appear as individual pills. The room column headers also use the group colour.

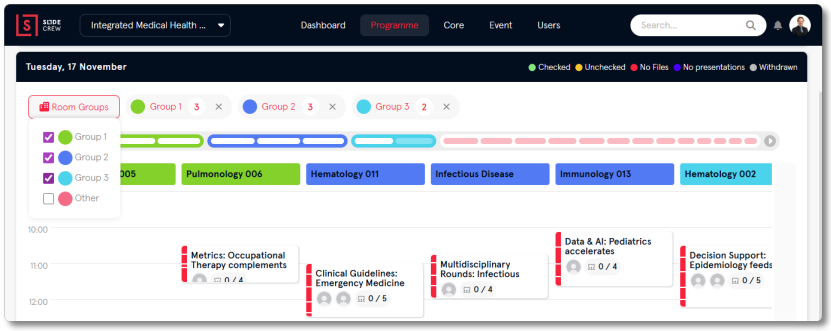
## Rooms on the Programme Page




Under event days and the room index, at the head of each column is the room for that column. A green dot means that at least one device is connected to that room. A monitor icon with a fraction, for example 2/3, shows connected devices versus total devices.

## Room Groups on the Programme View

Room Groups are only available for events with 10 or more rooms.
When groups are active, the Room Groups button appears above the room index strip. You can use it to filter which groups are visible.




The room column headers are coloured to match their group. Each header also shows a device indicator. For more information, see the Managing Room Groups section.

## Filtering the Programme View by Room Group

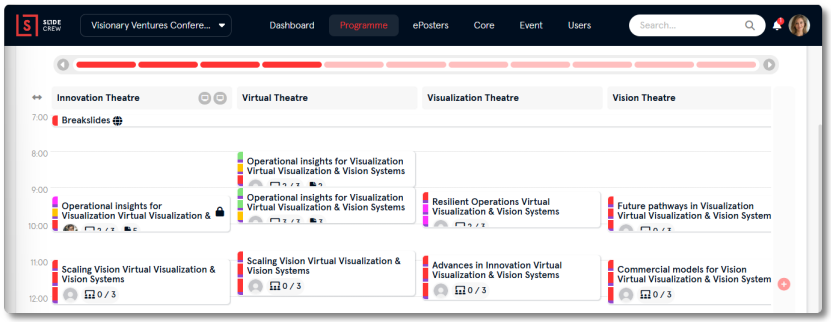
1. Click Room groups above the room index strip.
2. Tick or untick the groups you want to show or hide from the dropdown that appears.

The Programme view updates immediately to show only the selected groups. If you untick all groups, all the rooms are shown.

## Navigating Between Event Days

Click the relevant tab in the Event Day Tabs row at the top of the Programme page. The grid updates to show that day's sessions immediately.

# Reading a Session Block




Each session block shows the following:

- **Session title**
  Displayed at the top of the block
- **Moderator profile pictures**
  Shown below the title when moderators are assigned

- **Presentation count**
  A fraction such as 5/6 showing how many presentations have files compared to the total number of presentations, plus a separate number showing the total file count for that session.

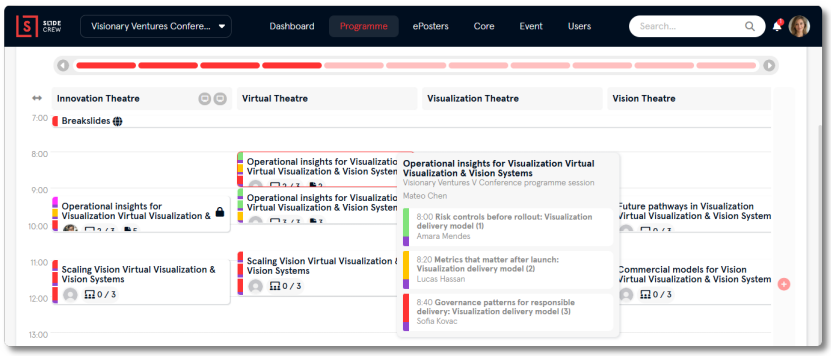
- **Warning triangle**
  Shown when there are programme errors linked to the session.

- **Globe icon**
  Indicates a Global Session, which spans all rooms in that timeslot.

The colour strip along the left edge shows file status for each presentation, as described above.

# Previewing Session Details

Hover over a session block to see an expanded preview.




The preview shows the session title, assigned moderator names, and a list of presentations with their names and speaker names.

## Related Pages

- 6.5 Managing Your Programme Data
- 6.13 Setting Up and Managing ePosters
- 8. Troubleshooting

# 6.5 Managing Your Programme Data

This section explains how to add, edit and delete rooms, sessions, presentations and files. You can do this from the Programme view, the Core list views or both, depending on which is more convenient for the task.

## How Programme Data Is Organised

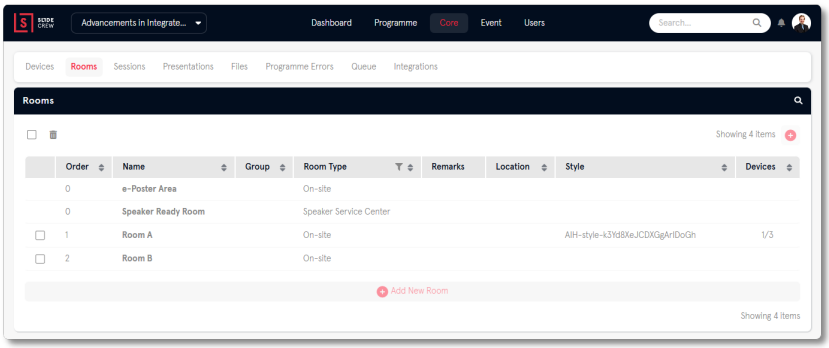
Programme data follows a fixed hierarchy: rooms contain sessions, sessions contain presentations, and presentations contain files. Changes at one level can affect the levels below it. For example, deleting a session also deletes the presentations inside it.

The same data appears in two places: the programme page and the Core view list in the top menu. Both show the same records, and both allow editing.

## Adding and Editing Rooms

### Adding a Room

You can add a room in either of the following ways:

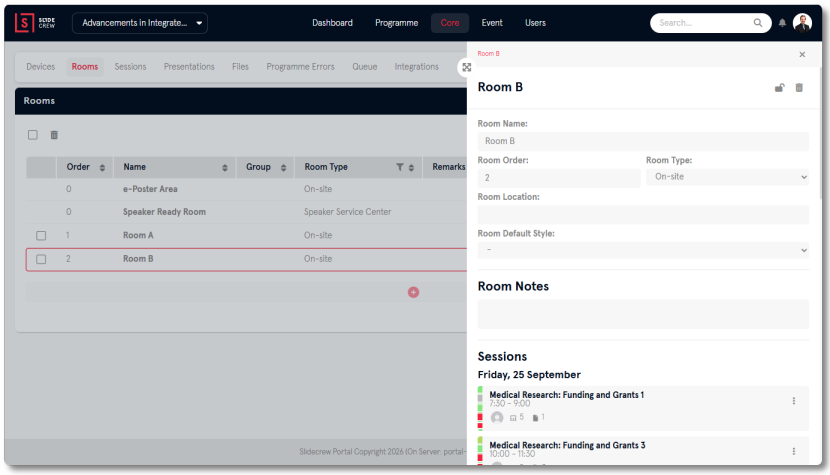



- Navigate to Core → Rooms and click on the ⊕ button.
- Click the ⊕ button on the middle right of the Programme View. This button is greyed out if you have already reached your room allocation.

### Editing a Room

Open the room sidebar by clicking the room name in the Programme view column header, or by clicking the room row in Core → Rooms.

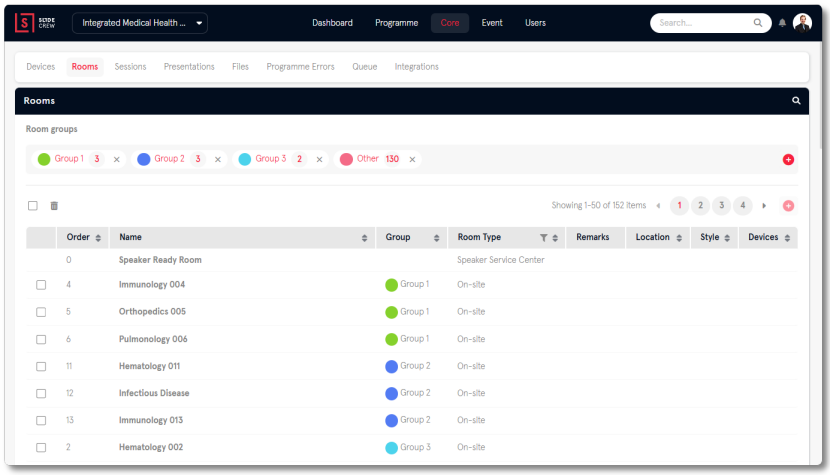
## Room Sidebar Fields




| Field | Notes |
|---|---|
| Room Name | The name shown throughout the portal and in apps |
| Room Order | Controls the left-to-right order of rooms in the Programme view |
| Room Type | On-site, Hybrid or Virtual |
| Room Location | Free text for internal reference |
| Room Default Style | The Style applied to devices in this room when no device-level Style is set |
| Room Notes | A note log. Each entry is timestamped and linked to the staff user who wrote it. |

## Room List Columns

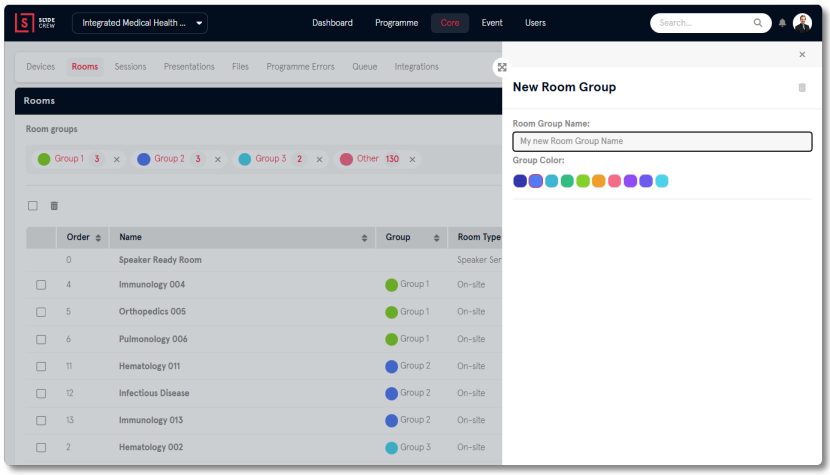
These are the columns shown in the Rooms list view under Core → Rooms.




| Column | What it shows |
|---|---|
| Order | The room's position in the Programme view |
| Name | Room name |
| Group | The Room Group this room belongs to, if any |
| Room Type | On-site, Hybrid, Virtual, or Speaker Service Centre |
| Remarks | A short note field, separate from the Room Notes log in the sidebar |
| Location | Room location |
| Style | The assigned Room Default Style |
| Devices | Connected devices shown as a fraction of total, for example 2/3 |

## Managing Room Groups

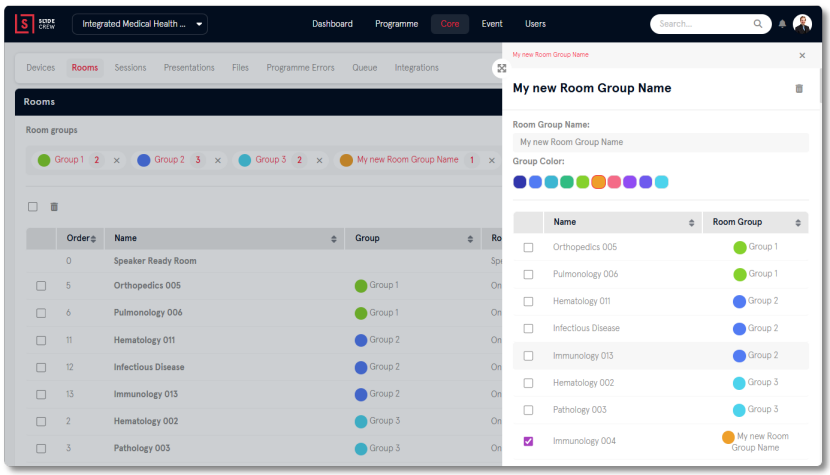
Room groups are only available for events with 10 or more rooms.




1. Navigate to Core → Rooms.
2. Click the ⊕ button in the Room groups strip at the top of the page.
3. Enter a Room Group Name
4. Select a Group Colour.
5. Click away to save.

To assign rooms to the group:

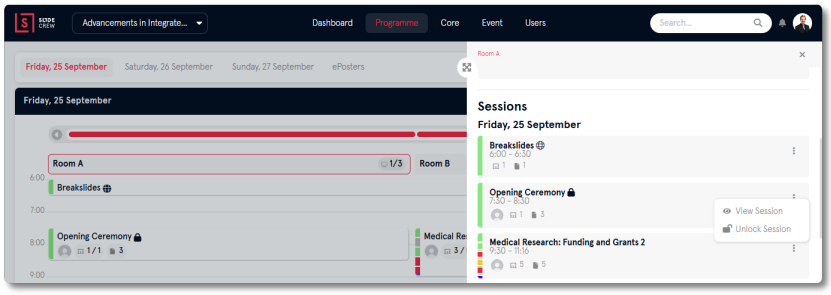
1. Click the group pill in the Room Groups strip.
2. In the room checklist table, tick the rooms you want to assign to that group.
3. Click away to save.




Multiple rooms can belong to the same group, but each room can only be in one group.

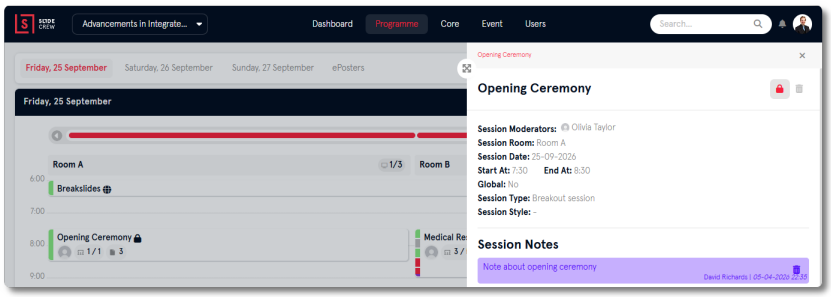
## Locking a Session

Locking a session prevents it from being moved or resized by dragging on the Programme view.




You can do this from the Room Sidebar:

1. Open the relevant room's sidebar.
2. In the room sidebar, locate the session in the Session list.
3. Click the three-dot menu on the session row
4. Select Lock session




Or you can do this from the session sidebar:

1. Open the session sidebar from either the Programme page or the list view on Core → Sessions.
2. Click the lock icon in the top right corner of the sidebar.

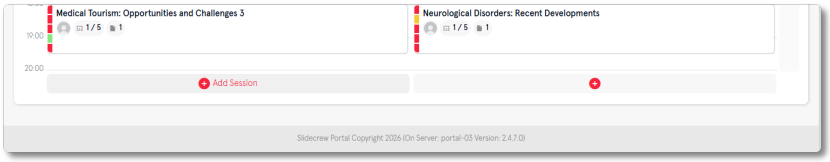
If the lock is open, the session is not locked and can be moved freely. If the lock icon is closed, the session is locked.

## Deleting a Room

1. Navigate to Core → Rooms.
2. Tick the checkbox on the row you want to delete.
3. Click Delete Selected.
4. The confirmation pop-up lists everything that will be deleted, including any sessions and presentations in that room. Rooms that contain sessions can still be deleted.

# Adding and Editing Sessions

## Adding a Session



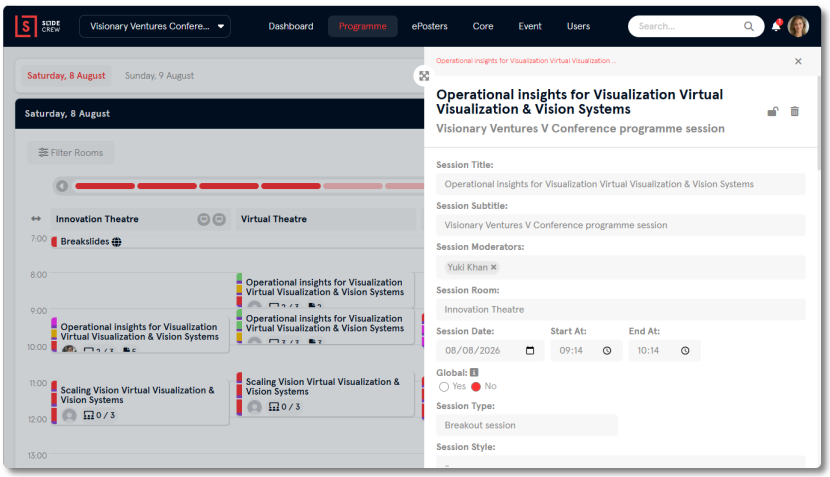

You can add a session in either of the following ways:

- Click the ⊕ button at the bottom of any room column in the Programme view.
- Navigate to Core → Sessions and click the ⊕ button at the top left of the list view.

## Editing a Session

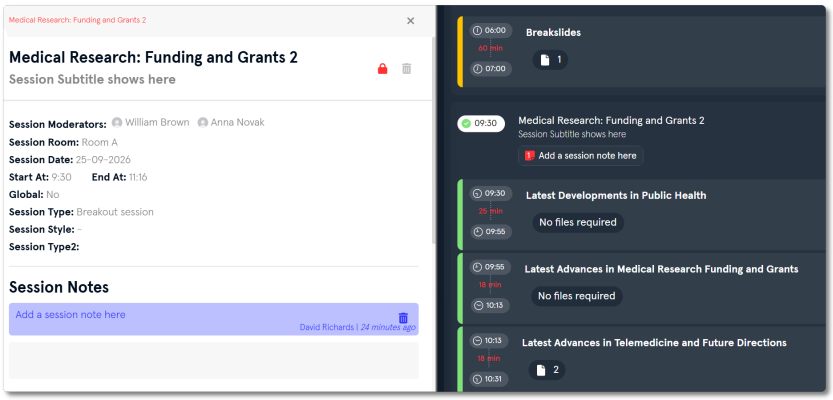
Click the session block in the Programme view or click the session row in the list view in Core → Sessions. The session sidebar opens on the right.

## Session Sidebar Fields




| Field | Notes |
|---|---|
| Session Title | The session name shown throughout the portal and in apps |
| Session Subtitle | Optional subtitle |
| Session Moderators | Search by name and assign one or more moderators |
| Session Room | Dropdown for selecting the room this session belongs to |
| Session Date | The date this session takes place |

| Field | Notes |
|---|---|
| Start At | Session start time |
| End At | Session end time |
| Global | Yes or No. A Global Session spans all rooms in its timeslot and is marked with a globe icon on the Programme view. |
| Session Type | Free text for internal categorisation |
| ePoster | Tick if this is an ePoster session |
| Session Style | The Style applied to this session's room displays |
| Session Notes | A note log. Each entry is timestamped and linked to the staff user who wrote it. Notes appear in the Technician App under the session title during the event. |



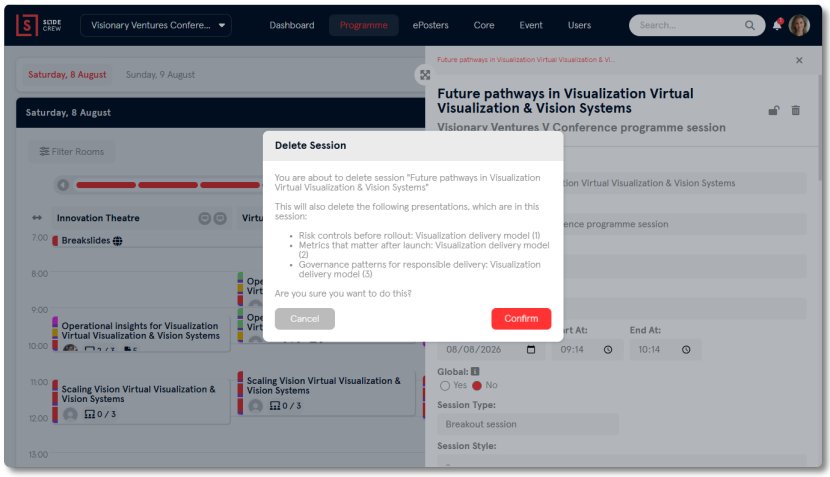

## Moving a Session

1. Click and hold the session block on the Programme view.
2. Drag it to the new time slot or room column.
3. Release to drop it in the new position.

## Deleting a Session

From the Programme view or the sidebar:

1. Click on the session sidebar
2. Select Delete Session.
3. Click Confirm on the pop-up.



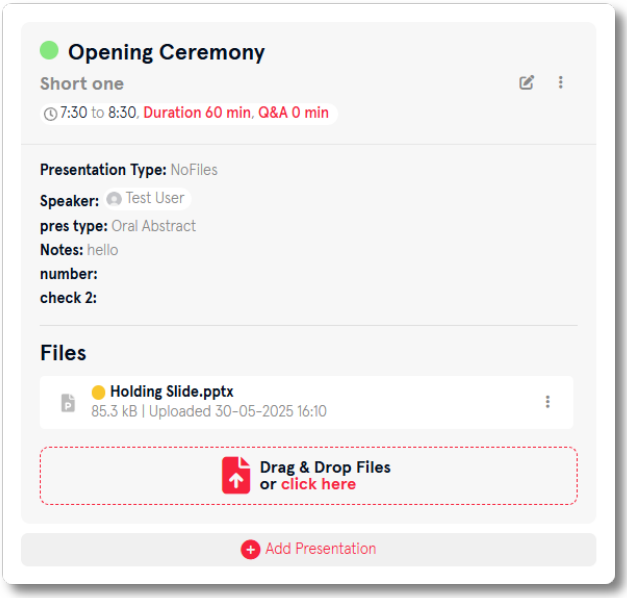

From the Sessions list:

1. Navigate to Core → Sessions.
2. Tick the checkbox on the row or rows you want to delete.
3. Click Delete Selected.
4. Review the confirmation pop-up and click Confirm.

In both cases, the information pop-up lists all presentations that will be deleted. You don't need to delete the presentations manually first.

# Adding and Editing Presentations

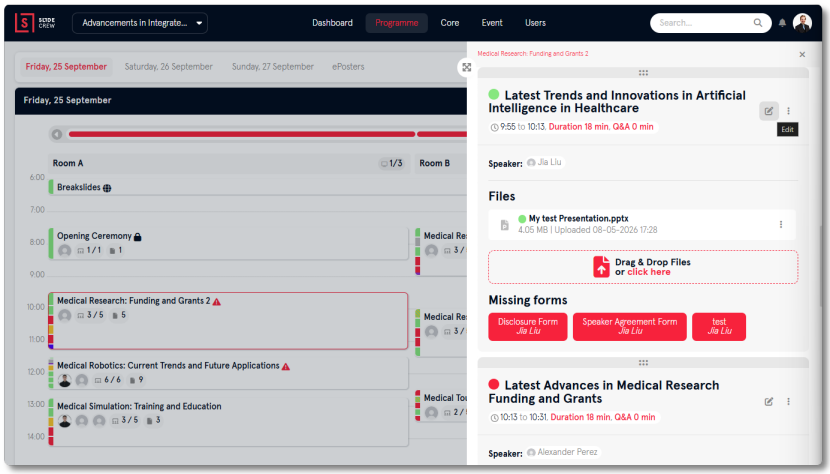
## Adding a Presentation




1. Open the sidebar for the session you want to add the presentations to.

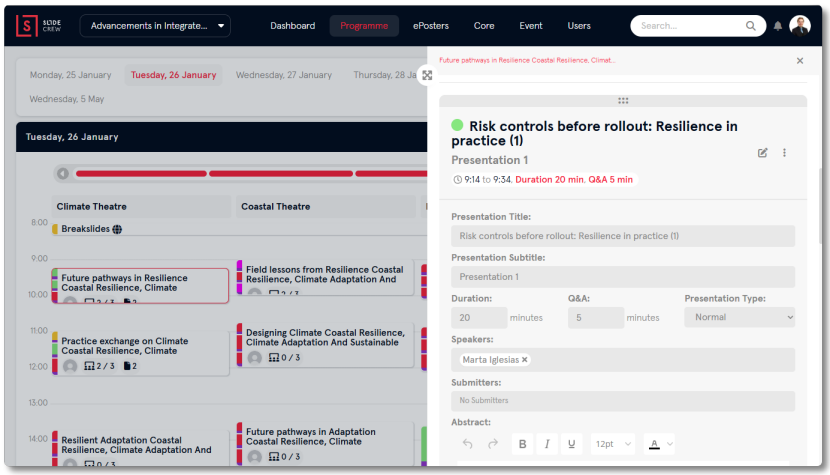
2. Click the ⊕ button at the bottom of the presentation list. You may need to scroll to find it
3. Complete the fields in the sidebar.

## Editing a Presentation




- With the session sidebar open, scroll to the presentation you want to edit.
- Click the edit button, shown as a pen and paper icon, on the presentation block within the session sidebar.
- This will expand the presentations block in the sidebar, allowing editing for each field.

## Presentation Sidebar Fields



| Field | Notes |
|---|---|
| Presentation Name | The title shown throughout the portal and in apps |
| Start time | Presentation start time within the session |
| End time | Presentation end time |
| Duration | Calculated from the start and end times |
| Q&A time | Length of the Q&A period after the presentation |
| Speakers | Assign one or more speakers by searching for their name |
| Submitters | Assign one or more presentation submitters by searching for an existing attendee. See Assigning presentation submitters |
| Abstract | Rich text field. Only available in edit mode, not when adding a new presentation. |
| Presentation Type | Normal, Withdrawn, No Files, Laptop, Slidedeck, Pre-Recorded, or Remote |
| Notes | Free text notes for internal use |

Any Custom Data fields configured in the Presentation category appear below the standard fields.

## Assigning presentation submitters

A presentation submitter is an attendee who uploads files for a presentation without being one of its speakers. For example, an assistant can upload on behalf of a speaker. Presentation submitters are separate from ePoster submitters, who submit ePosters. See 6.13 Setting Up and Managing ePosters.

1. Open the presentation for editing. See Editing a Presentation.
2. In the **Submitters** field, search for an existing attendee and select them. You can add more than one.
3. Save the presentation.

In the portal, the person must already exist as an attendee. See Adding an Attendee User. Submitters can also be added through a spreadsheet import, in the same spreadsheet as the sessions, presentations and speakers. See Submitter Columns. The same person can be both a speaker and a submitter.

Once assigned, a presentation submitter:

- appears in the **Submitters** column under **Core → Presentations**

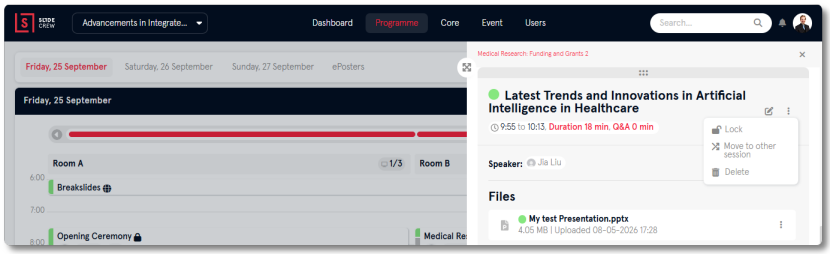
- has the presentation and its **Email Upload Key** listed in their attendee sidebar
- can be selected as **Presentation Submitter** in email campaigns. See Running an Email Campaign
- uses the Speaker Upload Page to upload files for that presentation. See Uploading as a Presentation Submitter
- appears in the Full Export in the submitter columns. A person who is both a speaker and a submitter appears on one row as a speaker and on another as a submitter

Presentation submitters who are not also speakers do not appear in the Kiosk App, the Technician App, Room Signage or the Name Screen. A person who is both a speaker and a submitter appears only in their commitments as a speaker.

## Deleting Presentations

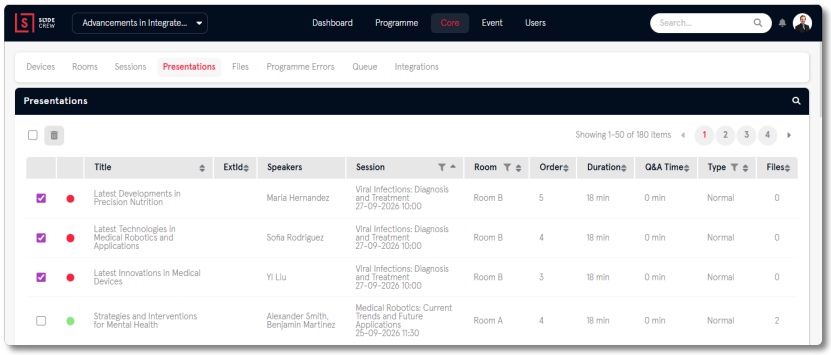
From the Session sidebar:

1. Click on a session to open the session sidebar.
2. Open the three-dot menu for the presentation block you want to delete
3. Click Delete Selected.




From the Presentations list view:

1. Navigate to Core → Presentations
2. Tick the checkbox on the row or rows you want to delete.
3. Click Delete Selected.



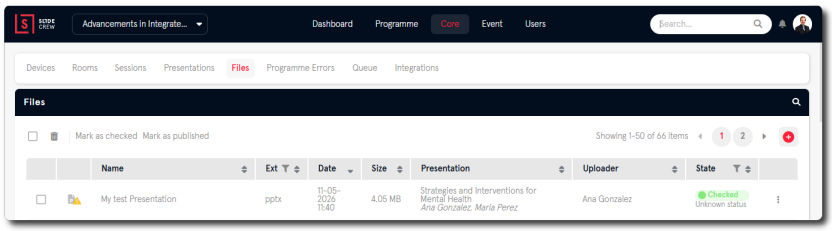
# Managing Files

File Bulk actions happen on the list view under Core → Files.

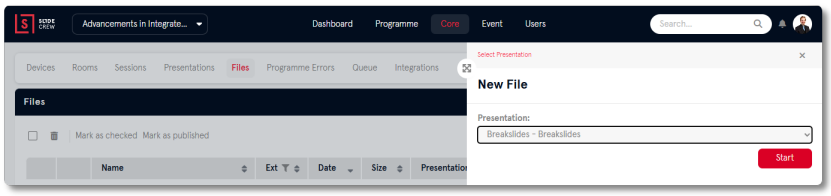
## Adding a File

Files can be uploaded either by the speakers themselves, through The Speaker Upload Page, or by event staff through one of several ways from within the event portal.

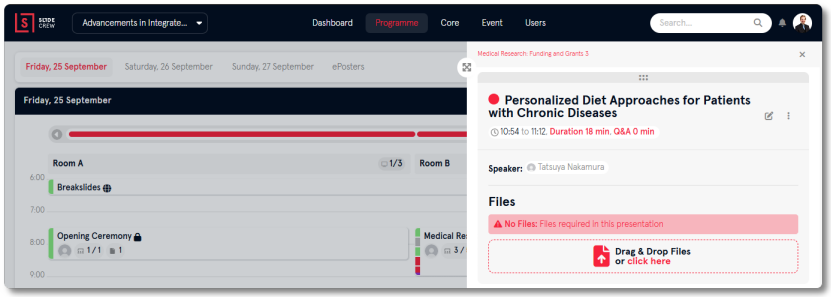
### From the Files page




1. Navigate to Core → Files.
2. Click the ⊕ button.
3. On the sidebar that opens, choose the presentation the file will be assigned to from the drop-down.
4. Click the Start button, which will open the sidebar for that presentation
5. Drag and drop the file to the upload slot for the presentation in the sidebar.



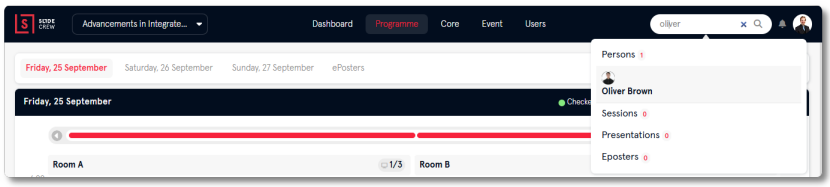

### From the session sidebar




1. Open the session sidebar for the presentation you want to upload to.
2. Scroll to the presentation

3. Drag and drop the file onto the upload area for that presentation.
4. Wait a moment while it uploads.

### From the Speaker Overview Page



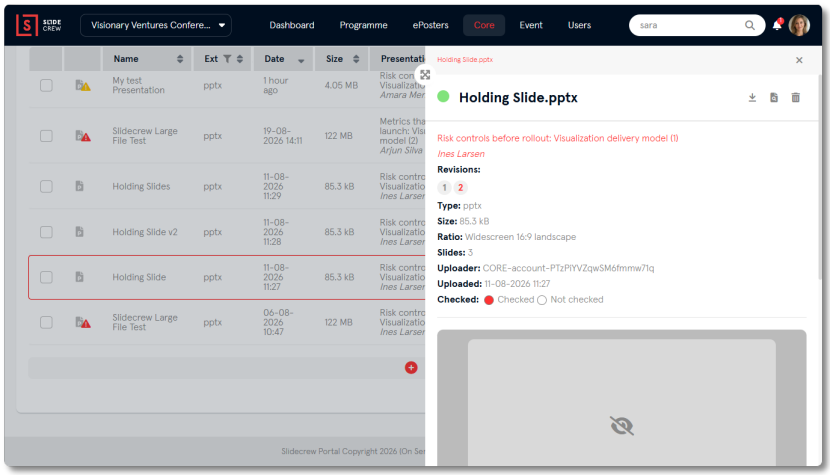

Use the search bar in the top right of any portal page, type the speaker's name. You can also look for sessions, presentations or poster titles here.

Clicking on a speaker opens their Speaker Overview Page, which has upload slots for each of their presentations.

## Viewing file revisions

When a new file is uploaded to the same presentation slot using the same filename, Slidecrew archives the existing file and makes the new upload the current version. You can view either revision directly from the event portal.

1. Navigate to **Core → Files**.
2. Click the name of the file that has multiple revisions.
3. In the file sidebar, locate **Revisions**.
4. Click a numbered revision button to switch the sidebar to that revision.



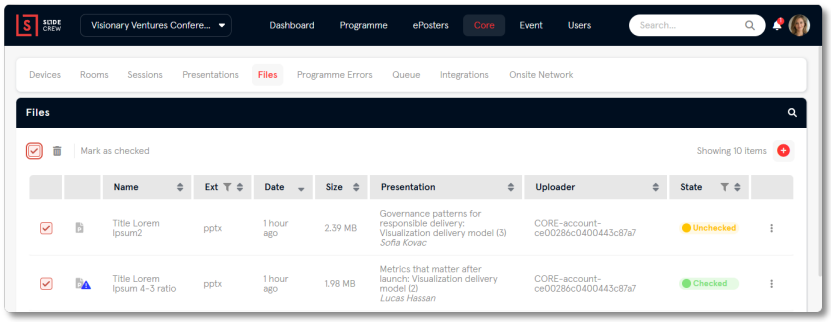

## Marking Files as Checked or Published

If the Publication Page is enabled for your event, then speakers will be prompted to set publishing permission per file, as they upload.

When a file is uploaded, it is marked in the system as “unchecked” and colour coded yellow. File status can be set to “checked” either in the portal, or through the Speaker Ready Room’s check-in station. For more detail, see How the Speaker Ready Room Works.

### Updating files with bulk actions

1. Navigate to Core → Files.
2. Tick the checkboxes on the rows you want to update.
3. Click Mark as checked or Mark as published at the top of the page, next to the bulk selection checkbox.



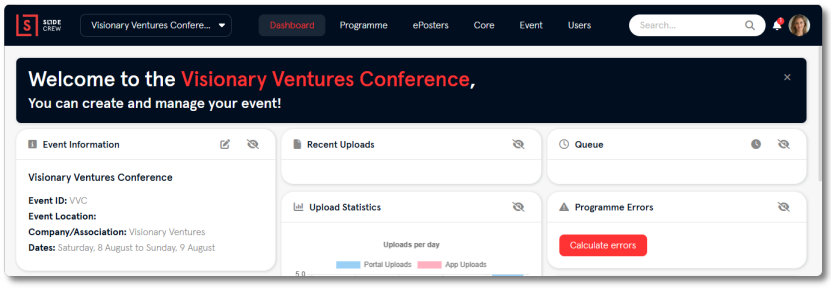

## Deleting a File

1. Navigate to Core → Files.
2. Tick the checkboxes on the rows you want to delete.
3. Click Delete

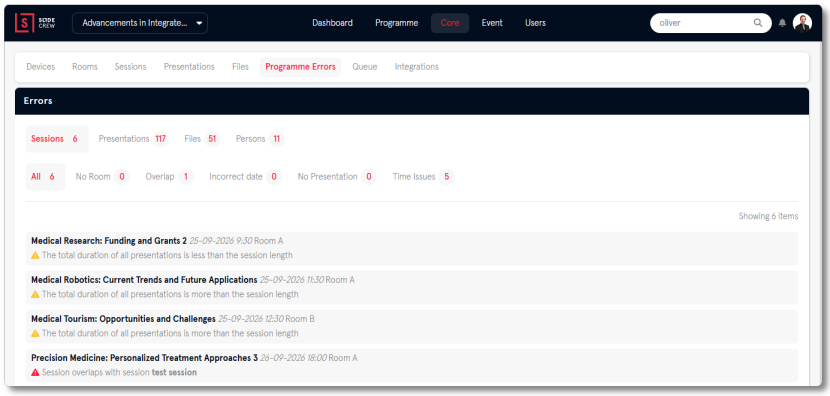
# Finding and Fixing Programme Errors

The Programme Errors tab lists data issues that may affect how your event runs. To run the error check, either:

1. Navigate to the dashboard page and click the Calculate errors button on the Programme Errors widget.




2. Navigate to Core → Programme Errors. On entering this page, there will be a brief loading animation while the errors are calculated.




Potential Errors are flagged under four sections: Sessions, Presentations, Files and Persons. Below are reference tables for what you can find in each tab.

It is usually good practice to check the programme errors page after an initial event data import, as any likely issues will show here.

## Sessions Tab Reference

| Subtab | What it flags |
|---|---|
| All | Every session error |
| No Room | Sessions not assigned to a room |
| Overlap | Sessions in the same room with overlapping times |
| Incorrect Date | Sessions dated outside the event's configured days |
| No Presentation | Sessions with no presentations assigned |
| Time Issues | Sessions with missing or invalid start or end times |

## Presentations Tab Reference

| Subtab | What it flags |
|---|---|
| All | Every presentation error |
| Title Errors | Presentations with missing or duplicate titles |
| No Session | Presentations not assigned to a session |
| No Speakers | Presentations with no speakers assigned |
| No Files | Presentations with no files uploaded |

## Files Tab Reference

| Subtab | What it flags |
|---|---|
| All | Every file error |
| No Presentation | Files not linked to a presentation |
| Unknown Publication Status | Files where the speaker has not set a publish permission |
| Not Scanned | Files that have not been scanned by the file check process |
| External References Not Embedded | Files containing links to external files rather than embedded content |
| No Disclosure | Files with no disclosure slide detected |

## Persons Tab Reference

| Subtab | What it flags |
|---|---|
| All | Every person error |
| No Email Address | Users with no email address |
| Email Not Valid | Users with a malformed email address |
| Overlap | Speakers assigned to overlapping presentations |
| No Presentation | Speakers with no presentation assigned |
| Email Used Twice | Two users sharing the same email address |
| Similar | Users with similar names or emails that may be duplicates |
| Invited | Users who have been invited but have not yet accepted |

---

## Related Pages

- 6.3 Adding Your Event Programme Data
- 6.4 Monitoring and Navigating Your Programme
- 6.9 Uploading and Managing Presentation Files
- 6.12 Connecting and Managing Devices
- 6.14 Setting Up the Speaker Ready Room
- 8. Troubleshooting

# 6.6 Configuring Your Event Settings

The Event Information tab is where you manage the main details of your event, including its name, dates, location, and several event-wide settings. Some settings in this tab are covered in other parts of this manual.

## How Event Settings Are Organised

The Event information tab is divided into several subsections: General Information, Event Days, Event Location, Upload Page, Publishing, and Other Settings.

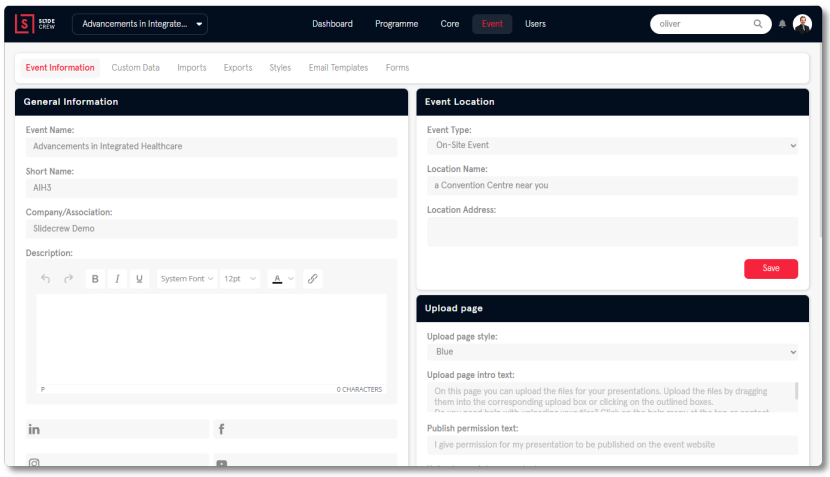
The Event Creator collects the event name, short name, timezone, customer company or association, and venue name. You can update these fields here after the event has been created and complete the remaining optional information and settings.

Not all subsections are covered here. Some settings are documented alongside the workflows they relate to:

- Upload page → see 6.9 Uploading and Managing Presentation Files
- Publishing → see 6.17 Sharing Presentation Files After Your Event
- Other Settings: queue priority toggle → see 6.14 Setting Up the Speaker Ready Room
- Other Settings: global ePoster checkboxes → see 6.13 Setting Up and Managing ePosters

This section covers General information, Event Days, Event Location, and the Custom Data tab.

## Updating Your Event Information




1. Navigate to Event in the top menu.
2. Click Event Information
3. Locate the relevant page section
4. Update the fields as needed.
5. Click Save.

## General Information Fields

| Field | Notes |
|---|---|
| Event Name | The full name of your event, shown throughout the portal |
| Short Name | Used to form the sending address for event emails, in the format [ShortName]@conference [number].slidecrew.com |
| Company/Association | The organising body |
| Description | Rich text editor with formatting support |
| LinkedIn | URL for your event's LinkedIn page |
| Facebook | URL for your event's Facebook page |
| Instagram | URL for your event's Instagram page |
| Youtube | URL for your event's YouTube channel |
| X | URL for your event's X account, formerly Twitter |

## Event Days Fields

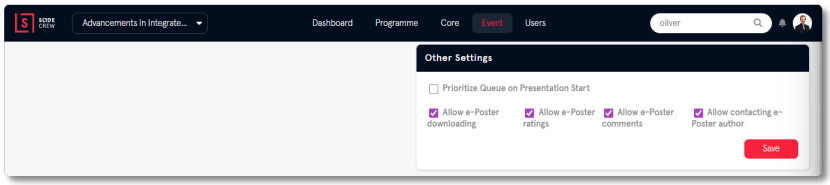
| Field | Notes |
|---|---|
| Number of Event Days | Read-only. Contact Slidecrew support if you need to change the number of days. |
| Start Date | The first day of the event |
| End Date | Calculated automatically from the start date and number of days |
| Time Zone | Applied to all session times across the event |
| Time Format | 24h or AM/PM |

### Event Location Fields

| Field | Notes |
|---|---|
| Event Type | On-site, Hybrid, or Online. This is informational only and does not change how Slidecrew behaves. |
| Location Name | The name of the venue |
| Location Address | The venue address |

## Configuring Global ePoster Settings

The Other Settings section contains one queue setting and four global ePoster settings. The ePoster settings here work as event-level defaults. Each one can be overwritten per device on the ePoster App.

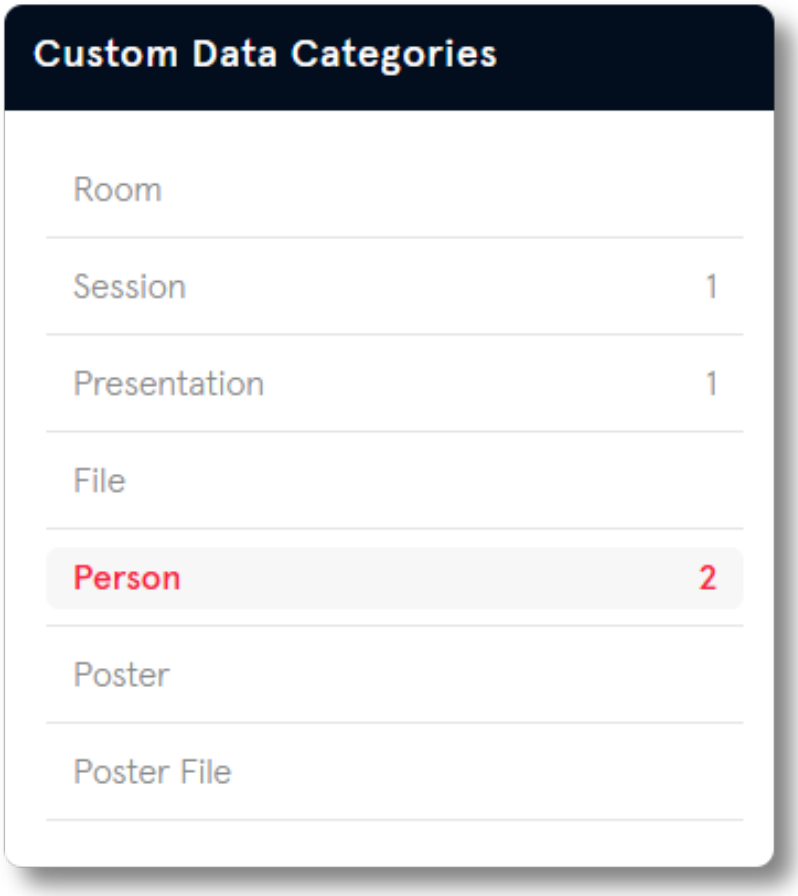



### Other Settings Reference

| Setting | What it does |
|---|---|
| Prioritise Queue on Presentation Start | When enabled, speakers whose presentation is starting soon move to the top of the Speaker Ready Room queue automatically |
| Allow ePoster downloading | When enabled, attendees can download ePosters from the ePoster App |
| Allow ePoster ratings | When enabled, attendees can rate ePosters in the ePoster App |
| Allow ePoster comments | When enabled, attendees can leave comments on ePosters in the ePoster App |
| Allow contacting ePoster author | When enabled, attendees can send a message to the ePoster submitter from within the ePoster App |

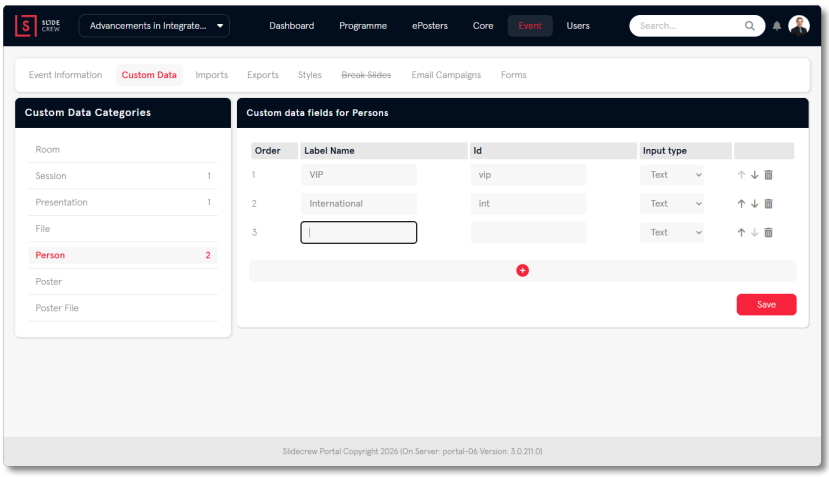
# Adding Custom Data Fields

Custom Data fields let you attach extra information to records in seven categories: Room, Session, Presentation, File, Person, Poster and Poster File. Once created, the fields appear in the relevant sidebars across the portal.




## Adding a Custom Data Field

1. Navigate to Event in the top menu
2. Click Custom Data
3. Select a category from the left panel: Room, Session, Presentation, File, Person, Poster or Poster File.
4. Click the ⊕ button at the bottom of the table
5. Enter a label name, and choose the input type. The Id field will be populated based on your label.
6. Click Save.




## Custom Data Field Options

| Column | What it is |
|---|---|
| Order | The position of this field relative to others in the same category |
| Label Name | The name shown in the portal wherever this field appears |
| Id | The system identifier for this field. It can differ from the Label Name and is used for API and export references. |
| Input type | Text, Yes/No, or Number |

### Reordering and deleting Custom Data Fields

To change the field order, use the up and down arrow buttons to the right of each row.
To delete a field, click the delete button to the right of the row.

## Using Custom Data in Imports and Exports

Custom data fields can be used in spreadsheet imports and exports.

To import custom data from a spreadsheet, create the custom data field first under **Event → Custom Data**. Once the field exists, it appears in the column-mapping dropdown on **Event → Imports**, where it can be matched to a spreadsheet column.

Room, Session, Presentation and Person fields can be imported. File, Poster and Poster File fields cannot.

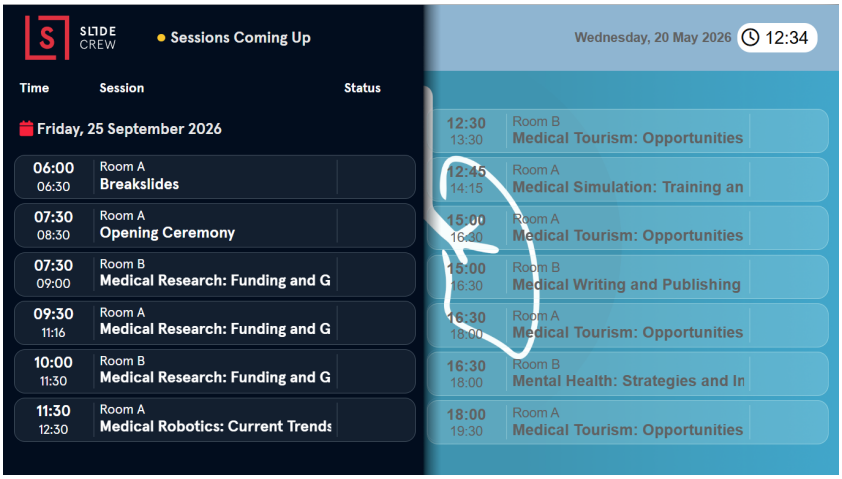
To export custom data values, go to **Event → Exports** and use **Spreadsheet with custom data** under **Event Info → Full Export**.

## Related Pages

- 6.2 Creating a New Event
- 6.9 Uploading and Managing Presentation Files
- 6.17 Sharing Presentation Files After Your Event
- 6.14 Setting Up the Speaker Ready Room
- 6.10 Communicating with Speakers and Moderators
- 6.13 Setting Up and Managing ePosters

# 6.7 Applying Branding to Your Event

A Style is a set of images and colours used across apps, upload pages, and display screens. This section explains how to create Styles and how to control where each style is used.




Assigning Styles to specific rooms, sessions and devices is covered in the relevant sections for those items.

## How Styles Work

A Style contains a logo, background images, and a set of colours. When content is shown on a device or page, Slidecrew uses the Style assigned to that item. If no Style has been assigned there, it falls back to the next level in the priority order.

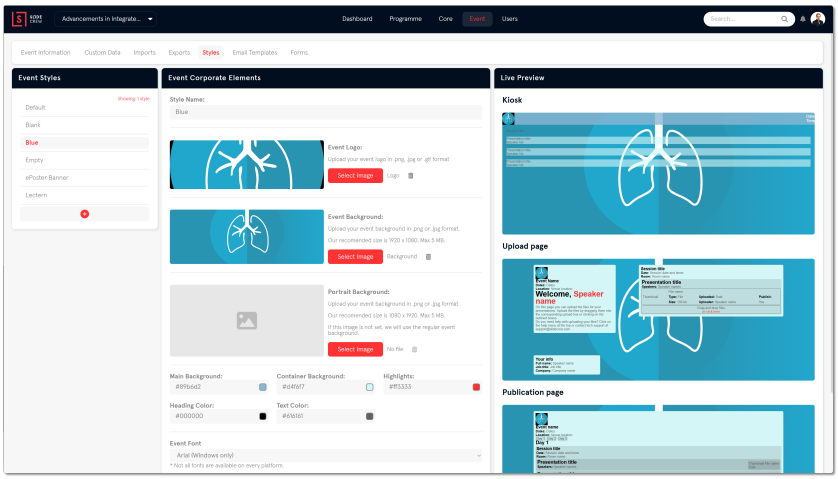
## Style Priority Order

When more than one style could apply to the same item, Slidecrew uses the most specific one:

- **Session** overrides Device Style
- **Device** overrides Room Style
- **Room** overrides the default event Style

## Creating a Style

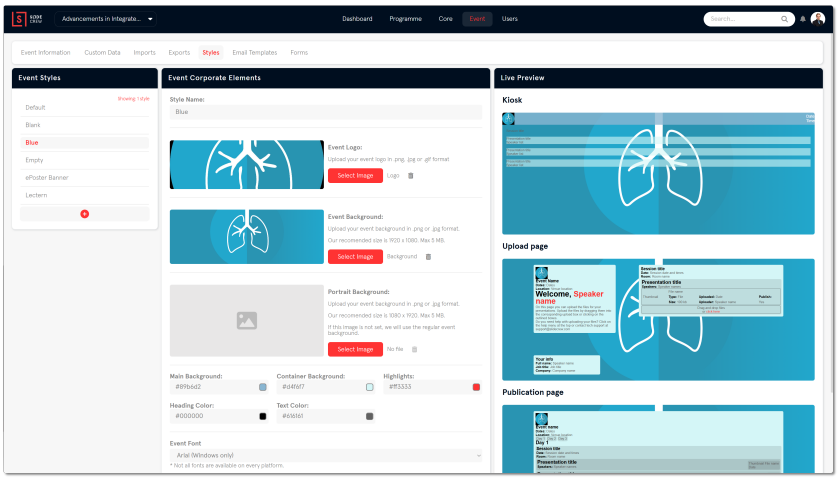
1. Navigate to Event in the top menu.
2. Click the Styles tab.
3. Click the ⊕ button. The hover text reads, “Add New Style”
4. Give your style a name.
5. Upload your images and set your colours and font.
6. Click Refresh Preview to check how the style looks.
7. Click Save.




## Style Settings

| Setting | Notes |
|---|---|
| Event Logo | Your event logo, shown in the top left of apps and screens that display branding |
| Background Image (landscape 16:9) | Used on widescreen displays |
| Background Image (portrait 9:16) | Used on portrait-orientation displays |
| Main Background Colour | The main background colour used when no background image is set |
| Container Background Colour | The background colour used for content panels and cards |
| Highlight Colour | Used for active states and accent elements |
| Heading Colour | The colour used for heading text |
| Text Colour | The colour used for body text |
| Event Font | The font used across the Style |

## Styles used for ePoster stations



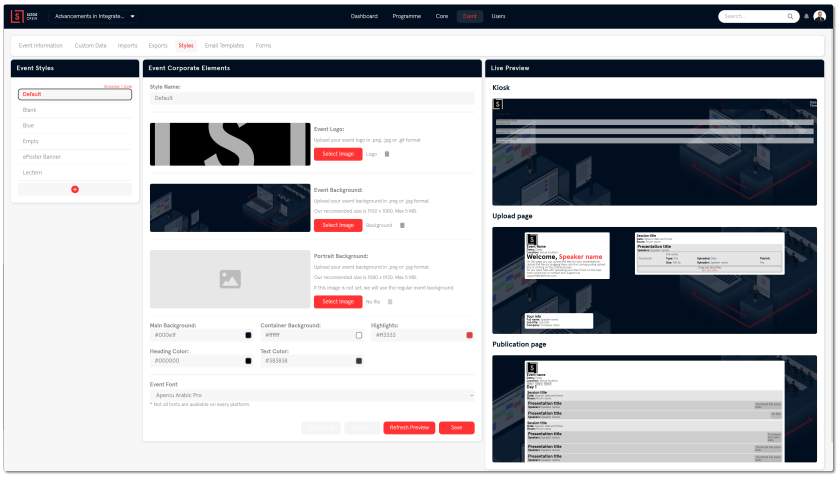

Most Slidecrew apps use the Style logo as a normal event logo. The ePoster App can also use the Style logo as a top-of-screen banner when **Show banner on top of screen** is enabled in the ePoster App settings.

If you are creating a Style specifically for ePoster stations, use a wide banner image as the Style logo. The image should be at least 8:1, and preferably 10:1 or wider, in `.png`, `.jpg`, or `.gif` format. The background images and colours remain part of the Style, but the banner image is the most visible branding element in the ePoster App.

# Applying a Style to Your Entire Event

The default Style applies anywhere that does not have a more specific Style assigned.

To apply your branding across the whole event, edit the default Style instead of creating a new one.




1. Navigate to Event → Styles.
2. Click Default Style.
3. Replace the logo, images, and colours with your own.
4. Click Refresh Preview to check the result.

5. Click Save.

## Applying a Style to a Specific Room, Session, or Device

Styles can also be assigned at the room, session, and device level from their own sidebars:

- To assign a Style to a room or session, see 6.5 Managing Your Programme Data.
- To assign a Style to a device, see 6.12 Connecting and Managing Devices.

---

## Related Pages

- 6.5 Managing Your Programme Data
- 6.12 Connecting and Managing Devices
- 6.10 Communicating with Speakers and Moderators
- 6.17 Sharing Presentation Files After Your Event

# 6.8 Adding and Managing Users

Users in Slidecrew fall into two main groups: Staff, who have portal access, and Attendees, who use personal pages and on-site apps instead. This section explains how to add, edit, and remove both groups, and how to manage the barcodes speakers use to check in on-site.

## How User Roles Work in Slidecrew

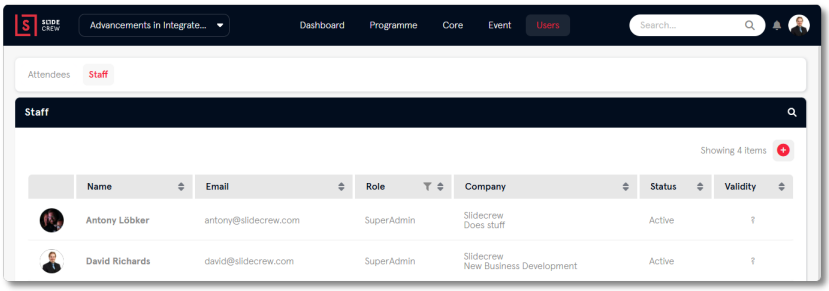
Every user in Slidecrew has a role. The role controls what they can see and do. Staff roles give portal access, while Attendee roles don't.

Staff and Attendees are listed in separate tabs under the Users menu.

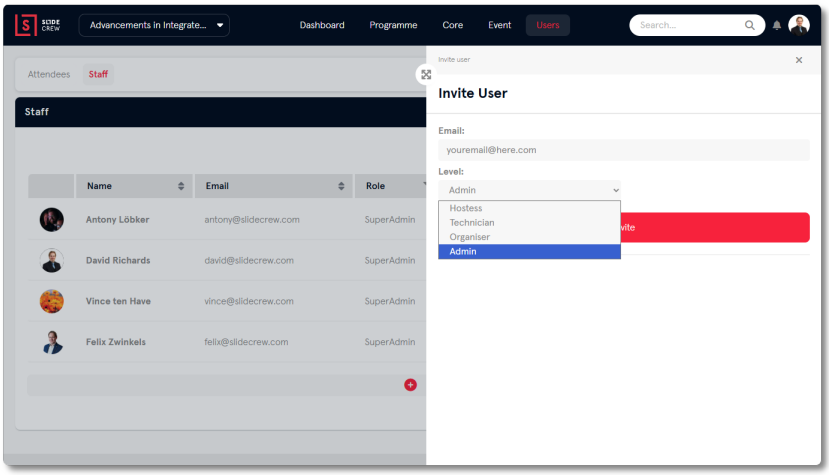
### User Role Permissions

| Role | Category | Access level |
|---|---|---|
| Admin | Staff | Full access, Can manage all event settings, users, and data. |
| Organiser | Staff | Broad access, Can manage most settings and all programme data. |
| Technician | Staff | Operational access focused on devices, sessions, and presentations. |
| Hostess | Staff | Limited access, mainly for on-site check-in and queue management. |
| Speaker | Attendee | No portal access, Uses the upload page and on-site apps. |
| Moderator | Attendee | No portal access, Uses the moderator page and on-site apps. |
| Presentation Submitter | Attendee | No portal access, Uses the upload page to upload files for the presentations they are assigned to. |
| ePoster Submitter | Attendee | No portal access, Uses the upload page. Treated as a Speaker subtype for email campaigns and forms. |

# Adding a Staff User

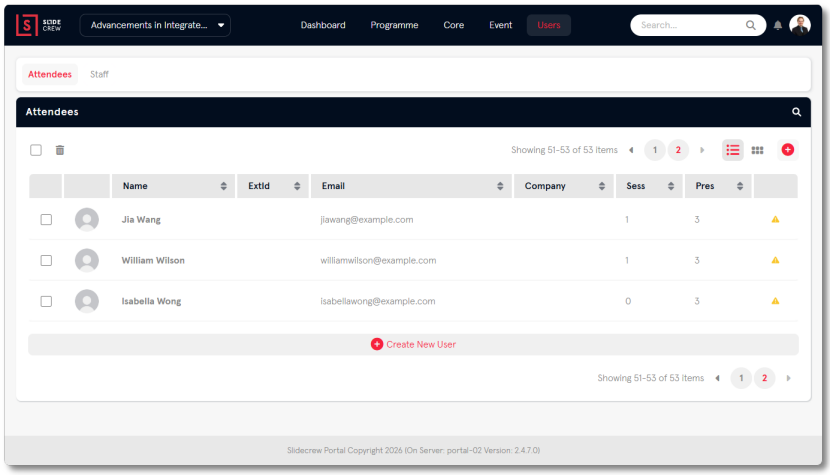



1. Navigate to Users in the top menu.
2. Click the Staff tab
3. Enter the user's email address.
4. Select their role from the Level dropdown menu.
5. Click the Invite button.

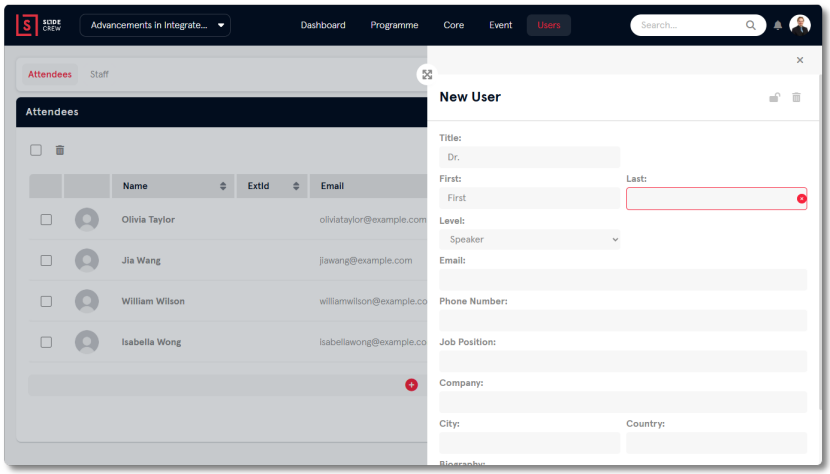



Slidecrew sends the invitation email immediately. The user creates their account from the link in that email.

# Adding an Attendee User




1. Navigate to Users in the top menu.
2. Click the Attendees tab.
3. Click Add new User.
4. Complete the fields in the sidebar.
5. Click away from the sidebar to save.



### Attendee User Sidebar Fields

| Field | Notes |
|---|---|
| Profile Picture | Optional. Upload a photo. |
| Title | Honorific, for example Dr, Mr, or Prof |
| First Name | user's first name |
| Last Name | user's last name |
| Level | Speaker, Moderator, or ePoster Submitter |
| Email | Used for all Slidecrew communication to this person |
| Phone Number | Optional |
| Job Position | Optional |
| Company | Optional |
| City | Optional |
| Country | Optional |
| Biography | Optional. Appears on the speaker upload page and moderator page. |
| Notes | A note log. Each entry is timestamped and linked to the staff user who wrote it. |

Any custom data fields configured for the Person category appear below the standard fields.

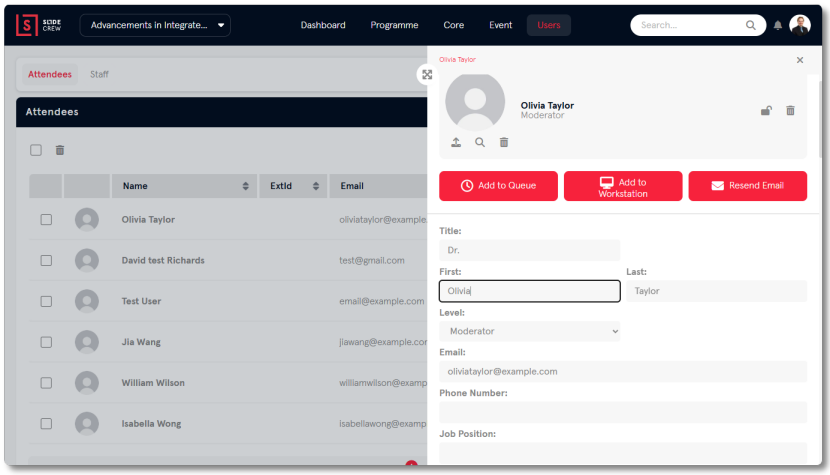
## Editing a Staff User

1. Navigate to Users → Staff.
2. Click the user's row.
3. Update the fields in the sidebar.

Users with Admin or Organiser access can change another user's Level and remove them from the event.

## Editing an Attendee User

1. Navigate to Users → Attendees.
2. Click the user's row.
3. Update the fields in the sidebar.




A speaker, moderator or presentation submitter role is assigned dynamically when that person is linked to a presentation or session.

## Managing Attendee Actions

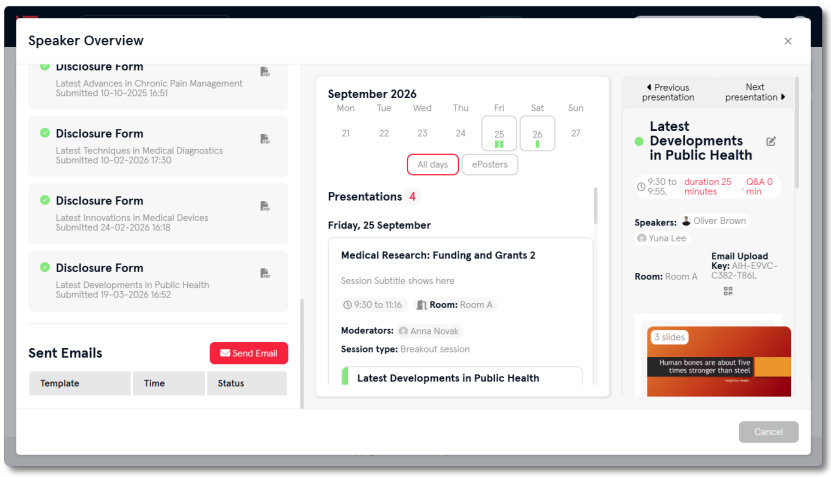
The attendee sidebar includes three action buttons:

- Add to Queue
  Adds the attendee to the Speaker Ready Room queue immediately.

- Add to Workstation
  Opens the Add to workstation pop-up. Available stations are listed with a green dot and their device name. Click Assign to Station next to the station you want to use.

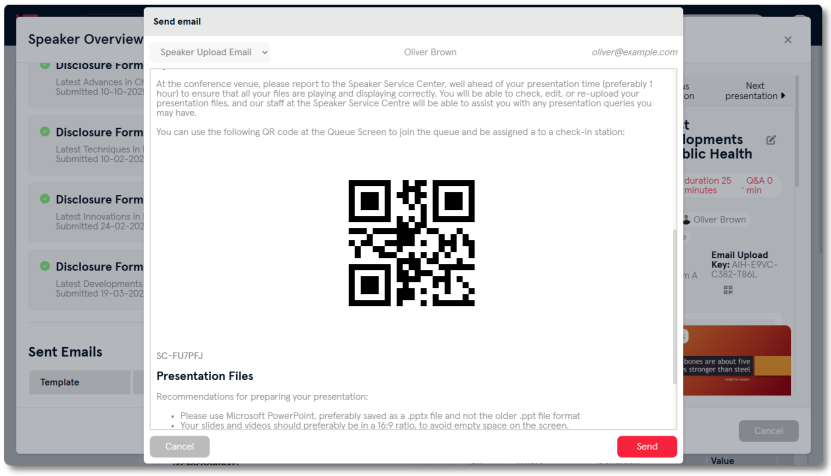
- Resend email
  Opens the **Send email** pop-up, where you choose a template and send it to that attendee. See Sending an Email to an Individual Speaker.

The speaker overview page also has these three buttons, although the "resend email" button is at the bottom of the Left Column: Speaker Information and Actions



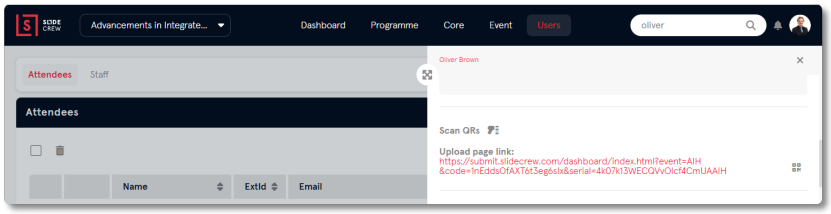

## Managing Speaker Barcodes

Every speaker is given a default barcode automatically when their account is created. This code is used to check in at the Speaker Ready Room, either by scanning a QR code or by entering the number manually, both are available as tags in the speaker upload email. For more details, check Email Template Fields.



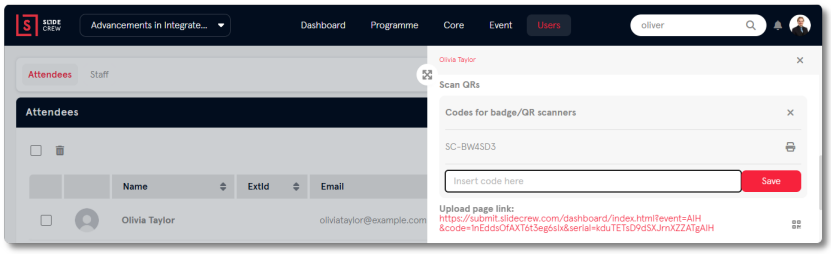

You can also add extra codes if needed, for example to match a different badge format.

1. Navigate to Users → Attendees.
2. Click the speaker's row to open the sidebar.
3. Click the Scan QR codes button, with the scanner icon.
4. The barcode section will expand to show below it.




To add a code:

1. Type the code into the Insert code here field.
2. Click Save.



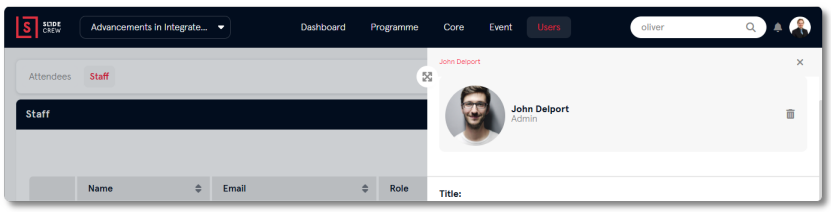

To delete a code, click the trash icon next to it.

To print a QR code for a speaker badge, click the printer icon next to the relevant code. A printable version opens in a new tab.

### Speaker Barcode Reference

| Item | Detail |
|---|---|
| Default code | A short numeric code generated automatically by Slidecrew. One per speaker. |
| Additional codes | Any value you enter manually. Useful if a speaker badge uses a different barcode format. |
| Valid uses | All codes work for queue sign-in at the Queue screen and for station login at the Speaker Service Centre App. |

## Removing a User

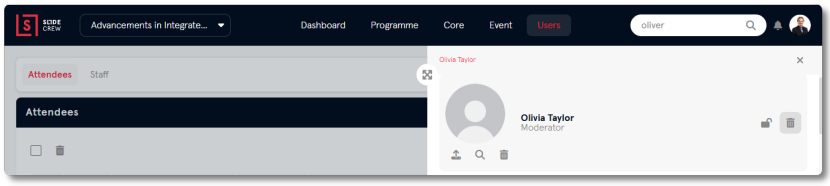



Remove a staff user:

1. Navigate to Users → Staff.
2. Click on the user row to open their sidebar.
3. Click the Delete button.

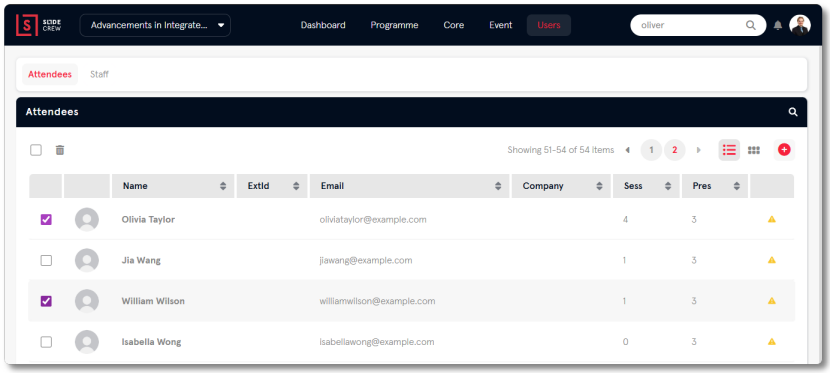
This removes the user's portal access. It does not delete their Slidecrew account.

To remove one attendee, use the button on the user sidebar for that speaker.




To remove one or more attendees at a time:

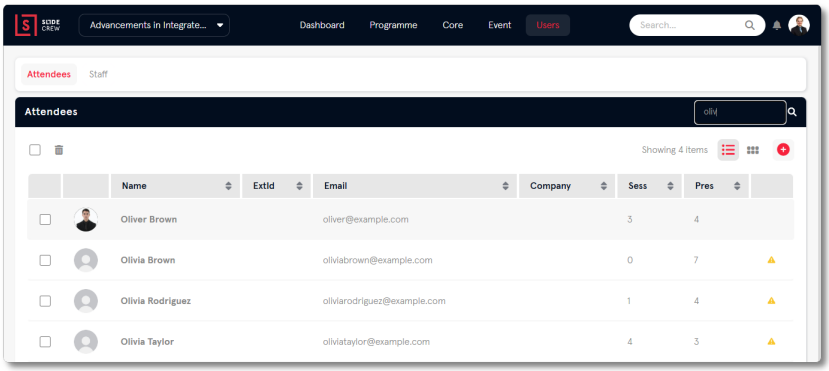
1. Navigate to Users → Attendees.
2. Tick the checkbox on the user's row.
3. Click Delete Selected.




Presentations assigned to that attendee remain in the programme, but become unassigned. Any files they uploaded are also retained.

## Finding a User

Use the search bar in the tab header to search by name or email. On the Staff tab, a Role filter drop-down lets you narrow the list by role.




---

## Related Pages

- 6.1 Setting Up Your Slidecrew Account
- 6.5 Managing Your Programme Data
- 6.14 Setting Up the Speaker Ready Room
- 6.10 Communicating with Speakers and Moderators

# 6.9 Uploading and Managing Presentation Files

Presentation files can be uploaded in several ways: through the portal, through the speaker upload page, at the Speaker Ready Room, or by email. This section explains how those upload routes work, how to configure the upload page, how to upload or replace files on behalf of speakers, and how to check file status. The speaker's own upload experience is covered in 6.18 The Speaker Journey.

## How File Uploads Work in Slidecrew

Files can reach Slidecrew through four routes:

- **Portal** Staff upload files directly through the Speaker Overview Page or one of the sidebars.
- **Speaker Upload Page**
  Speakers upload files via their personal link, which was sent by email.
- **Speaker Service Centre App**
  Speakers upload files on-site at a check-in station.
- **Email, the backup option**
  Speakers send files as email attachments using links generated by the {presentationemails} tag.

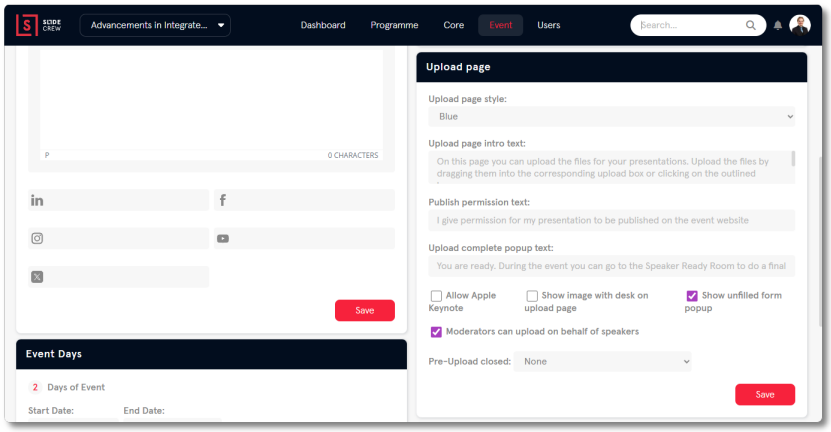
All of these routes lead to the same presentation.

If a new file is uploaded to the same presentation slot using the same filename as the current file, Slidecrew archives the current revision and makes the new upload active automatically. Previous revisions remain available in the event portal under **Core → Files**. See Viewing file revisions for details.

## Configuring the Speaker Upload Page

The upload page is the page speakers see when they open their personal upload link. You configure it from Event Information.

1. Navigate to Event in the top menu.
2. Click Event Information.
3. Locate the Upload page section.
4. Update the settings as needed.
5. Click Save.

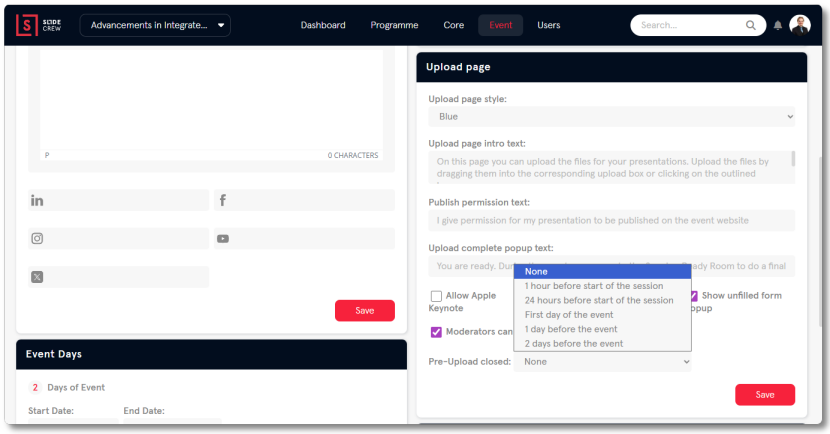



## Upload Page Settings

| Setting | Notes |
|---|---|
| Upload page style | The Style applied to the speaker upload page |
| Upload page intro text | The welcome message shown to speakers in the left panel |
| Publish permission text | The label shown next to the publish permission radio buttons |
| Upload complete pop-up text | The message shown after a successful upload |
| Allow Apple Keynote | When enabled, speakers can upload Keynote files. Disabled by default. |
| Show image with desk on upload page | When enabled, a decorative desk illustration appears on the upload page |
| Show unfilled form pop-up | When enabled, speakers are reminded to complete any outstanding forms when they open the upload page |
| Moderators can upload on behalf of speakers | When enabled, moderators can upload files for presentations in their sessions from the moderator page |
| Pre-upload closed | Sets a deadline after which the upload page no longer accepts new uploads |

## Setting an Upload Deadline

1. In the Upload page section of Event Information, open the Pre-upload closed dropdown.
2. Select the cut-off date and time.
3. Click Save.

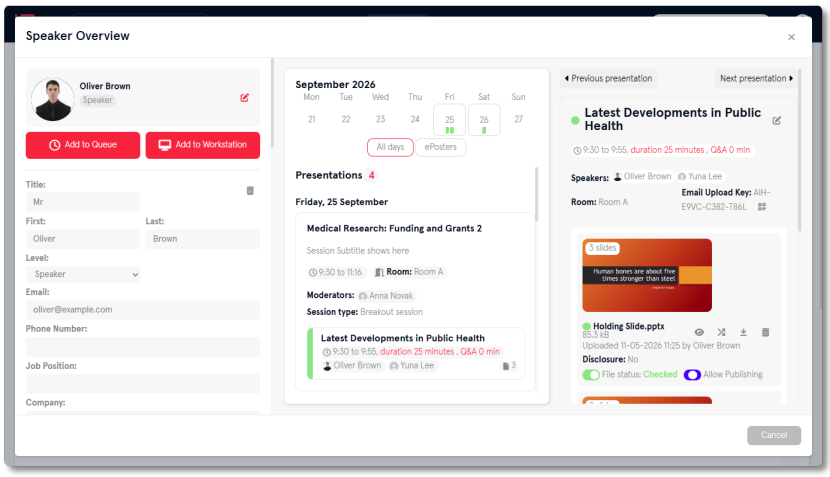



After the deadline passes, speakers can no longer upload new files through their personal upload page, although uploading is still possible through the portal or in the Speaker Ready Room at the check-in station.

# Using the Speaker Overview Page

The Speaker Overview Page gives you a full view of an individual speaker's files and profile from within the portal. It opens as a full-screen pop-up and can only be opened from the Top Menu Search Bar.

To open it, click the search bar in the top right of any portal page, type the speaker's name, and select them from the results.




The page is split into three columns.

## Left Column: Speaker Information and Actions

| Item | What it shows or does |
|---|---|
| Profile fields | The speaker's name, email, and other details. Click the pen icon to edit them. |
| Add to Queue | Adds this speaker to the Speaker Ready Room queue |
| Add to Workstation | Opens a pop-up listing available stations. Click Assign to Station next to the one you want to use. |
| Upload page link | The speaker's personal upload URL, with a button to generate a QR code |
| Scan QRs | Shows the speaker's barcode codes, including the default code and any custom codes |
| Notes | A note log. Each entry is timestamped and linked to the staff user who wrote it. |
| Forms | A list of submitted forms, with the form name, submission date, and a PDF download icon |
| Sent Emails | A table of emails sent to this speaker, with columns for Template, Time, and Status: Sent, Bounced, Clicked, Opened, or Missing Info |

## Centre Column: Presentation Schedule

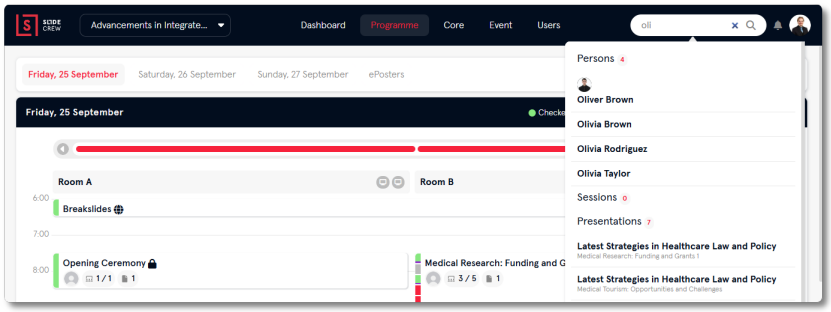
The centre column shows a mini-calendar and a list of all presentations assigned to this speaker, organised by day and session. Click a presentation to load it in the right column. Use the Previous presentation and Next presentation arrows at the top of the right column to move between presentations.

## Right Column: File Upload

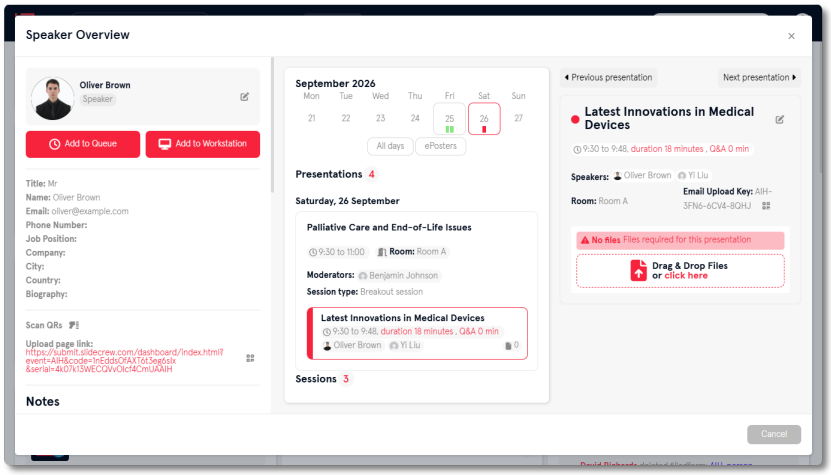
| Item | What it shows |
|---|---|
| Presentation title, time, duration | Key details for the selected presentation |
| Speakers | The speakers assigned to this presentation |
| Room | The room this presentation is in |
| Email Upload Key | The unique code used when speakers upload by email using the {presentationemails} link |
| Custom data fields | Any custom Presentation-category data fields configured for this event |
| File cards | Each uploaded file, showing filename, file size, upload date, uploader, Disclosure status, File status, and Allow Publishing toggle |
| Upload area | Drag and drop files here, or click to upload a file to this presentation |

Each file card includes four icons: eye for preview, × for mark as unchecked, download, and delete.

# Uploading a File on Behalf of a Speaker




1. Click the Top Menu Search Bar in the top right of any portal page.
2. Type the speaker's name and select them from the results.
3. In the centre column, click the presentation you want to upload a file for.
4. In the right column, drag a file into the upload area, or click in the Drag & Drop area to open the file explorer




Once the upload is complete, the file appears as a card in the right column.

## Replacing or Updating a File

Upload a new file with the same filename as the existing one. Slidecrew replaces it automatically. You don't need to delete the old one first.

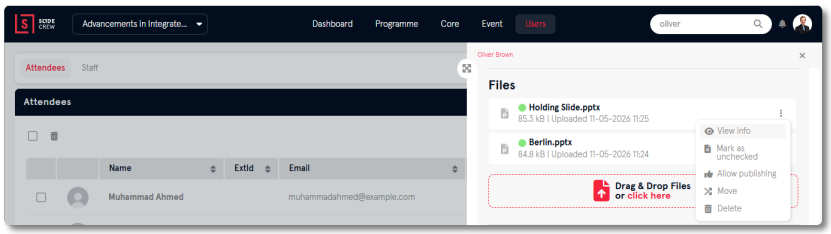
The replaced file is archived as a previous revision rather than deleted. To view it, navigate to **Core → Files**, click the filename, and use the numbered buttons under **Revisions** in the file sidebar. See Viewing file revisions.

## Viewing the File Analysis Tool Report

When a file is uploaded, Slidecrew analyses it automatically and generates a check report. You can find this in the portal from two different places.

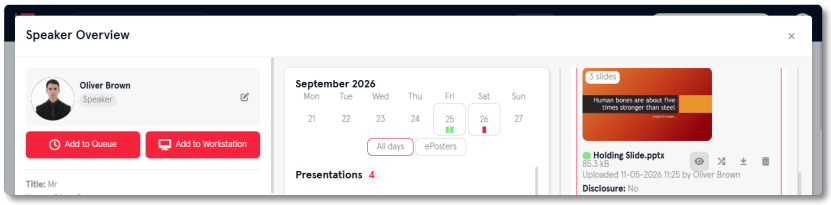
### On the user or session sidebars:

1. Locate the file card
2. Click the three-dot menu on the file card.
3. Select View info.



### On the speaker overview page

The file card uses the “eye” icon for view info, with no menu.




## File Check Report Contents

| Check | What it reports |
|---|---|
| Number of slides | Total slide count |
| Hidden slides | Slides marked as hidden in the presentation |
| Aspect ratio | The slide dimensions, flagged if they are non-standard |
| Font compatibility | Fonts that may not render correctly on event devices |
| Video details | Information about embedded videos, including format |
| Image file size | Large images that may affect performance |
| External file links | Links to files stored outside the presentation. These will not work when the file is presented. |

Slidecrew converts video to MP4 format.

# Supported File Types

| Type | Notes |
|---|---|
| PowerPoint | .ppt and .pptx. This is the most common format. |
| PDF | Fully supported |
| Video | Supported as an embedded presentation element or as a standalone file |
| Images | Supported as standalone files or as an embedded presentation element |
| Apple Keynote | Disabled by default. Enable it in the Upload page settings if needed. |

# Marking a File as Checked

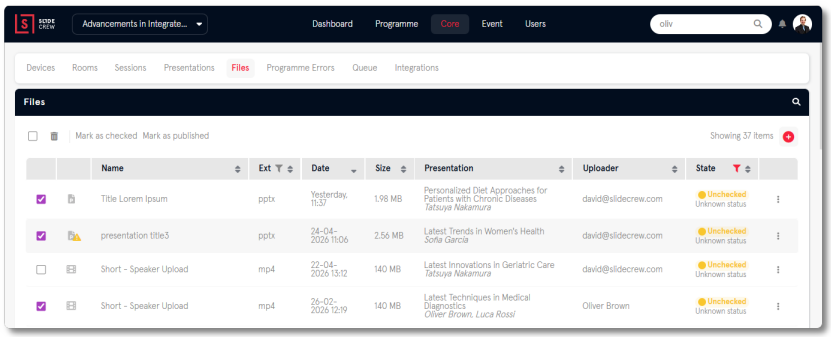
Checked status means that a speaker has reviewed and confirmed their file. There are two ways to mark a file as checked.

## Automatically through the Speaker Ready Room

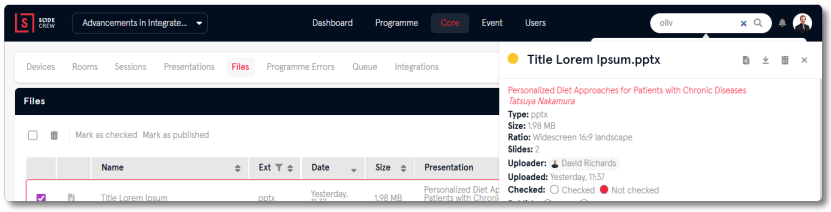
If **Set file checked on close** is enabled in the Speaker Service Centre App, all of a speaker's files are marked as checked when they log out of their station. See 6.14 Setting Up the Speaker Ready Room.

## Manually through the Portal

- To mark files in bulk, navigate to Core → Files, tick the relevant rows, and click Mark as checked.




- To mark a single file, open the file card's ⋮ menu and select Mark as checked.




If the file has already been checked, the option changes to Mark as unchecked.

---

## Related Pages

- 6.6 Configuring Your Event Settings
- 6.5 Managing Your Programme Data
- 6.10 Communicating with Speakers and Moderators
- 6.14 Setting Up the Speaker Ready Room
- 6.17 Sharing Presentation Files After Your Event
- 6.18 The Speaker Journey

# 6.10 Communicating with Speakers and Moderators

Slidecrew includes a built-in email system for speaker and moderator communication, and a form builder for collecting signatures, disclosures, and other responses. This section explains how to use both. It also covers how moderators access their personal event overview page.

## How Email Communication Works in Slidecrew

The email system has two parts.

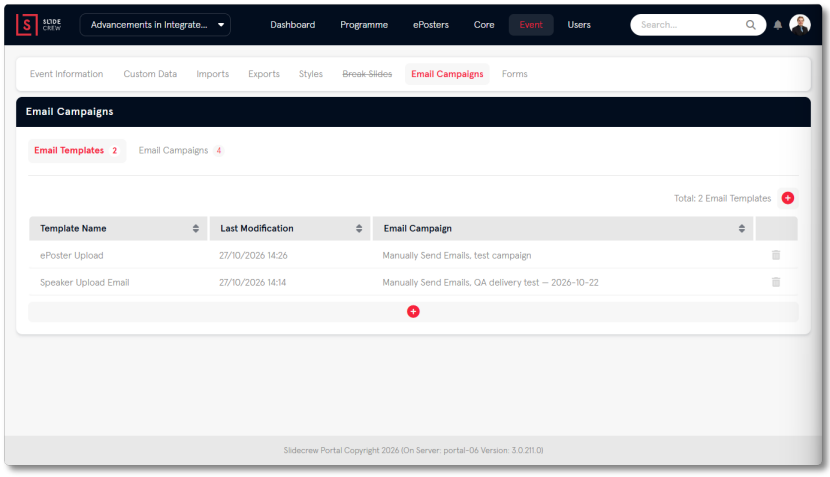
1. Templates define the email content, including the subject, body, and personalisation tags.
2. Campaigns define who receives the email and when it is sent.

You can use the same template for multiple campaigns.

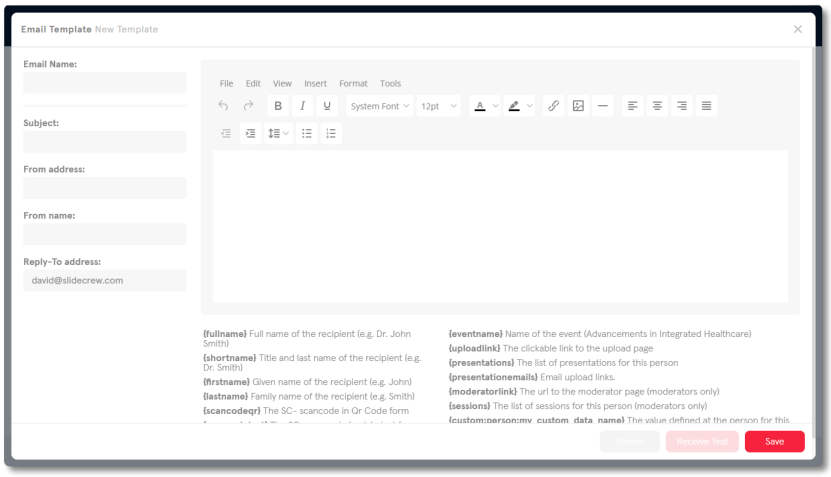
By default, Slidecrew emails are sent from an address in the format [EventShortName]@conference[number].slidecrew.com. If your organisation has a subscription arrangement with Slidecrew, you may be able to use your own domain instead.

## Creating and Editing Email Templates

Email templates and campaigns share one page, **Event → Email Campaigns**, which has two tabs: **Email Templates** and **Email Campaigns**. The number beside each tab shows how many there are.



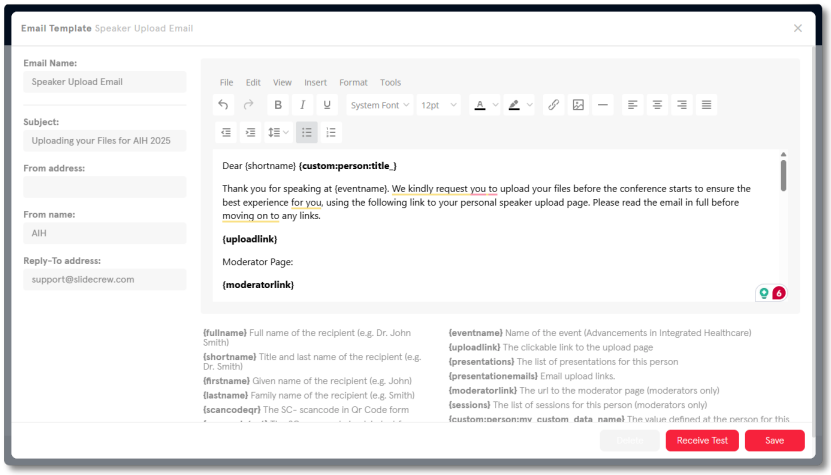

1. Navigate to **Event → Email Campaigns**.
2. Click the **Email Templates** tab.
3. Click the ⊕ button, at the top right of the table or below it. The template editor opens as a pop-up.




4. Complete the template fields.
5. Click **Save**. The template is added to the table.

A template can only be saved once it has an Email Name, Subject, From Name, Reply-To address and some body text.

To edit a template, click its row in the table. The **Email Campaign** column shows which campaigns use each template. The **Delete** button in the editor is only available when no campaign uses the template.



## Email Template Fields

| Field | Notes |
|---|---|
| Email Name | Internal template name. Recipients don't see this. |
| Subject | The subject line shown to recipients |
| From address | The sending address. Leave blank to use the event address shown above. Subscription customers can enter their own address. |
| From Name | Required. The sender name shown to recipients |
| Reply-To address | Required. Where replies are sent |
| Email Body | Rich text editor with a full formatting toolbar |

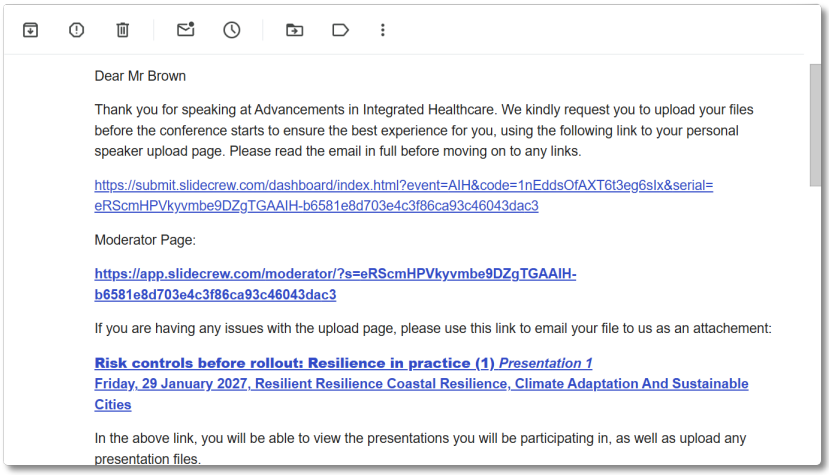
## Using Tags in Email Templates

Tags insert personalised values into the email body. Type a tag anywhere in the body text and Slidecrew replaces it when the email is sent.

| Tag | What it inserts |
|---|---|
| {fullname} | The recipient's full name, for example "Dr. John Smith" |
| {shortname} | Title and last name, for example "Dr. Smith" |
| {firstname} | First name only, for example "John" |
| {lastname} | Last name only, for example "Smith" |
| {scancodeqr} | The speaker's barcode as a QR code image |
| {scancodetext} | The speaker's barcode as plain text |
| {eventname} | The name of the event |
| {uploadlink} | A clickable link to the speaker's personal upload page |
| {uploadlinks} | A clickable link to the speaker's personal upload page, followed by a list of the recipient's presentations |
| {presentations} | A list of the recipient's presentations |
| {presentationemails} | Email upload links. Clicking one opens the recipient's mail client with a pre-addressed file-submission email. If the speaker attached their file and sends the email, that file will be uploaded to the presentation. |
| {moderatorlink} | The moderator's personal page link, for moderators only |
| {sessions} | A list of the recipient's sessions, for moderators only |
| {custom:person:field_id} | The value of a custom Person data field. Replace field_id with the field's ID. |

## Sending a Test Email

1. With the template open in the editor, click Receive Test.



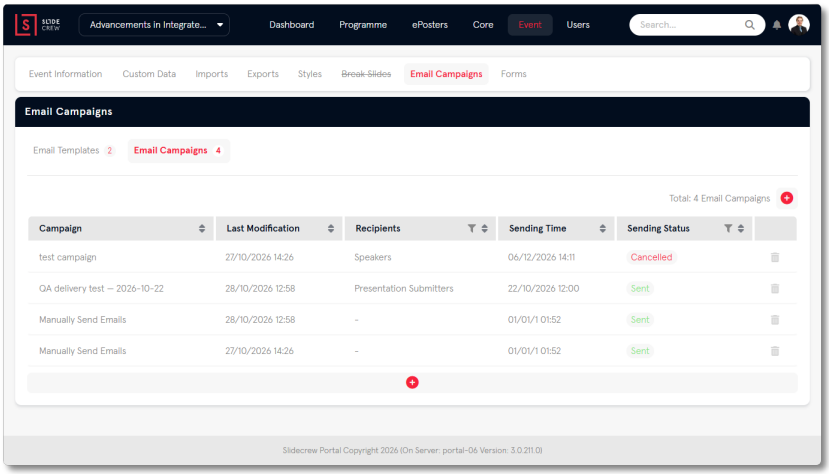

Slidecrew sends the email to the address on your logged-in account. Some tags may not work in test emails. For example, your speaker upload page will not have any presentations shown, as Staff cannot be allocated to presentations as speakers.

# Running an Email Campaign

Each campaign sends one template to the recipients you choose, at the time you set. Campaigns are created and managed on the **Email Campaigns** tab, which lists every campaign with its recipients, sending time and **Sending Status**.

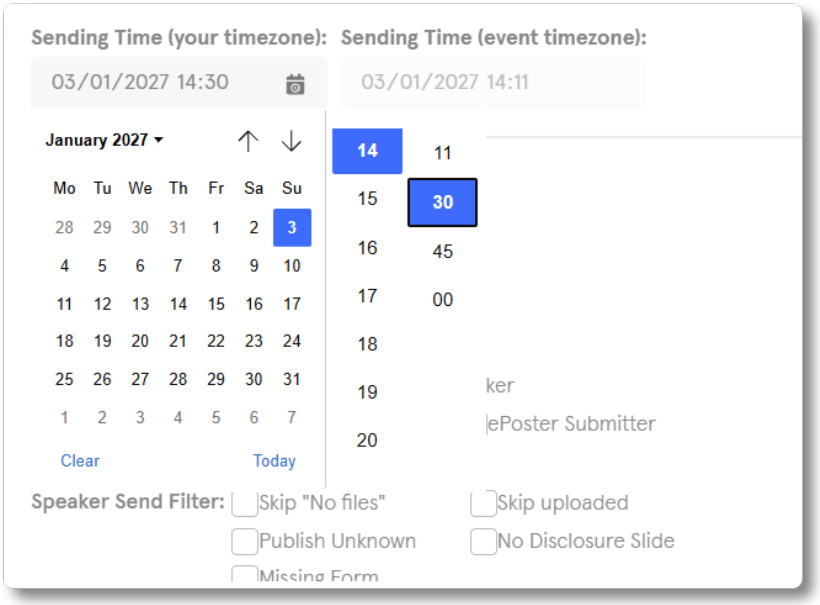
**Saving a campaign schedules it.** There is no separate schedule step, so check the planned recipients before you click **Save**. If the sending time is now or in the past, sending starts immediately.

## Configuring a Campaign



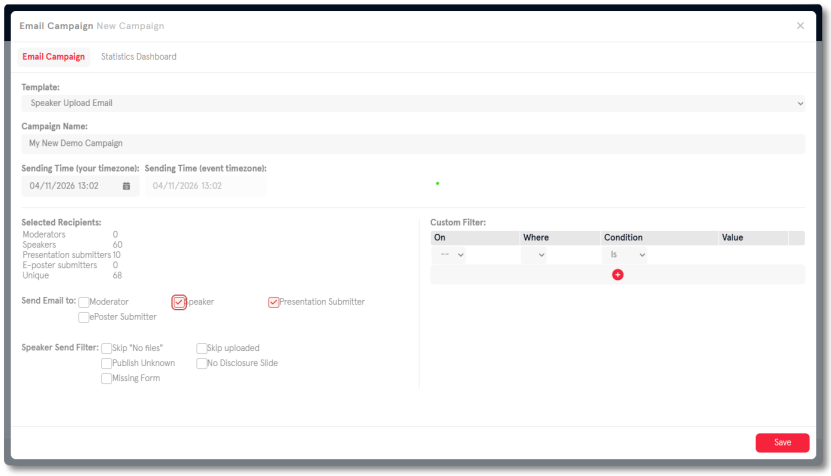

1. Navigate to **Event → Email Campaigns** and click the **Email Campaigns** tab.

2. Click the ⊕ button, at the top right of the table or below it. The campaign opens as a pop-up titled **New Campaign**, with two tabs: **Email Campaign** and **Statistics Dashboard**.
3. Select the template from the **Template** dropdown.
4. Complete the **Campaign Name** field.
5. Set **Sending Time (your timezone)** with the calendar. The event timezone time is shown beside it.




6. Under **Send Email to**, tick **Moderator**, **Speaker**, **Presentation Submitter**, **ePoster Submitter**, or a combination. The Selected Recipients area shows a separate total for each role, as well as the unique-recipient total. A person selected under more than one role, for example a speaker who is also a presentation submitter, receives the email once.
7. Apply any Speaker Send Filters or custom data filters needed.
8. Open the **Statistics Dashboard** tab and check the planned recipients. See Reviewing planned recipients.
9. Click **Save** to schedule the campaign.

## Speaker Send Filters




| Filter | Who it excludes |
|---|---|
| Skip “No files” | Skips speakers who are only assigned to presentations of the “No Files” type. If a speaker has normal as well as No Files type presentations, they will still receive the email. |
| Skip uploaded | Skip speakers who have already uploaded at least one file |
| Publish Unknown | Send to speakers who have not set a publish permission on at least one file |
| No Disclosure Slide | Speakers whose files have no disclosure slide detected |
| Missing Form | Speakers with at least one outstanding form |

## Custom Data Filters

Email campaigns can also be filtered using custom data fields.

The **Custom Filter** table is on the right of the **Email Campaign** tab. At first, the table is blank except for the red plus button.

To add a custom data filter:

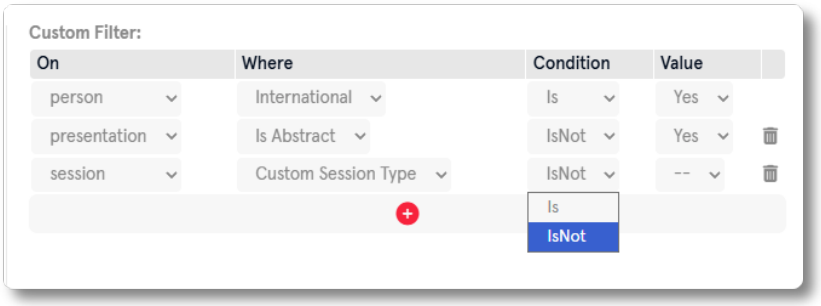
1. Click the red plus button in the **Custom Filter** table.
2. Complete the filter row.
3. Add more filter rows if needed.
4. Click **Save** when the campaign settings are correct. Saving schedules the campaign.

Each custom filter row has four fields:

| Field | What to select |
|---|---|
| **On** | Select the custom data category: **Person**, **Presentation**, **Session**, **File**, or **Room**. |
| **Where** | Select the specific custom data field. |
| **Condition** | Select **Is** or **Is Not**. |
| **Value** | Select the value to filter by. |

The **Value** dropdown depends on the custom data field type:

- For **Text** fields, the dropdown shows text values that have already been entered for that custom data field.
- For **Number** fields, the dropdown shows numbers that have already been entered for that custom data field.
- For **Yes/No** fields, the dropdown shows **Yes** and **No**.




For example, if at least one presentation has `Keynote` entered in a Presentation custom data field, `Keynote` appears as a value option for that field.

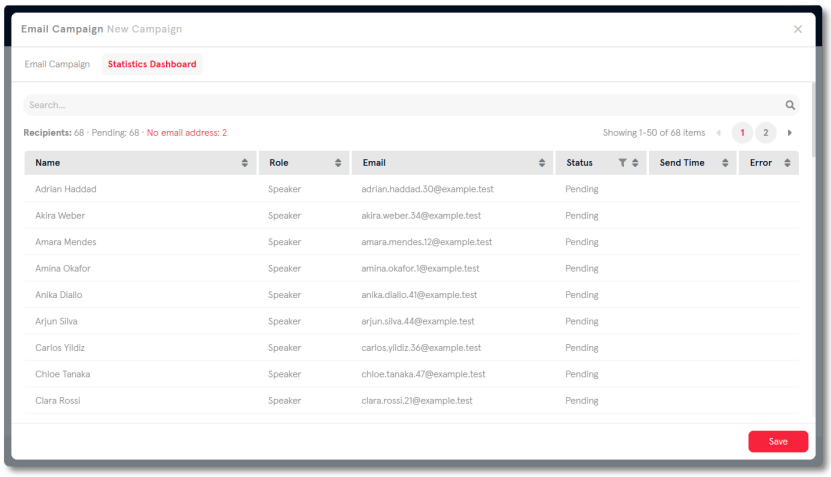
To remove a custom filter, click the 🗑 at the right end of the filter row.

Multiple custom filters can be added to the same campaign. Check the selected recipients count and the **Statistics Dashboard** before saving the campaign.

## Reviewing planned recipients

Before saving the campaign, open the **Statistics Dashboard** tab to see the planned recipients. Use the search bar to find a person; long lists are split into pages. The table updates as you change the selected recipient roles, speaker send filters, or custom data filters, so you can check who is currently included.

The summary above the table shows the total number of **Recipients**, how many are **Pending**, and how many have **No email address**.




| Column | What it shows |
|---|---|
| Name | Recipient name |
| Role | The role that included the person in the campaign |
| Email | Recipient email address |
| Status | Pending before sending, followed by the latest tracked campaign status |
| Send Time | When the email was sent. This is blank while the campaign is still planned |
| Error | Error detail if the email could not be sent |

## Scheduling a Campaign

1. Confirm you have the correct configuration for recipients, send filters and custom data.
2. On the **Statistics Dashboard** tab, check that the intended people are included.
3. Click **Save**.

Saving schedules the campaign. If the sending time is set to now or in the past, the campaign starts immediately. Otherwise, it runs at the scheduled time.

## Editing, Cancelling or Removing a Campaign

While a campaign is scheduled, you can open it from the **Email Campaigns** tab, change it and click **Save**. The **Template** cannot be changed once the campaign is scheduled. Once a campaign has been sent or cancelled, it can no longer be edited.

Campaigns cannot be paused. To stop or remove a scheduled campaign, open it and use one of these buttons. Each asks you to confirm.

- **Cancel**
  Stops all remaining emails. A cancelled campaign cannot be restarted.

- **Remove**
  Removes the campaign. Only a scheduled campaign that has not started sending can be removed. For a sent or cancelled campaign, **Remove** and the 🗑 in its table row are greyed out.

## Monitoring Campaign Results

The **Sending Status** column on the **Email Campaigns** tab shows each campaign's progress. To see individual recipients, open the campaign and click the **Statistics Dashboard** tab. The same recipient table used while planning the campaign remains available after it has been scheduled. The **Status**, **Send Time**, and **Error** columns update as the campaign runs.

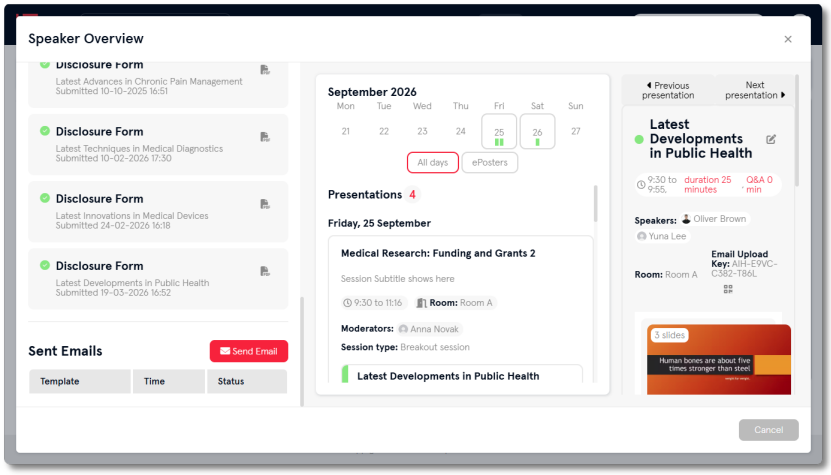
## Campaign status values

The Status column shows the most recent tracked interaction for each recipient. Statuses are updated as changes happen.

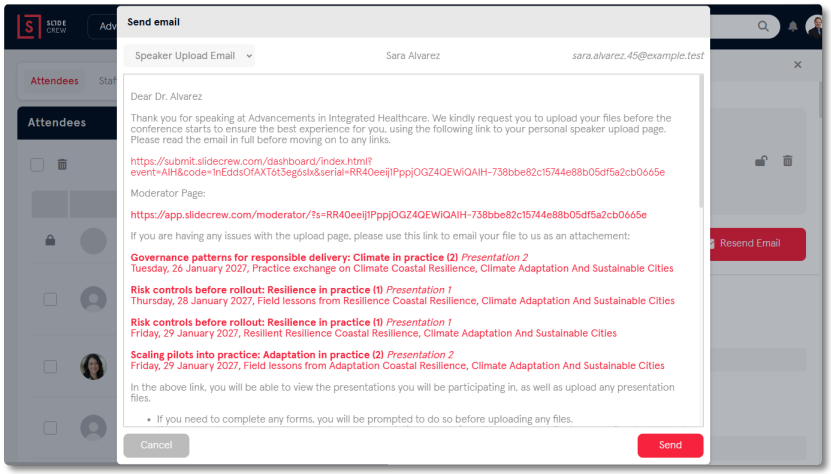
| Status | What it means |
|---|---|
| Pending | The email has not been sent yet |
| Sent | The email was delivered to the recipient's inbox |
| Opened | The recipient opened the email. This is detected via a tracking pixel that loads when the email is viewed. Some email clients and security filters block tracking pixels, so the open count is an estimate rather than a precise figure |
| Clicked | The recipient clicked their upload link and the upload page loaded. This is the most reliable status, as it requires an active action from the recipient |
| Bounced | The email could not be delivered. This is typically because the email address is invalid or the recipient's inbox rejected it |
| Missing Info | The email could not be sent because required information was missing. For example, no email address on the recipient's account |

# Sending an Email to an Individual Speaker

You can send an email to an individual speaker directly from the Speaker Overview Page, without creating a campaign.




1. Open the Speaker Overview Page for the speaker by searching for them in the Top Menu Search Bar.
2. Locate the Sent Emails section at the bottom of the left column.
3. Click Send Email.
4. Select a template from the dropdown at the top left of the **Send email** pop-up. The pop-up shows a preview of the email as the recipient will receive it.
5. Click **Send**.

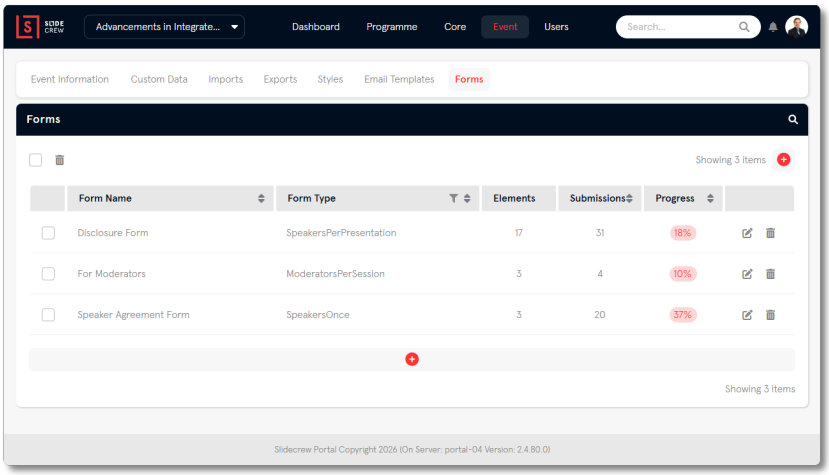



**Resend email** in the attendee sidebar opens the same **Send email** pop-up.

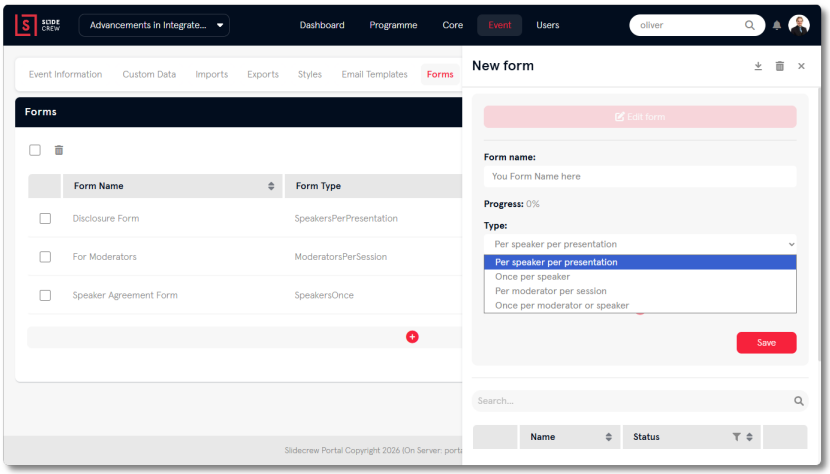
Emails sent this way are recorded on the **Email Campaigns** tab, in a campaign named **Manually Send Emails**. Open it and click **Statistics Dashboard** to see each email's status.

# Creating and Managing Forms

Forms let you collect signatures, disclosures, or other responses from speakers and moderators. Once created, they appear on the speaker upload page or the moderator page, depending on the form type.

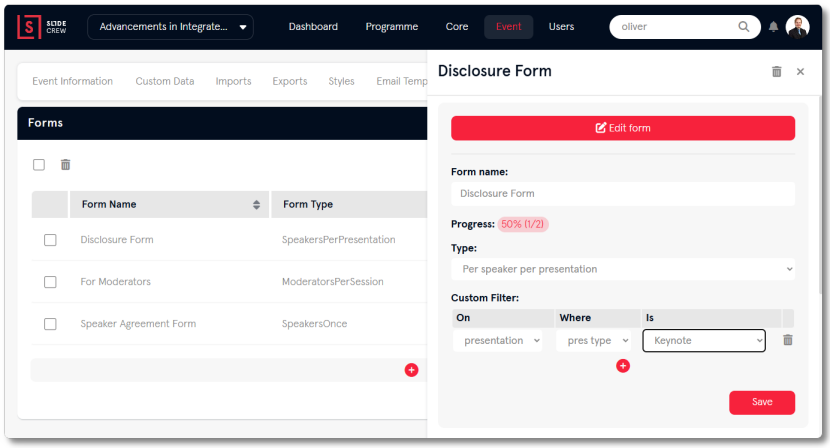



## Creating a Form




1. Navigate to Event in the top menu.
2. Click Forms.
3. Click the ⊕ button.
4. Enter a Form name.
5. Select a Type from the available options.
6. Click Save.

Once the form has been saved, the Edit Form button and Custom Filter table become active.



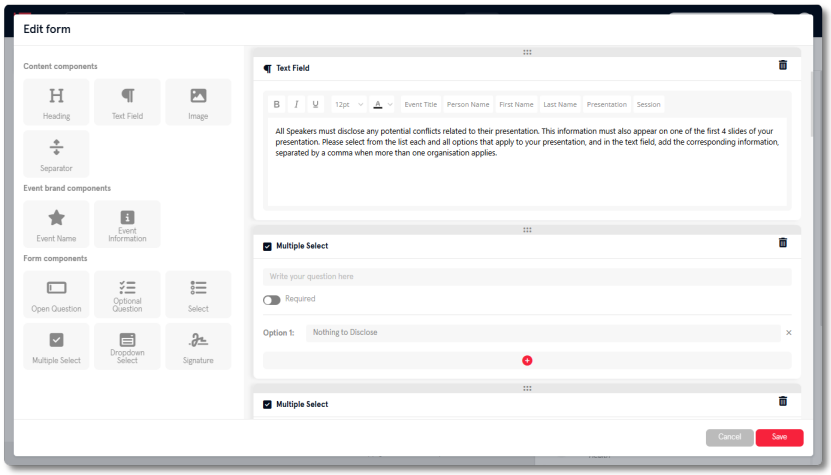

## Form Type Options

| Type | Who receives it and when |
|---|---|
| Per speaker per presentation | Each speaker sees the form once for each of their presentations |
| Once per speaker | Each speaker sees the form once, regardless of how many presentations they have |
| Per moderator per session | Each moderator sees the form once for each of their sessions |
| Once per moderator or speaker | Each person sees the form once |

ePoster Submitters are treated as Speakers for form assignment.

## Editing a Form

1. With the form selected in the Forms list, click Edit Form.
2. The Form Editor opens as a pop-up.
3. Drag blocks from the left panel into the editing area on the right.
4. Click Save.




## Form Block Types

Blocks are dragged from the left panel of the Form Editor into the editing area on the right. They fall into three groups: content, event brand, and form components.

### Content components

| Block | What it does |
|---|---|
| Heading | A text heading. Set to either H1, H2 or H3 |
| Text Field | A rich text block supporting bold, underline, italics, and font size. Supports tags: {eventname}, {fullname}, {firstname}, {lastname}, {presentation}, and {session} |
| Image | An uploaded image. Adjust alignment and scale after inserting |
| Separator | A visual divider. Choose between a line, white space, or a page break |

## Event brand components

| Block | What it does |
|---|---|
| Event Name | Displays the event's full name as a heading. Set to H1, H2 or H3 |
| Event Information | Displays the event location, organising company, website, and start and end dates |

## Form components

| Block | What it does |
|---|---|
| Open Question | A question with a free-text answer field. Required by default |
| Optional Question | Same as Open Question, but not a required field |
| Select | A single-select multiple-choice question |
| Multiple Select | A multiple-choice question where more than one answer can be selected |
| Dropdown Select | A single-choice question presented as a dropdown list |
| Signature | A field for the recipient to write their signature |

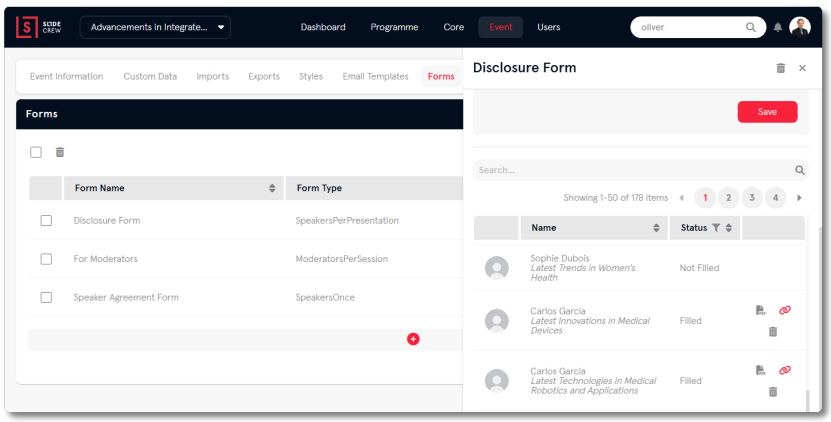
## Filter Which Attendees Receive a Form

By default, a form is sent to all attendees of the selected type. To narrow the audience:

1. With the form selected, locate the Custom Filter table.
2. Click the ⊕ button to add a filter row.
3. Set the On, Where, Condition, and Value columns for each row.
4. Click Save.

## View and Manage Form Submissions

1. Click the form in the Forms list to open its sidebar.
2. The submissions table shows one row per submission.

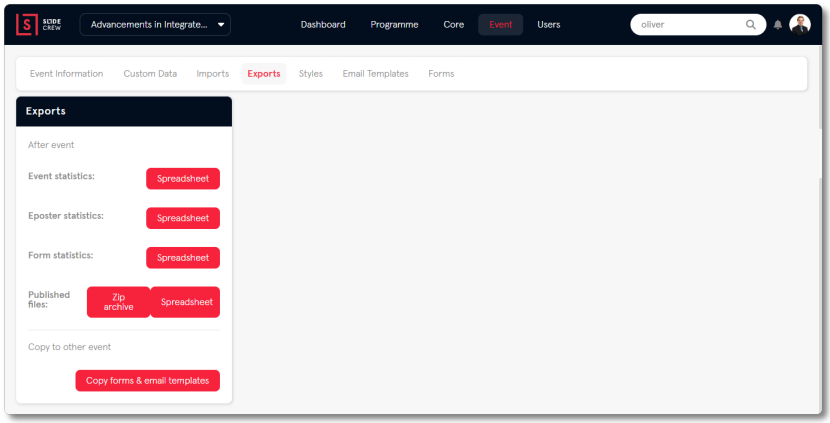


Each row includes three buttons:

- PDF to download the submission as a PDF
- Link to open the submission in a new tab
- Delete

### Export Form Results

1. Navigate to Event → Exports.
2. Under Form statistics, click Spreadsheet.

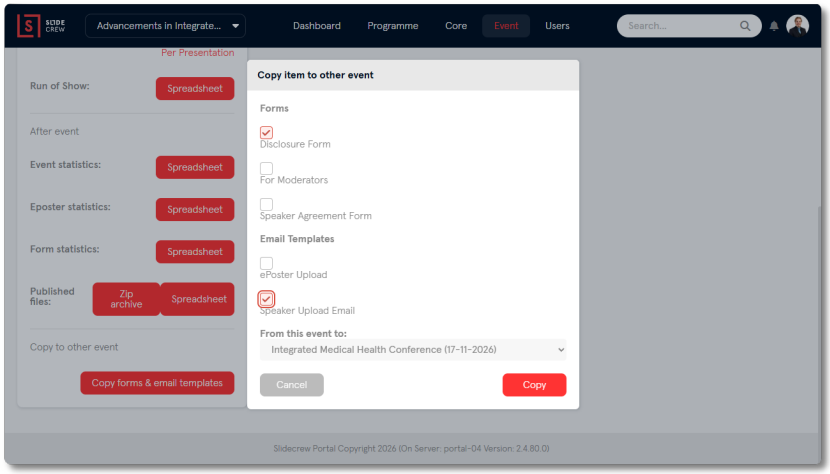



The download includes one sheet per form, with one row per submission.

## Copying Forms and Email Templates to Another Event

If you want to reuse forms or templates in a future event, you can copy them directly.

1. Navigate to Event → Exports.
2. Scroll to the Copy to other event section.
3. Click Copy forms & email templates.

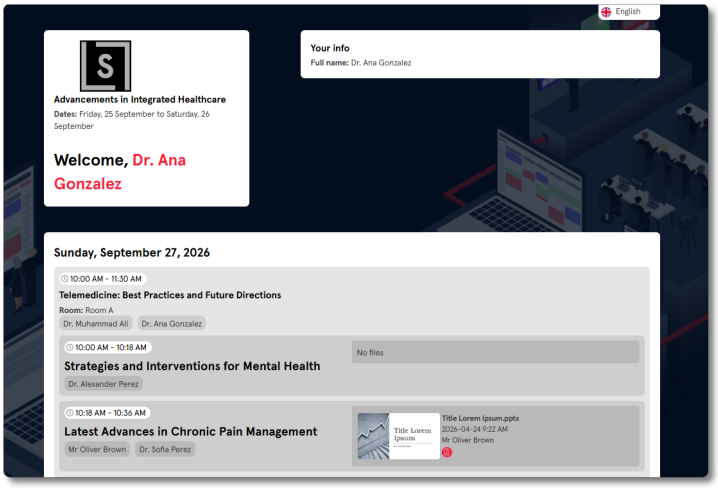


4. Select the items you want to copy.
5. Select the destination event.
6. Click Copy.

This option is only available to Admin and Organiser users.

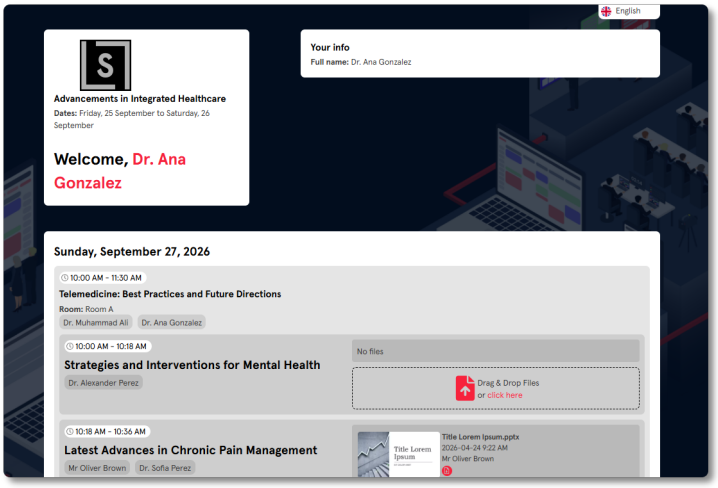
## The Moderator Page

The moderator page is a personal overview page for each moderator, accessed through a link. It is not a portal login and does not require a Slidecrew account. The link is generated using the {moderatorlink} tag in an email template.




The page shows all sessions the moderator is assigned to, with presentations listed under each one. For each presentation, a PDF preview is available for any uploaded file.

If the “Moderators can upload on behalf of speakers” setting is enabled in the upload page settings, an upload area also appears for each presentation. This allows moderators to submit files directly.




The page has two states, depending on that setting:

| State | What moderators can do |
| --- | --- |
| Default (upload disabled) | View sessions and presentations, and download PDF previews |
| Upload enabled | View sessions and presentations, download PDF previews, and upload files for any presentation in their sessions |

---

## Related Pages

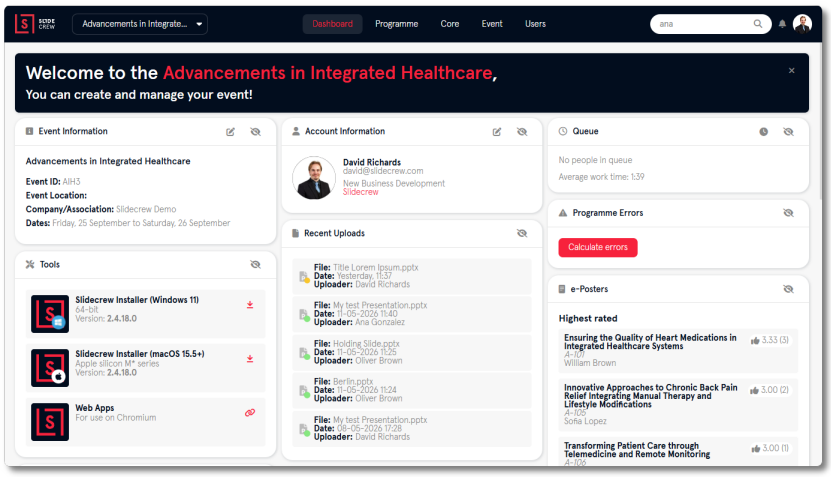
- 6.6 Configuring Your Event Settings
- 6.9 Uploading and Managing Presentation Files
- 6.8 Adding and Managing Users
- 6.18 The Speaker Journey
- 6.17 Sharing Presentation Files After Your Event

# 6.11 Monitoring Your Event

This section explains how to use the Dashboard, Programme Errors, file-progress views, and on-site status tools to monitor your event before and during delivery.

## How the Dashboard Works

The Dashboard is made up of widgets that update in real time. Each widget shows a different part of event activity. Which widgets you see depends on your role, so not every user sees the same set.

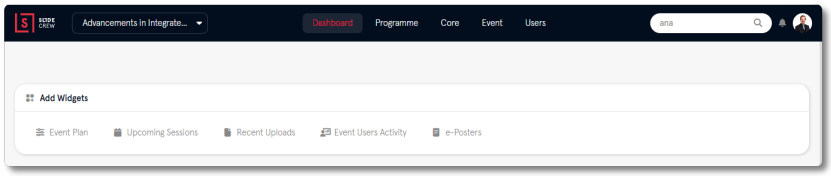



A welcome banner appears at the top when you first open an event. You can dismiss it by clicking the × button.

## Customising Your Dashboard

To hide a widget you don't need:

1. Click Hide Widget on the widget you want to remove.




To restore a hidden widget:

1. Scroll to the bottom of the Dashboard.
2. Click Add Widgets.
3. Click the name of the widget you want to restore.

## Dashboard Widgets

The following widgets are available. Not all of them appear for every user role.

## Account Information

Shows the profile picture, name, email address, company name and job position for the logged-in account.

## ePosters

Shows ePoster engagement data in four sections: Highest rated, Most rated, Longest viewed, and Most viewed. This widget only appears for events that include ePosters.

## Event Days

Lists the dates of your event. Click any date to jump to that day on the Programme page.

## Event Information

Shows the event name, Event ID (short name) and event dates.

## Event Plan

Shows the rooms, days, and ePosters included in your purchased plan. It also shows a warning if you have gone over your allocation.

## Event Users Activity

Shows the most recent entries from the event activity log. Only visible to Admin and Organiser users. Includes an All Activity button. See Viewing the Full Activity Log below.

## Presentation Progress

Shows colour-coded progress bars for presentations and ePosters. Green represents checked files, yellow represents unchecked files, and red represents presentations with no uploaded files.

## Programme Errors

Shows a summary of programme errors in four categories. Errors are not calculated automatically. Click Calculate errors to run the check. Click any category to open the Programme Errors tab. See 6.5 Managing Your Programme Data for how to resolve them.

## Queue

Shows the current Speaker Ready Room queue, including each person's status and average work time at stations. If the queue is empty, it shows No people in queue. See 6.14 Setting Up the Speaker Ready Room for queue management.

## Recent Uploads

Shows the five most recently uploaded presentation files, including filename, upload date, and uploader name.

### Statistics

Shows key event metrics, including session, presentation, file, and speaker counts, file type breakdown, and upload origin data. The export link opens the Exports tab.

### Tools

Shows download links for the Slidecrew App Launcher and Web Apps. Available to Admin, Organiser, and Technician users.

| Download | Notes |
|---|---|
| Slidecrew Installer (Windows 11) 64-bit | The App Launcher for Windows devices |
| Slidecrew Installer (macOS 15.5+) | The App Launcher for macOS devices |
| Web Apps (For use on Chromium) | Opens the browser-based Web Apps pairing page |

### Upcoming Sessions

Shows the next five sessions across all rooms, including their times and room names.

### Upload Statistics

Shows file upload activity as graphs, broken down by upload method and by day. The legend items are interactive, so you can click them to filter the graph.

## Viewing the Full Activity Log

The Event Users Activity widget only shows recent entries. To open the full log:

1. Click All Activity in the Event Users Activity widget.

The Users Activity page opens and shows every logged action for the event.

## Users Activity Page Reference

| Column | What it shows |
|---|---|
| Date | When the action happened |
| Account | The user who performed it |
| Activity | A description of what was done |
| Subject | The item that was affected |
| Connections | Related items affected by the same action |
| Changes | Before and after values for fields that were changed, shown in red for the old value and green for the new value |

---

## Related Pages

- 6.5 Managing Your Programme Data
- 6.14 Setting Up the Speaker Ready Room
- 6.12 Connecting and Managing Devices
- 6.13 Setting Up and Managing ePosters
- 6.17 Sharing Presentation Files After Your Event

# 6.12 Connecting and Managing Devices

A device in Slidecrew is any computer running the Slidecrew App Launcher that has been paired to your event. Devices run conference room apps, Speaker Ready Room apps, and display screens.

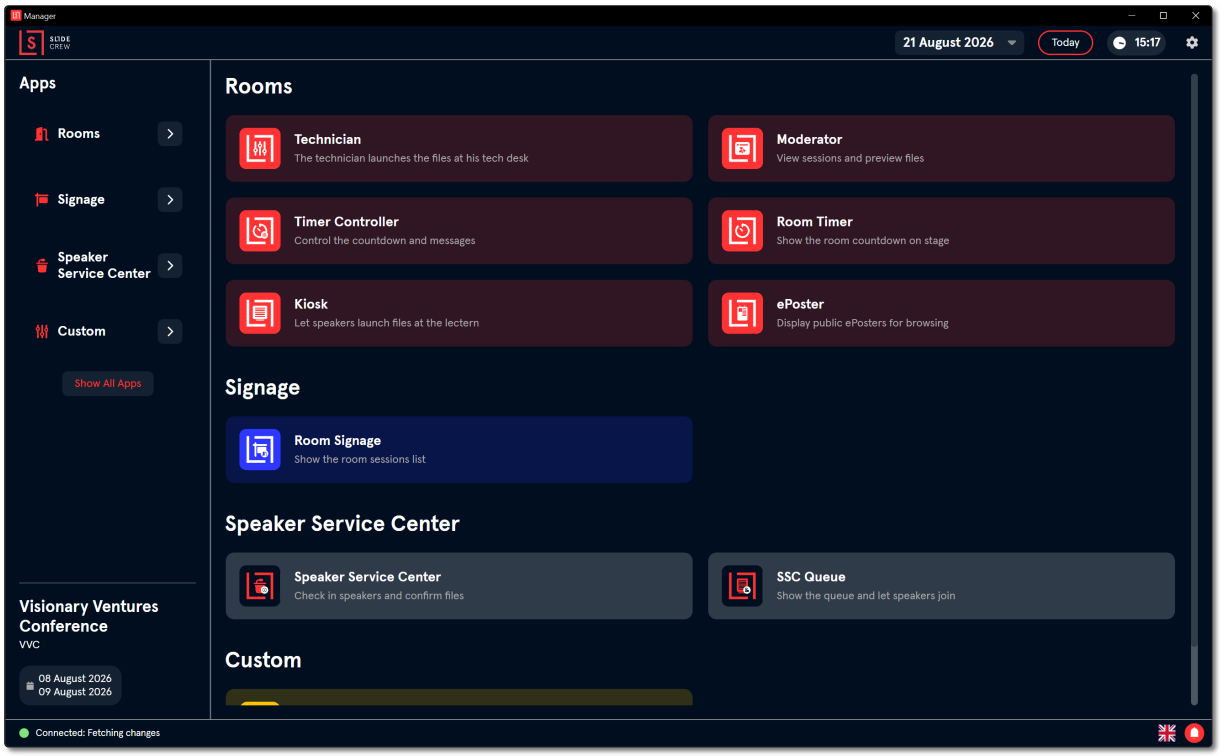
This section explains how to install the App Launcher, pair devices, manage them from the portal, configure the shared Settings pop-up, and use the Screen Matrix. App-specific setup is covered in 6.15 Setting Up Conference Rooms and 6.14 Setting Up the Speaker Ready Room.

## How Devices Work in Slidecrew

Each device runs one app at a time. The app you open on the device determines its role. For example, a device running the Technician App controls presentation playback, while a device running the Room Timer shows a countdown display.

Getting a device into Slidecrew takes two steps: install the App Launcher, then pair the device to your event through the portal.

## Slidecrew Apps Overview




The App Launcher groups its apps into four categories.

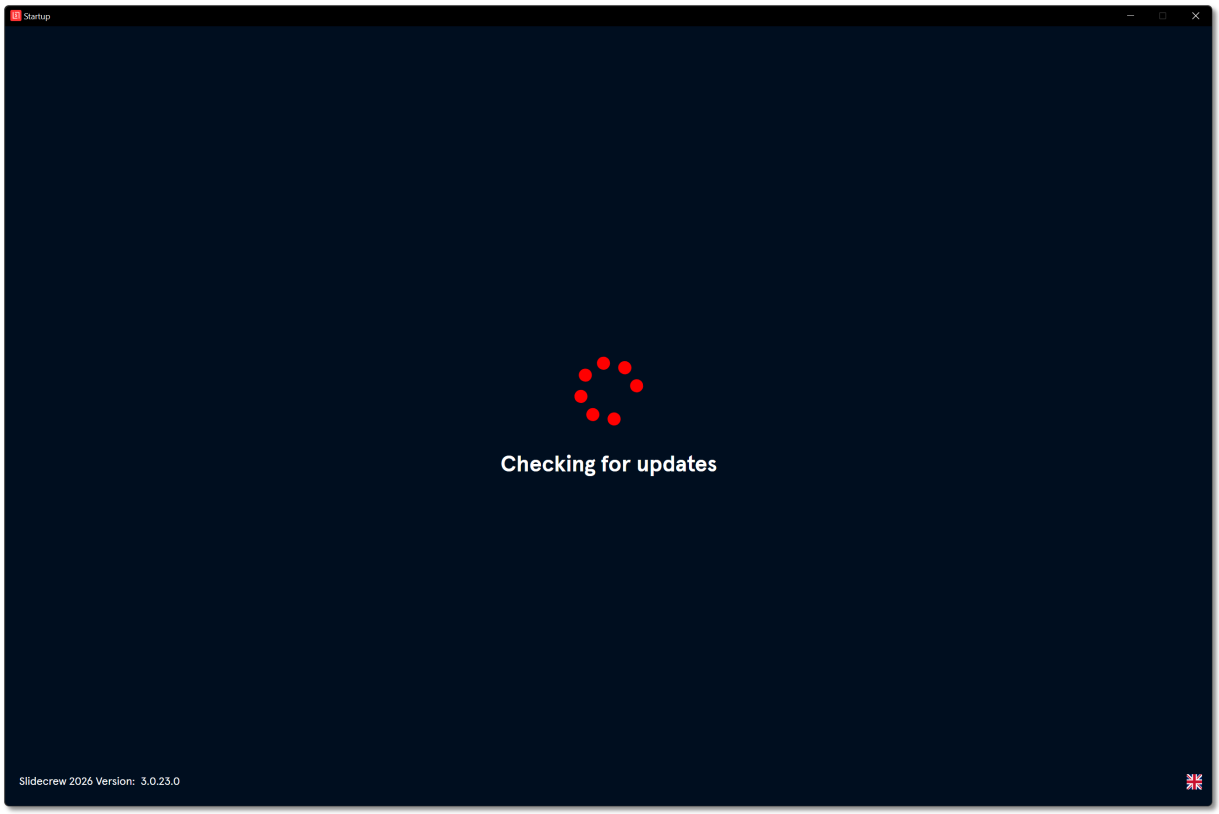
| Category | Apps available |
|---|---|
| Rooms | Technician, Kiosk, Moderator, Timer Controller, Room Timer, and ePoster App |
| Signage | Room Signage App |
| Speaker Service Center | Speaker Service Centre App and SSC Queue |
| Custom | Screen Matrix and any saved Screen Matrix presets |

The local caching server is temporarily unavailable. See Local caching server availability.

## Installing the Slidecrew App Launcher

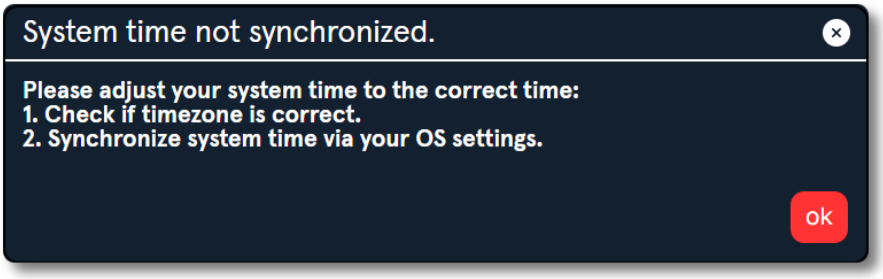
1. Navigate to the Dashboard.
2. Locate the Tools widget.
3. Click the download link for your operating system.
4. Run the installer and follow the on-screen instructions.

Once the App Launcher is installed, open it. The launcher first checks for updates.

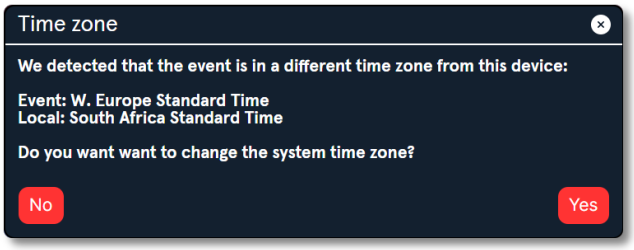


The pairing screen then appears with a six-digit code and a QR code. The device is ready to be paired.

Before opening the App Launcher, check that the device's system time and timezone are set correctly. If the system clock is out of sync, the App Launcher shows a **System time not synchronized** error on opening and will not connect. See 8. Troubleshooting if this happens.



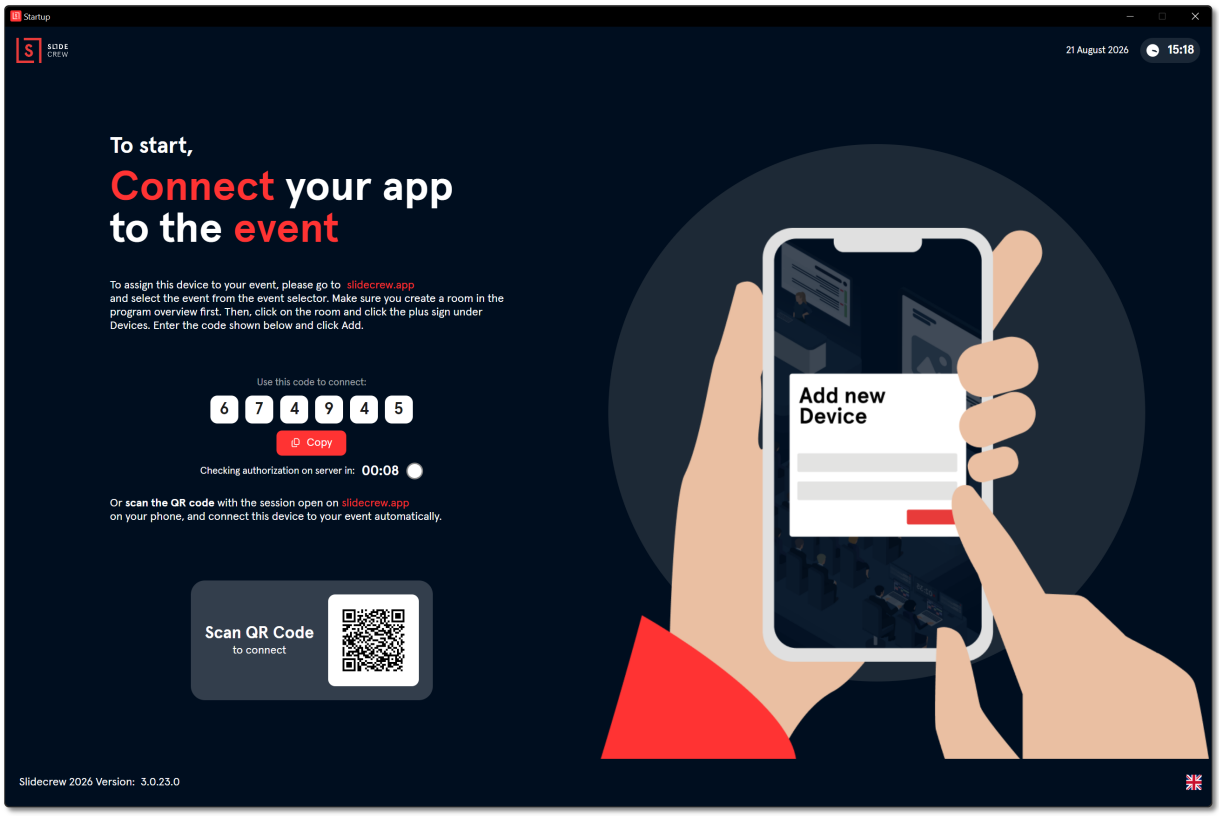

If the device timezone differs from the event timezone, the launcher displays a **Time zone** pop-up during pairing. It shows both timezones and asks whether the device's system timezone should be changed to match the event.



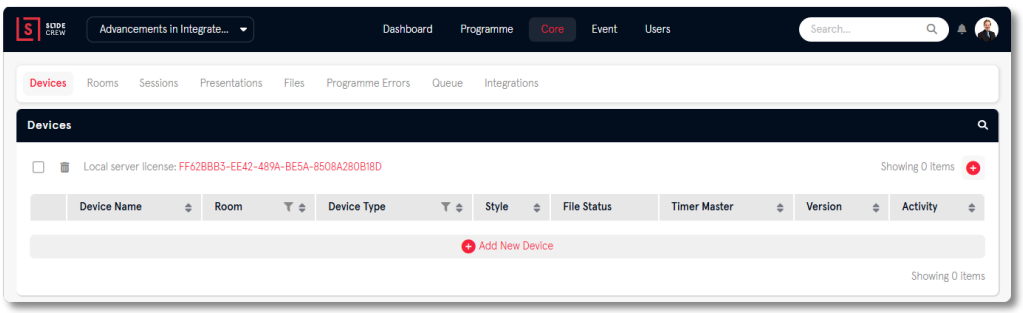

## Pairing a Device to Your Event

There are two ways to pair a device. Both lead to the same result.

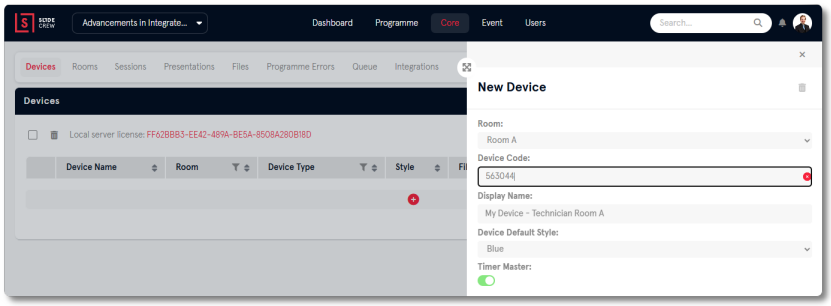
## Using the 6-digit Code




1. Open the App Launcher on the device and copy the six-digit code shown on the pairing screen.
2. In the portal, navigate to Core → Devices.
3. Click the red ⊕ button to open the New Device sidebar.




4. Paste the pairing code into **Device Code**.
5. Complete the remaining fields in the New Device sidebar, then click away from the last field to create and pair the device.




## Using the QR Code

1. Open the App Launcher on the device.
2. On the pairing screen, scan the QR code with a mobile device.
3. If you are not already logged into the portal on that device, log in first.
4. Once logged in, the portal opens to Core → Devices with the New Device sidebar already open and the Device Code field pre-filled.
5. Complete the remaining fields, then click away from the last field to create the device.

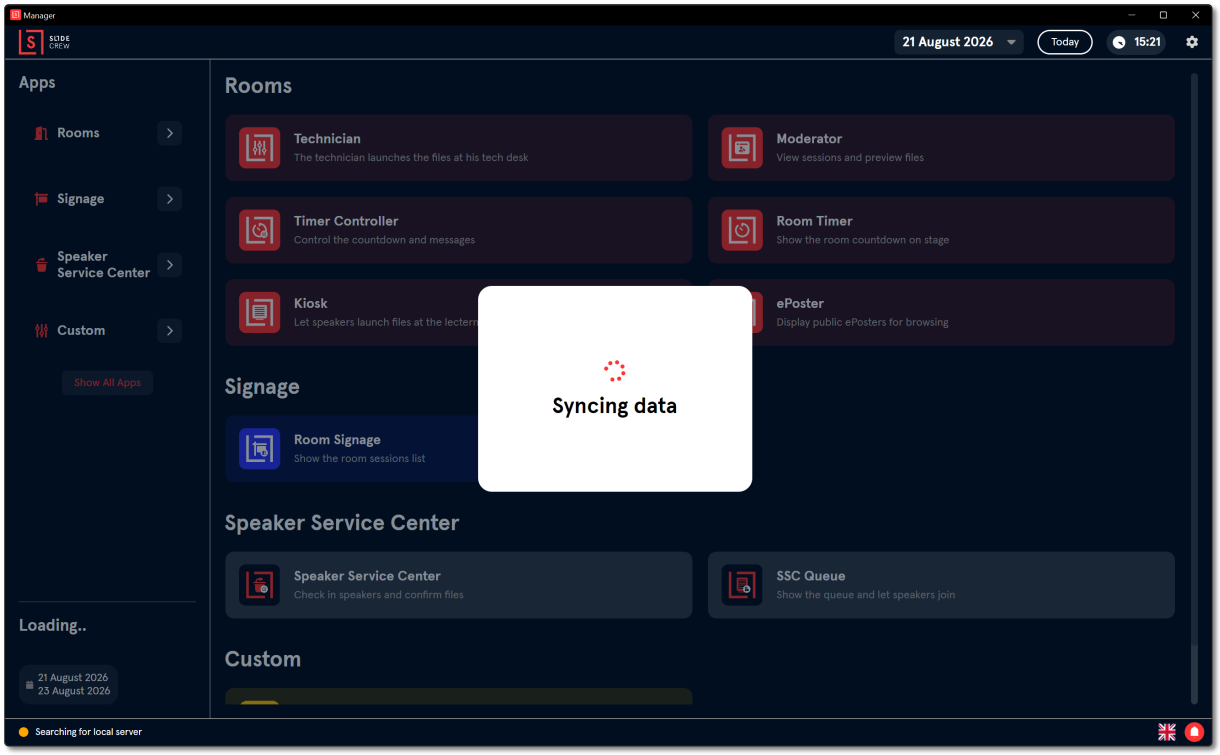
## New Device Fields

| Field | Notes |
|---|---|
| Room | The room this device is assigned to |
| Device Code | The six-digit code shown on the App Launcher pairing screen. Pre-filled when pairing by QR code. |
| Device Name | The name this device will use in the Devices list |
| Device Default Style | The Style applied to apps on this device. |
| Timer Master | When enabled, launching a presentation on this device starts the room timer automatically. Off by default. |

There is no Save button. Clicking away from the last field creates the device automatically.

### After pairing: syncing data

Once the device has been paired, the App Launcher opens the app selector and displays a **Syncing data** pop-up while it loads the event information.

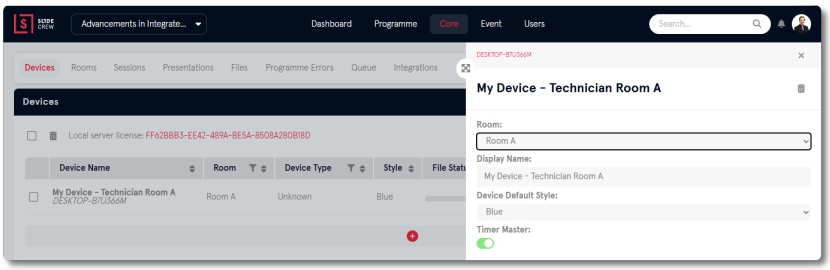



When syncing is complete, the pop-up closes and the app selector is ready to use.

## Managing Devices in the Portal

### Editing a Device

1. Navigate to Core → Devices.
2. Click the device row.
3. Update the fields in the sidebar.
4. Click away to save.



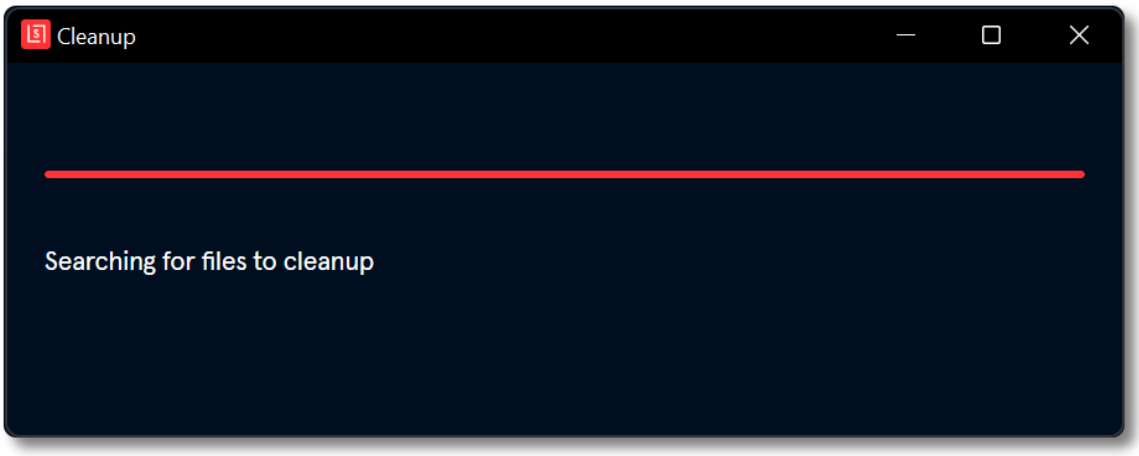
## Device List Columns

| Column | What it shows |
|---|---|
| Device Name | The name assigned during pairing |
| Computer Name | The device name used by the operating system |
| Room | The room this device is assigned to |
| Device Type | The app currently running on the device |
| Style | The assigned Device Style |
| File Status | A progress bar and fraction showing files downloaded versus total expected, for example 45/60 |
| Timer Master | True or false, sets whether a presentation opened from this devices triggers the Room Timer |
| Version | The installed App Launcher version |
| Activity | Time since the device was last active, with a green dot for connected or red dot for disconnected |

## Deleting a Device

1. Navigate to Core → Devices.
2. Tick the checkbox on the row or rows you want to remove.
3. Click Delete Selected.

The App Launcher on that device is unpaired automatically and returns to the pairing screen.



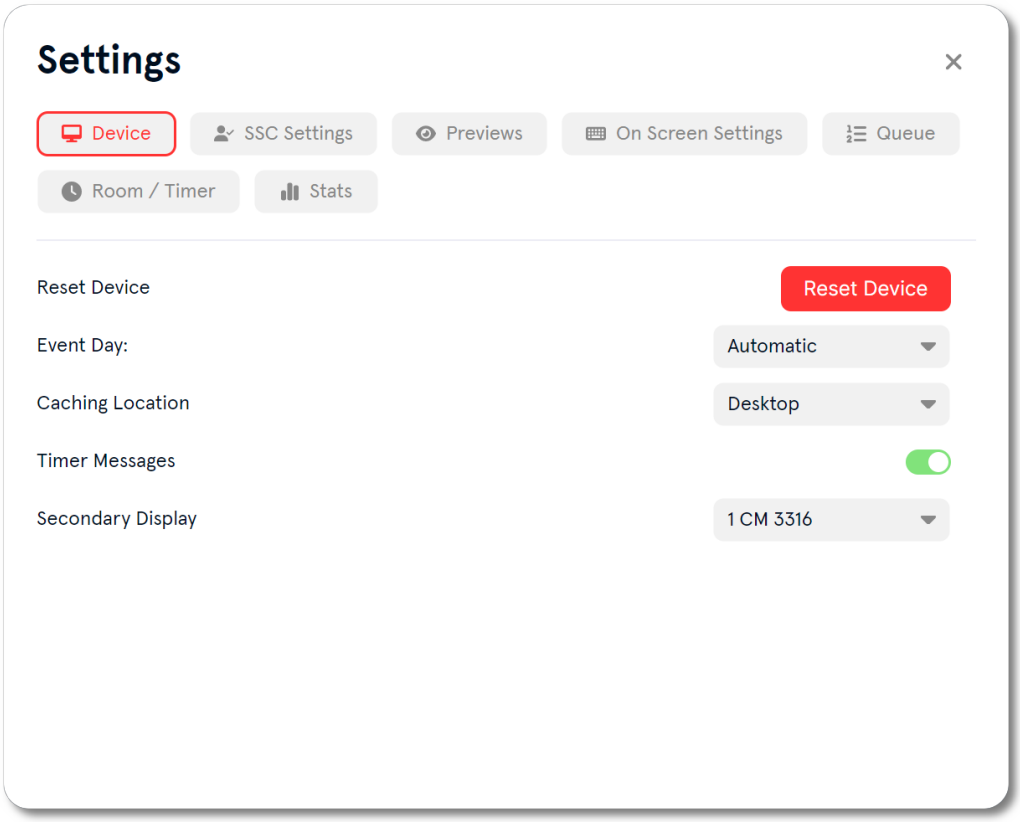

When a device is deleted from the portal, or the device is reset from the App Launcher, it will first clean up any presentation files downloaded for that event before returning to the pairing screen.

## Configuring App Launcher Settings

Click the gear icon at the top right of the app selector to open **Settings**. Settings now opens as a pop-up instead of a sidebar. The same pop-up is used across the App Launcher apps.

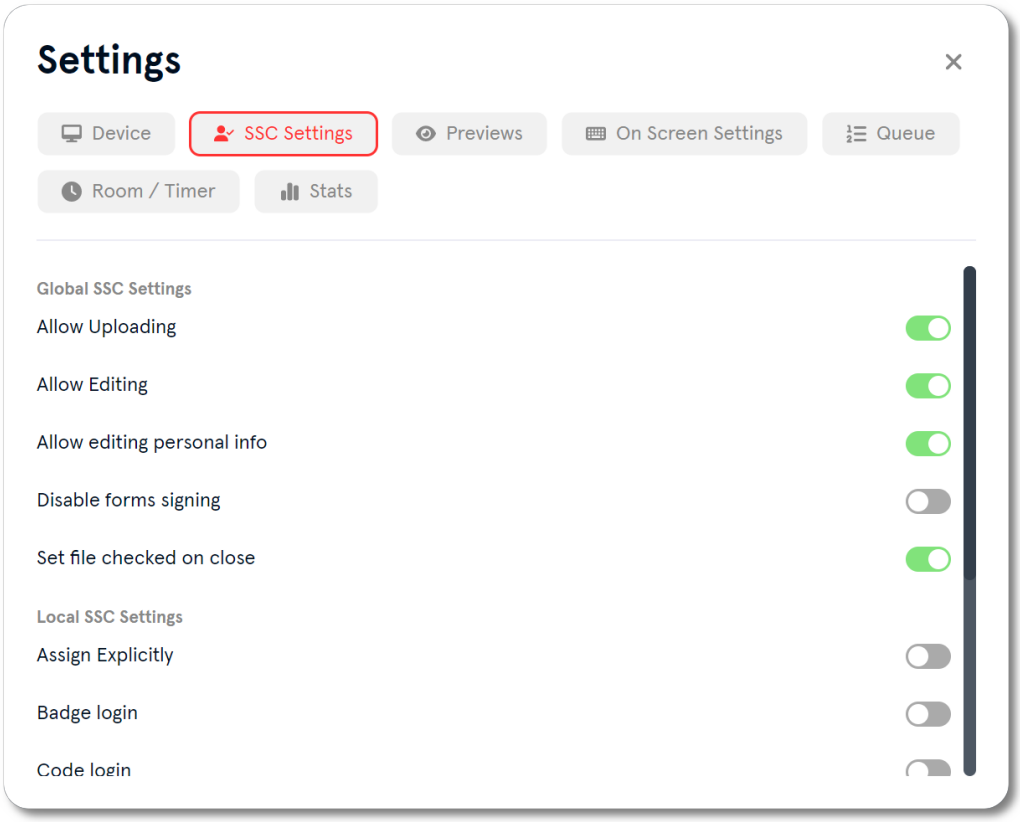
The pop-up has seven tabs. Some settings apply to the whole device, while others control a particular app or workflow.

## Device settings



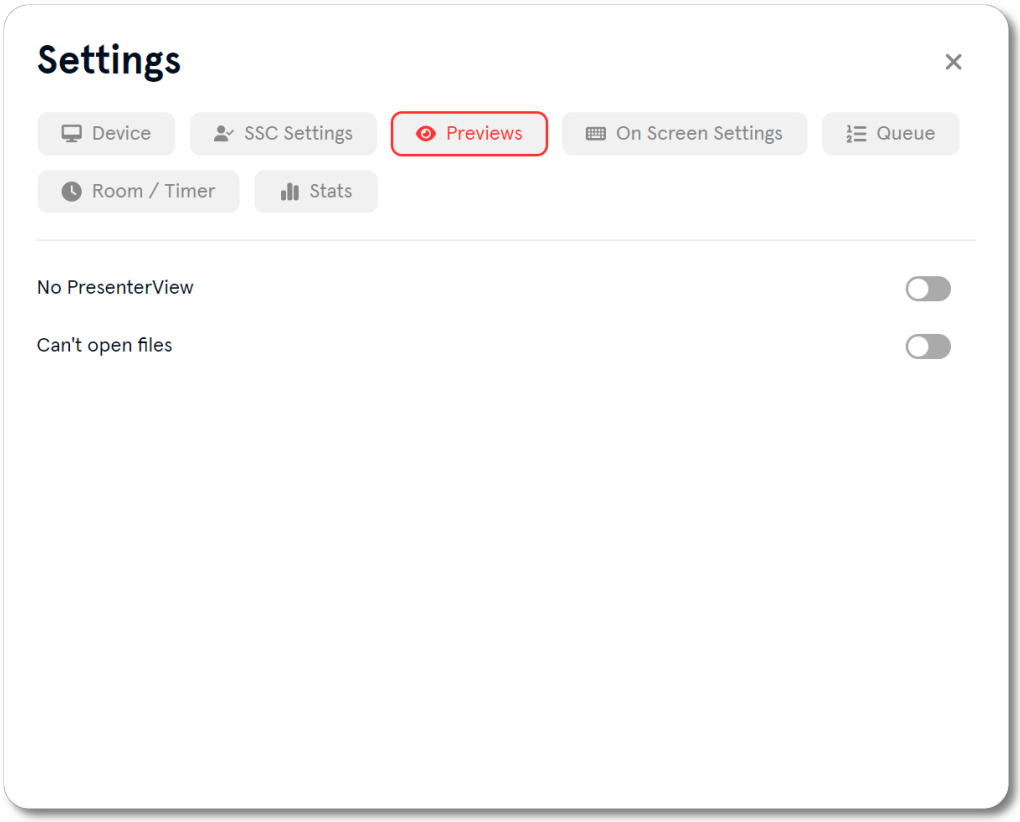

| Setting | Notes |
|---|---|
| Reset Device | Unpairs the App Launcher and returns it to the pairing screen |
| Event Day | Overrides the current event day, or uses the device date when set to **Automatic** |
| Caching Location | Selects where downloaded files are stored locally |
| Timer Messages | Controls whether messages sent from the Timer Controller appear on the device |
| Secondary Display | Selects the connected display to use as the device's secondary display |

## SSC settings



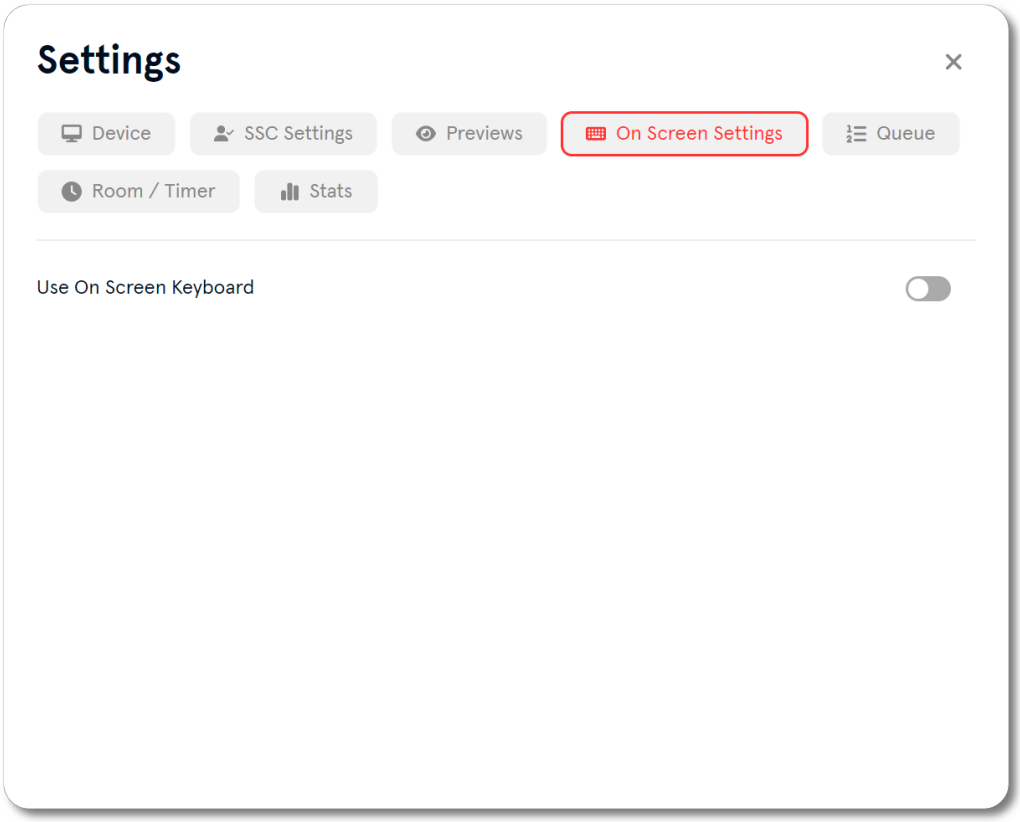

The **SSC Settings** tab contains the global and device-specific controls for Speaker Ready Room stations. See 6.14 Setting Up the Speaker Ready Room for the settings and workflow.

## Preview settings



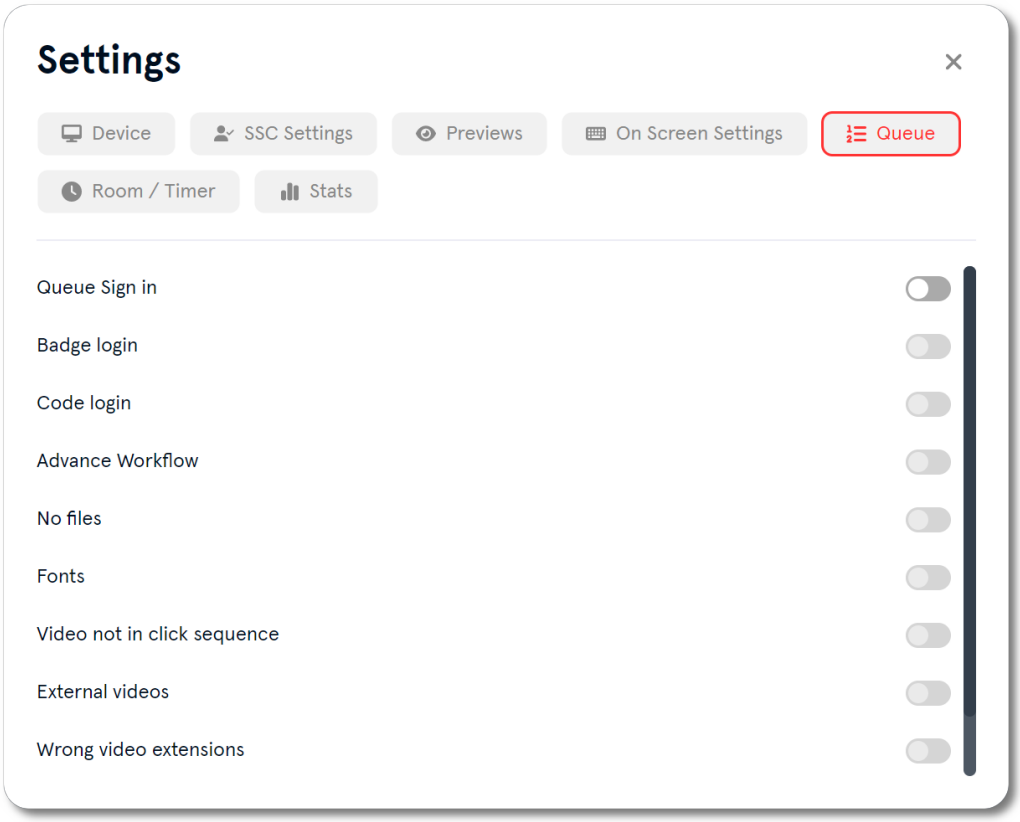

| Setting | Notes |
|---|---|
| No PresenterView | Opens files fullscreen without a separate presenter-notes view |
| Can’t open files | Prevents files from being opened from apps where file access can be restricted |

## On-screen settings



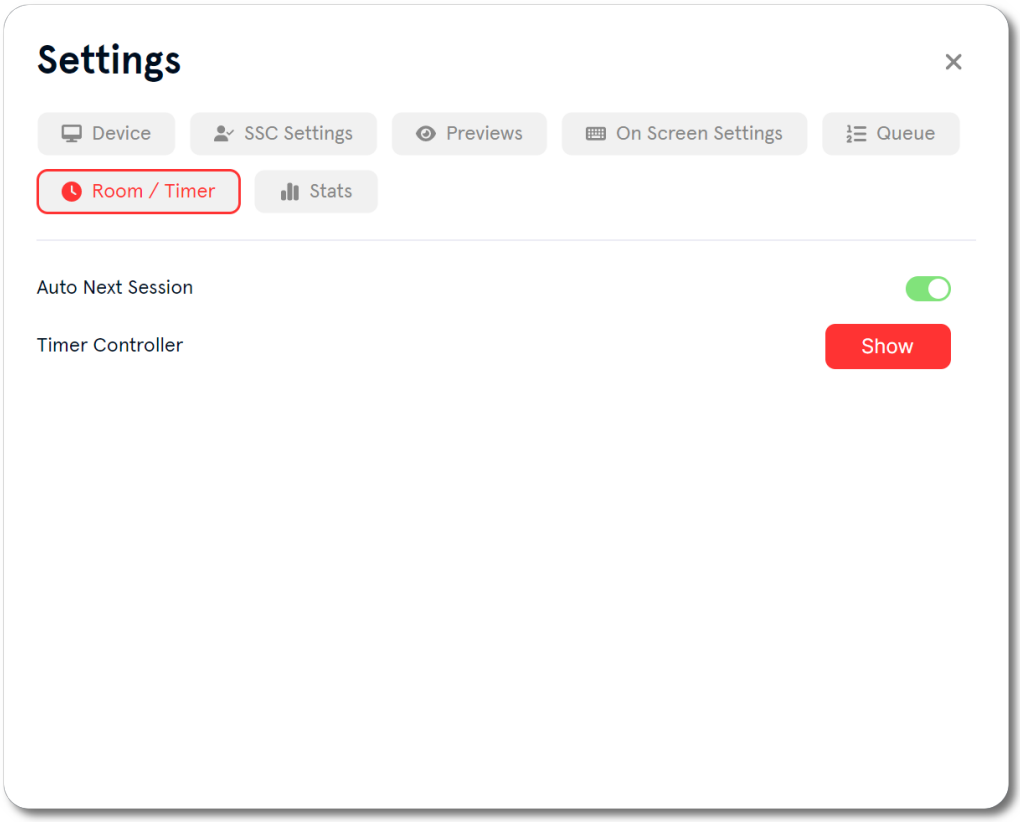

Use **Use On Screen Keyboard** to display a keyboard for text entry on touchscreen devices.

## Queue settings



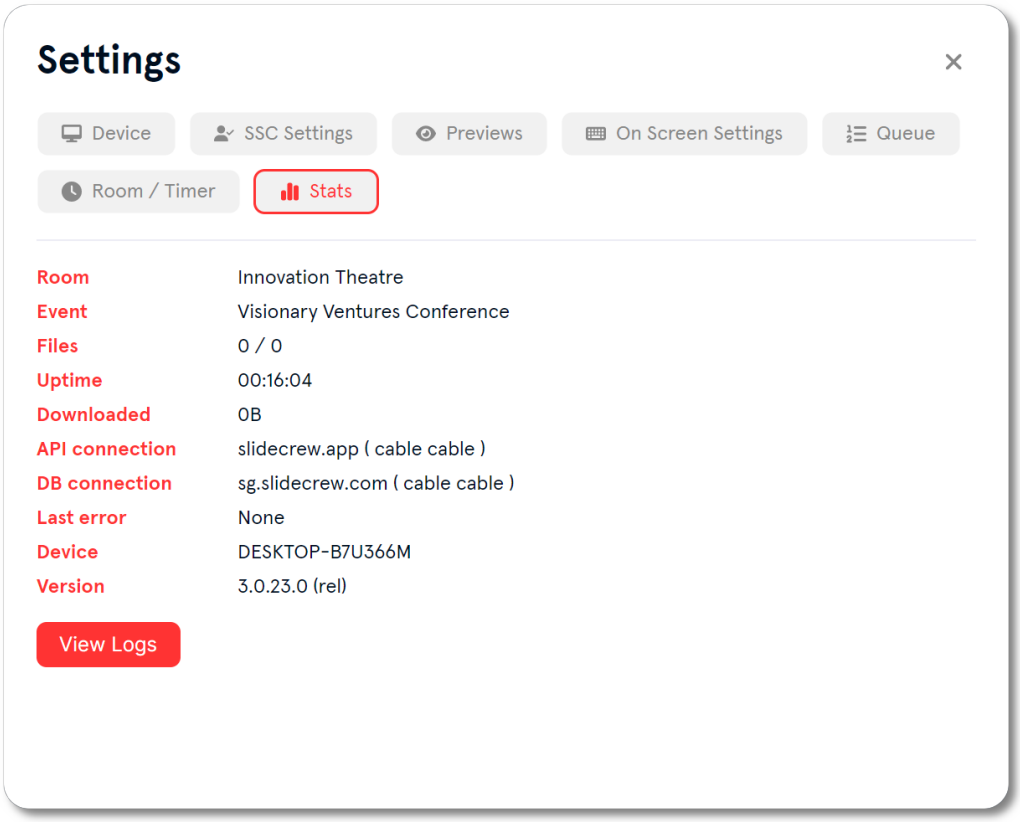

The **Queue** tab contains queue sign-in options and the file-issue categories used by the Speaker Ready Room queue workflow. See 6.14 Setting Up the Speaker Ready Room.

## Room and timer settings




| Setting | Notes |
|---|---|
| Auto Next Session | Changes the active session automatically at its scheduled start time |
| Timer Controller | Click **Show** to open the Timer Controller |

## Stats




The **Stats** tab shows the assigned room and event, file counts, uptime, downloaded data, connection information, the last error, computer name, and App Launcher version. Click **View Logs** to open the device logs.

### Updating the App Launcher

The App Launcher checks for updates when it starts. When an update is available, a number appears on the notification bell at the bottom right of the app selector.

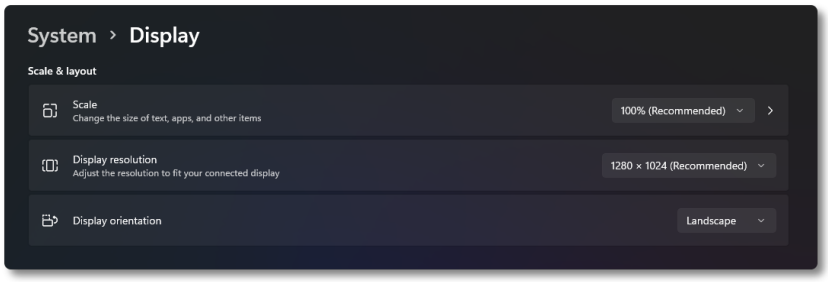
1. Click the notification bell.
2. Open the **New update available!** notice to view the changelog.
3. Click **Update**.

If the device asks for permission for the App Launcher to make changes, allow it. Once the update is complete, the launcher checks and syncs its data before returning to the app selector.

## Windows display scaling

On Windows, the size of the text and interface in every App Launcher app, including speaker information, follows the Windows display scale. Changes take effect immediately.

1. Open **Settings**.
2. Select **System → Display**.
3. Under **Scale & layout**, change **Scale**.




Increase the scale, for example to 150% or 200%, when a high-resolution screen makes the text too small to read from a distance. Reduce it when the screen is crowded and information such as speaker names is cut off.

## Local caching server availability

The local caching server is temporarily unavailable while its replacement setup is being completed. Do not plan to use local-server file delivery until its availability has been confirmed.

App Launcher devices currently need stable internet access during setup and throughout the event. Contact support@slidecrew.com if an event requires local or offline file delivery.

## Using the Screen Matrix

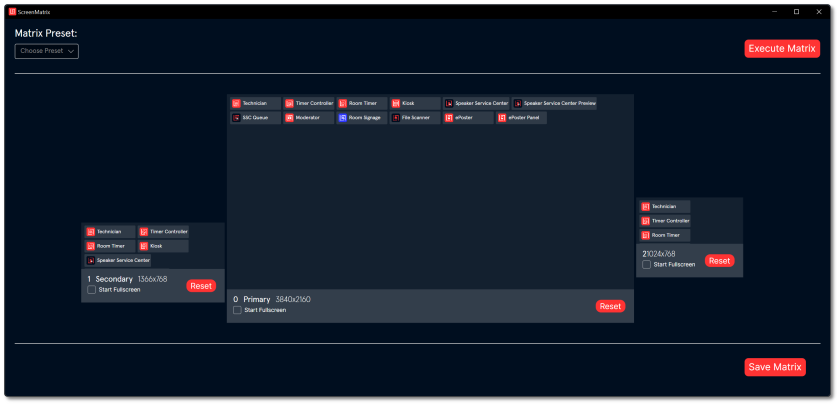
The Screen Matrix lets you assign a different app to each screen connected to one device, then launch them together. This is useful when one computer drives multiple displays, for example a Speaker Ready Room station with a main screen and a second preview screen, or a Kiosk App that also runs the Room Timer.

The Screen Matrix is in the **Custom** category of the App Launcher.

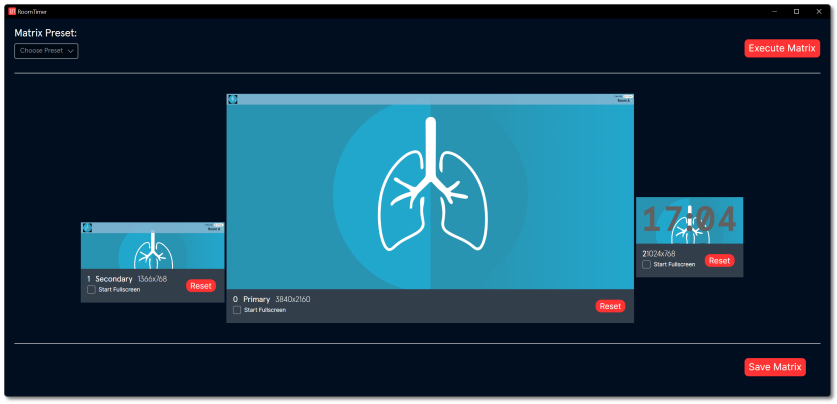
### Configuring a Screen Matrix Layout

1. Open the App Launcher and select **Custom**.
2. Click Screen Matrix.

The Screen Matrix opens and detects all connected screens. Each screen appears as a panel labelled with its index number, type, and resolution.

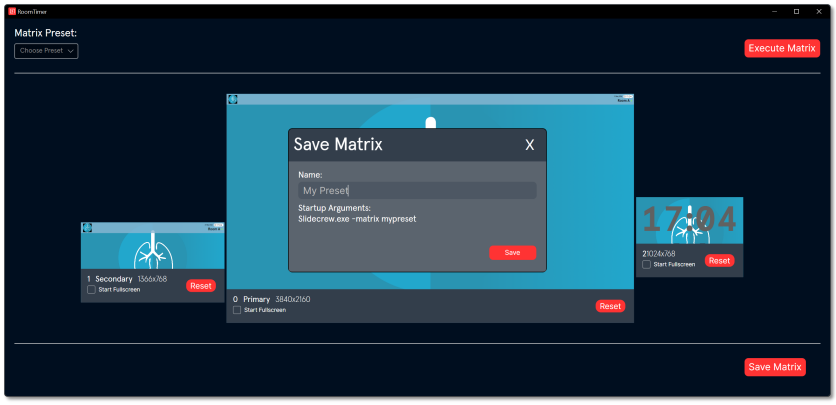



1. Click a tile from the options in each screen panel to set that screen to that App
2. Tick Start Fullscreen on any screen where the app should open in full-screen mode.
3. Click Execute Matrix to launch all assigned apps.

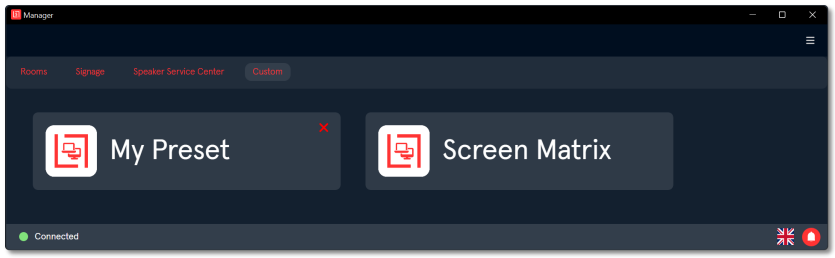



To save the layout as a preset:

1. Click Save Matrix.
2. Enter a name for the preset.
3. Click Save.



The preset then appears as a named button under **Custom**. Click it later to launch the saved layout without reopening the Screen Matrix. To delete a preset, click the × on its button.




## Screen Matrix Reference

| Item | Notes |
|---|---|
| Matrix Preset | A dropdown for loading a previously saved preset |
| Screen panels | One panel per connected screen, labelled by index, type, and resolution |
| Reset | Clears the app assignment for that screen |
| Execute Matrix | Launches all assigned apps across all screens |
| Save Matrix | Opens the save pop-up so you can name and save the current layout |
| Startup Arguments | A command line argument generated when saving a preset. This is for technicians who need to launch the App Launcher directly into a saved layout from a startup script. |

Presets are saved locally on the device at `C:\Users\[username]\AppData\Roaming\Slidecrew\settings.json`. They are not synced to the portal and don't transfer to other devices.

---

## Related Pages

- 6.11 Monitoring Your Event
- 6.7 Applying Branding to Your Event
- 6.14 Setting Up the Speaker Ready Room
- 6.15 Setting Up Conference Rooms
- 6.13 Setting Up and Managing ePosters

# 6.13 Setting Up and Managing ePosters

This section explains how to add and organise ePosters, control which ones are visible, moderate comments, and configure the ePoster App on display devices.

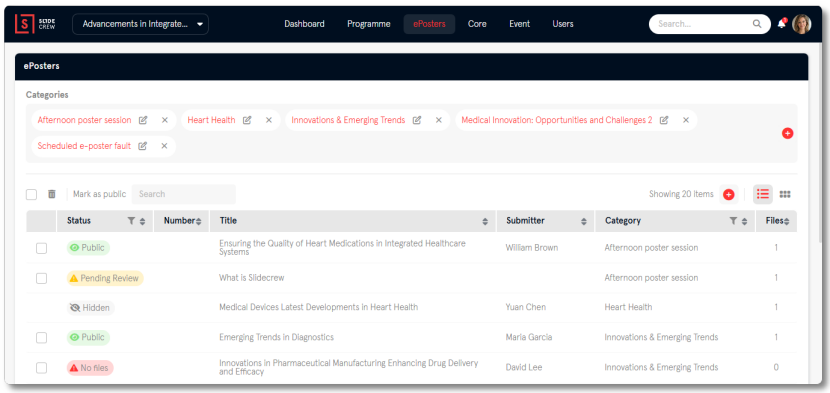
For bulk import of ePoster data, see 6.3 Adding Your Event Programme Data.

For the ePoster submitter upload experience, see 6.18 The Speaker Journey.

## How ePosters Work in Slidecrew

ePosters follow a structure similar to presentations. ePoster Categories group ePosters in the same way that Sessions group presentations. Each ePoster belongs to one Category, and Categories appear in the ePoster App as groups you can browse.

ePosters can be imported or added manually. In both cases, they start with Pending status and don't appear in the ePoster App until you change them to Public. A Category that contains only Pending or Hidden ePosters does not appear in the App.




The ePoster App is the main display app for ePosters and runs through the Slidecrew App Launcher. A browser-based version, called ePoster Screen, is also available through Web Apps, but it has fewer features.
See 6.16 Setting Up The Web App.

## Supported File Types and Conversion

| Type | Notes |
|---|---|
| PowerPoint | Animations, embedded video, and audio are preserved during conversion |
| PDF | Fully supported |
| Video | Supported as a standalone file |

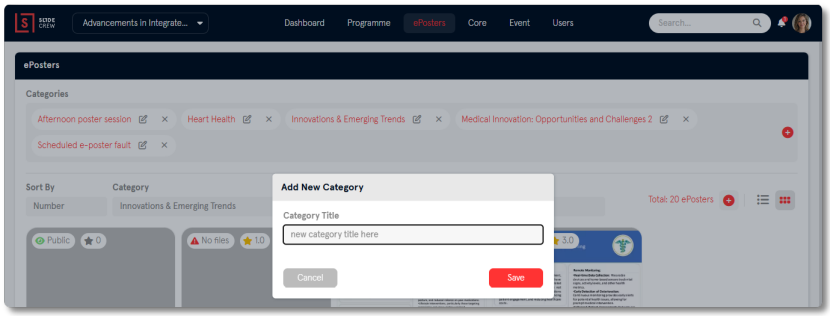
Multiple files can be combined into one ePoster. Slidecrew stitches them together during processing. There is no hard page limit.

## Managing ePoster Categories

Categories appear in the ePoster App as groups. Create a Category before adding ePosters manually.

To add a Category:

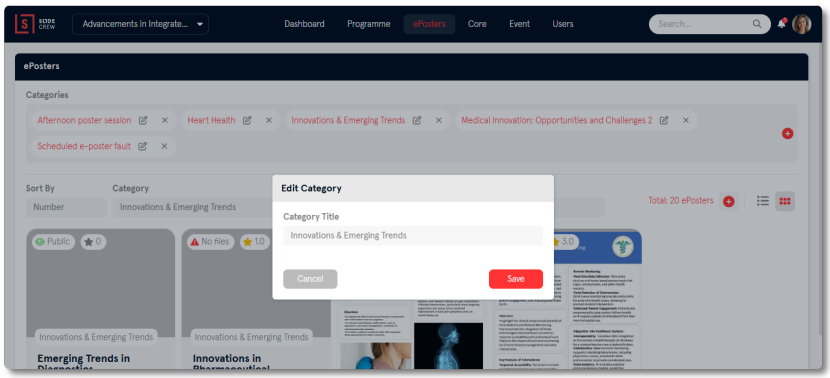
1. Navigate to **ePosters** in the top menu.
2. Click the ⊕ button in the Categories area.
3. Enter a Category title.
4. Click **Save**.




To show only the ePosters in one Category, click the Category name in the Categories area.

To edit a Category title:

1. Click the pen-and-paper button on the Category.
2. Update the **Category Title** in the **Edit Category** pop-up.
3. Click **Save**.



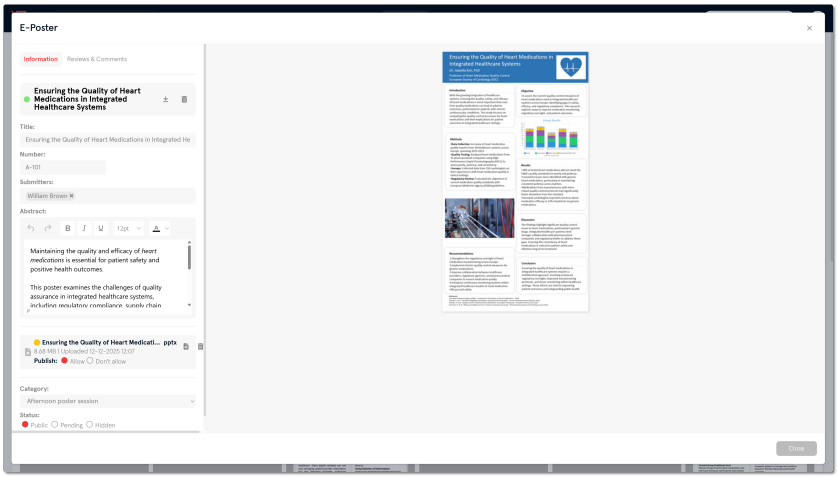

To delete a Category, click the × button on the Category.

## Adding an ePoster Manually

1. Navigate to **ePosters** in the top menu.
2. Click the ⊕ button at the far right of the page, below the Categories area
3. Complete the ePoster fields.
4. Set the Status.
5. Click away to save.

## Editing an ePoster

1. Navigate to **ePosters** in the top menu.
2. Click any ePoster on the ePosters page.
3. The editing pop-up opens, with the editing area on the left and a preview on the right.
4. Update the fields as needed.
5. Click Save.



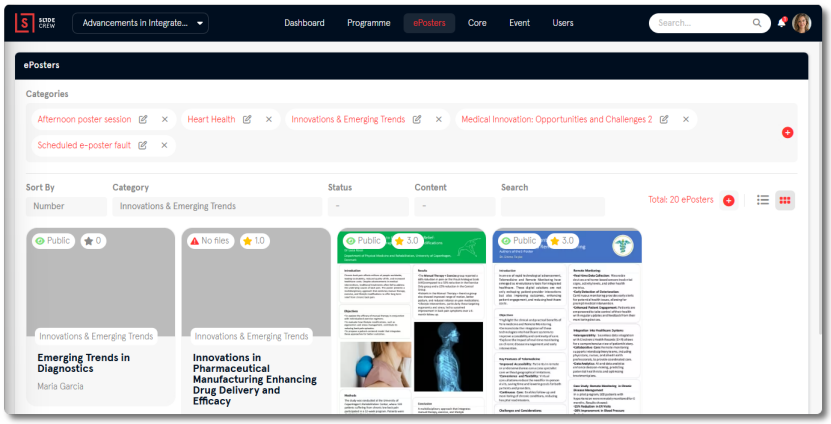
### ePoster Information Fields

| Field | Notes |
|---|---|
| Title | The ePoster title shown in the App and on the Publication Page |
| Number | The ePoster reference number. If imported by spreadsheet, this is populated from the presentation subtitle. |
| Submitters | The person or people who submitted the ePoster |
| Abstract | Rich text field for the ePoster abstract. Can be imported from the spreadsheet or edited manually in the ePoster pop-up. |
| Files | Drag and drop files here to upload them to the ePoster |
| Category | The Category this ePoster belongs to |
| Status | Public, Pending, or Hidden. Controls whether the ePoster appears in the App. |

## Switching Between Gallery View and List View

Use the view toggle at the top right of the ePosters tab to switch between Gallery View and List View.

- Gallery View shows poster tiles with thumbnail previews.
- List View shows a table with checkboxes for bulk actions.

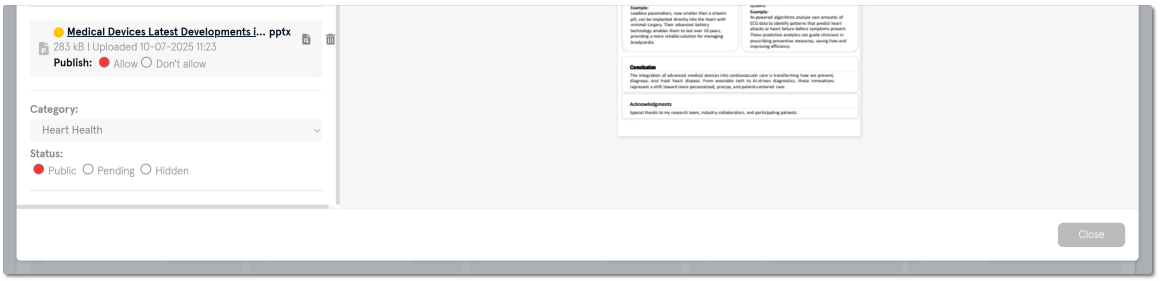


## Managing ePoster Visibility

All ePosters start as Pending and are not visible in the ePoster App until you change their status.

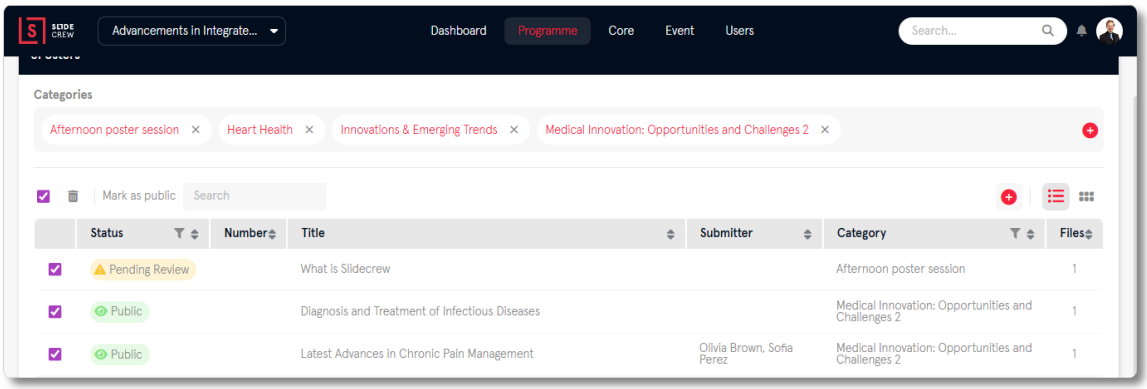
Make one ePoster visible:

1. Open the ePoster editing pop-up.
2. Set Status to Public.
3. Click Save.




Make multiple ePosters visible at once:

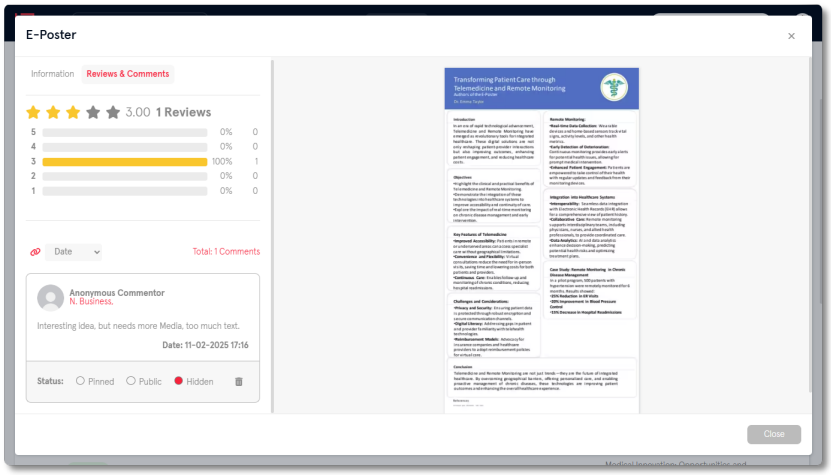
1. Navigate to **ePosters** in the top menu.
2. Switch to List View using the toggle at the top right.
3. Tick the checkboxes on the rows you want to publish.
4. Click Mark as Public.




Setting an ePoster to Hidden removes it from the App without deleting it. It remains in the portal and can be made Public again later.

## Moderating ePoster Comments and Reviews

If comments are enabled, attendees can leave them on individual ePosters through the App. You can moderate those comments from the portal.

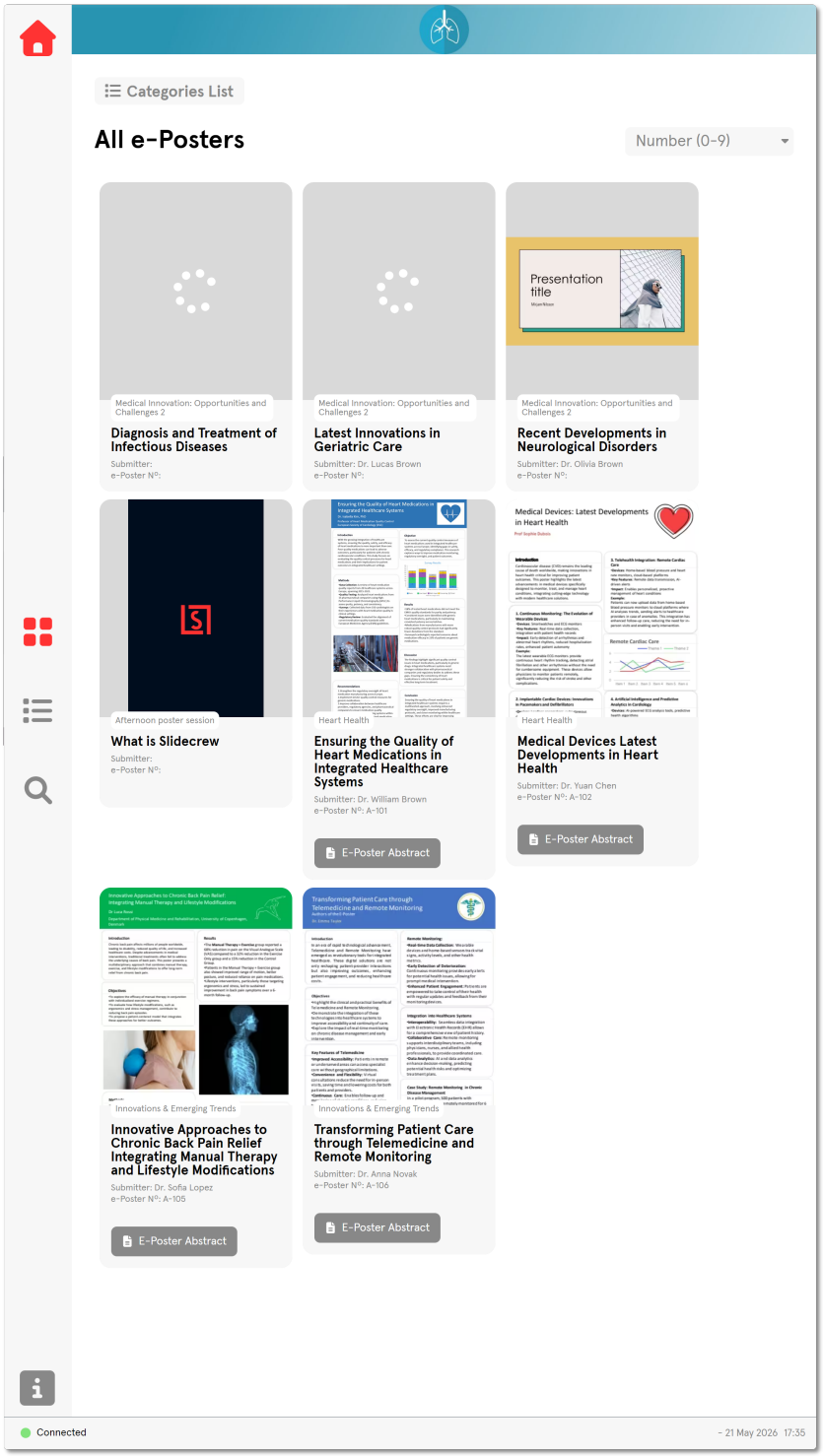



1. Click the ePoster to open its editing pop-up.
2. Click the Comments & Reviews tab.
3. For each comment, set the status using the buttons Pinned, Public, or Hidden.

## Using the ePoster App

The ePoster App runs from the Slidecrew App Launcher on a paired device. It supports mouse and keyboard or touchscreen displays and currently needs an internet connection.

## Navigating the ePoster App




The left sidebar contains the event logo, gallery view, category filter, and search. The main area shows a gallery of poster tiles. Use the category filter button in the sidebar to browse by Category, or use the sort dropdowns to change the display order.

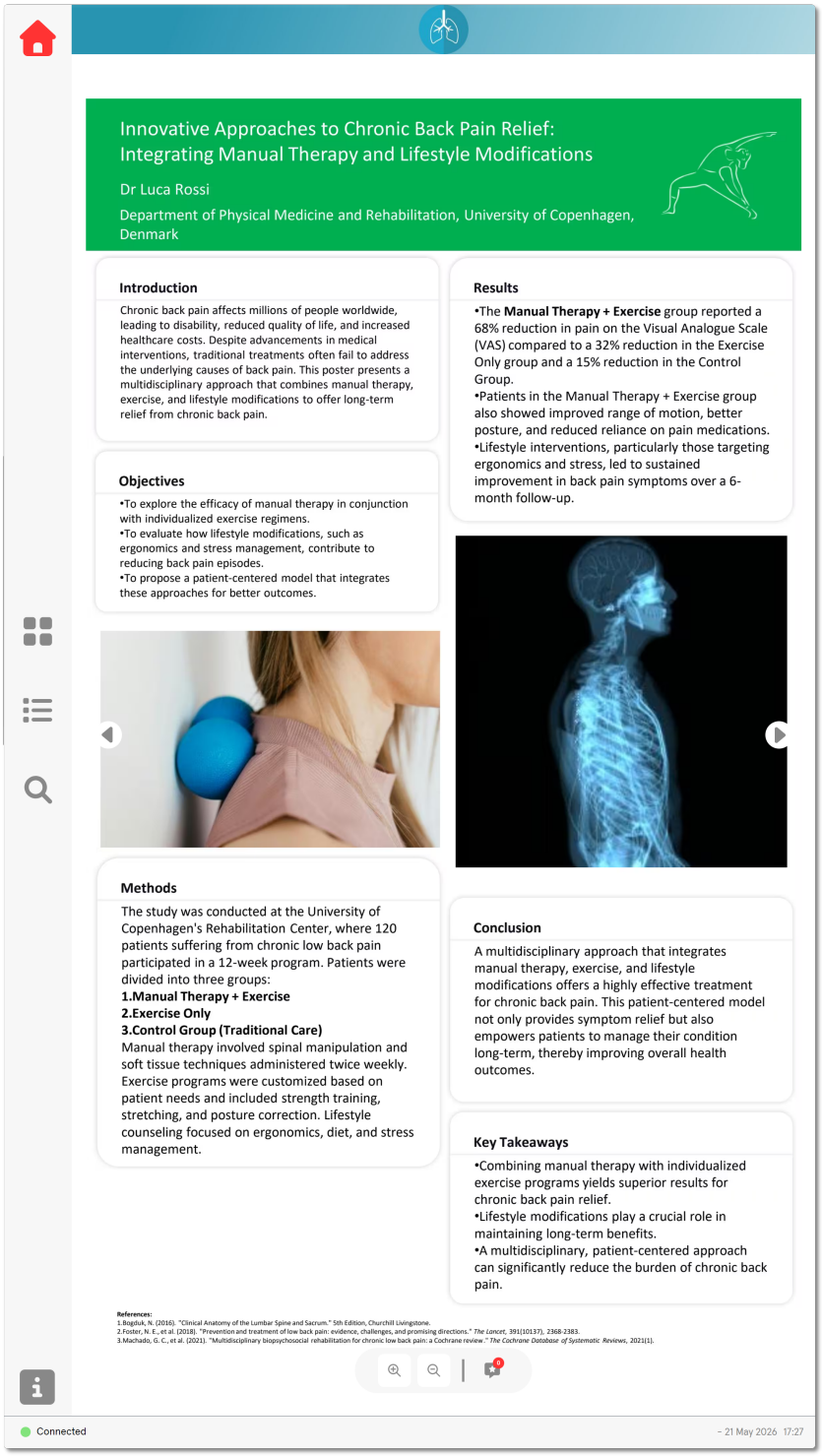
If an ePoster has an abstract, its tile shows an **E-Poster Abstract** button. Click this button to open the abstract pop-up without opening the poster fullscreen. Posters without an abstract do not show this button.

## Viewing and Interacting with a Poster

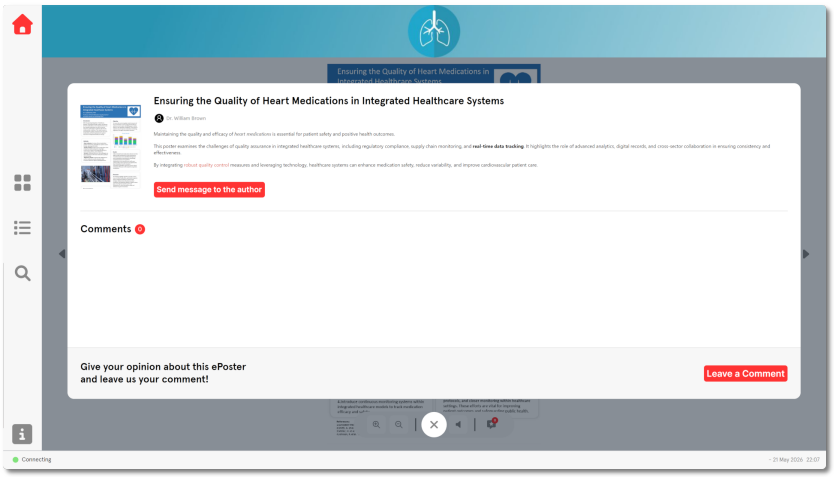
Tap any poster tile to open it fullscreen. From there, attendees can zoom in, play or pause embedded videos, tap a QR code to download a PDF version, leave a comment, and rate the poster using a star-rating, depending on which features are enabled.

When an ePoster is open fullscreen, the speech-bubble button in the bottom menu opens the same abstract pop-up. The pop-up shows the poster title, a thumbnail preview, the ePoster authors, and the abstract text.

Depending on the ePoster App settings, the pop-up can also include ratings, comments, a **Send message to the author** button, and a **Leave a Comment** button.



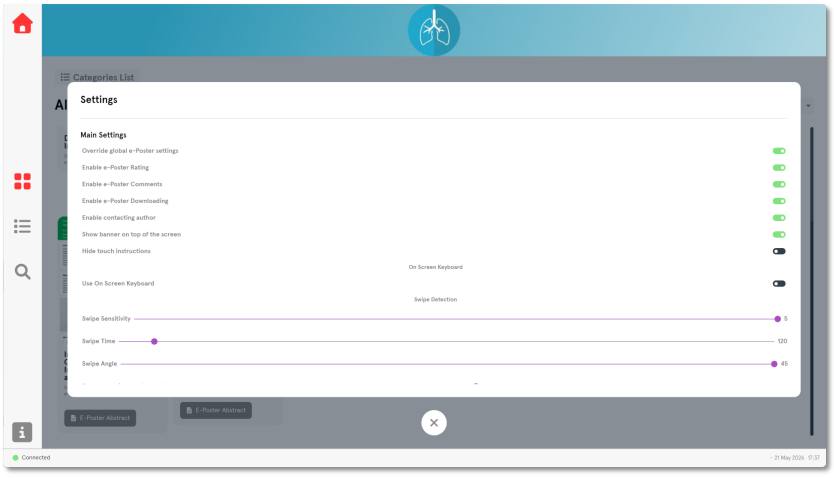

When a viewer uses the Send message to the Author button, an email is sent through Slidecrew. The submitter's email address is not shown to the attendee.




## Configuring ePoster App Settings

The ePoster App settings are opened from within the App itself. They are separate from the shared App Launcher **Settings** pop-up.

1. On the ePoster App device, locate the small green Connection indicator in the bottom left corner of the screen.
2. Click it to open the settings menu.
3. Enable Override global ePoster settings. This must be enabled before any per-device setting takes effect.
4. Configure the remaining settings as needed.

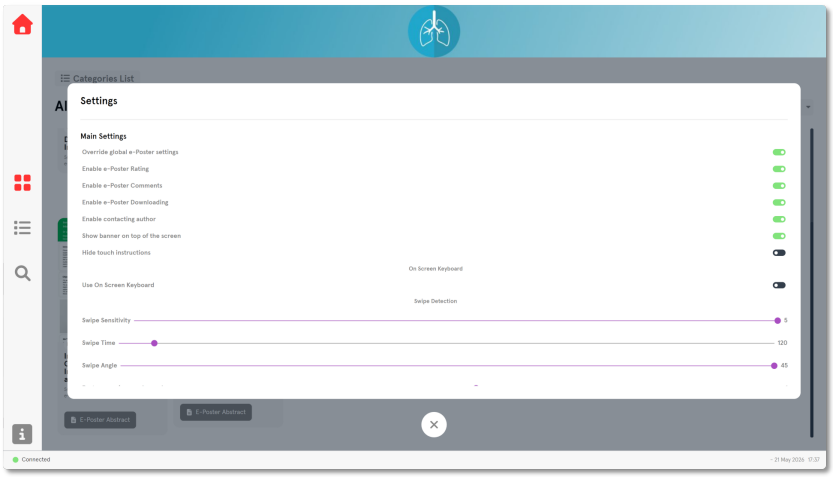


## ePoster App Settings Reference

| Setting | Notes |
|---|---|
| Override global ePoster settings | Must be enabled before any per-device setting below takes effect |
| Enable ePoster rating | Allows attendees to rate ePosters using a star-rating |
| Enable ePoster comments | Allows attendees to leave comments on ePosters |
| Enable ePoster downloading | Allows attendees to download publish-allowed ePosters as PDFs |
| Enable contacting author | Allows attendees to send a message to the ePoster submitter |
| Show banner on top of screen | Displays a banner across the top of the App taken from the logo of the device Style |
| Hide touch instructions | Hides the on-screen touch guidance shown to attendees |
| Use On Screen Keyboard | Shows an on-screen keyboard for text input. Useful on touchscreen-only devices. |
| Swipe Sensitivity | Adjusts how sensitive the App is to swipe gestures |
| Swipe Time | Adjusts the timing window used to recognise swipe gestures |
| Swipe Angle | Adjusts the gesture angle used to recognise swipes |
| Poster overview render scale | Adjusts the scale used when rendering poster previews in the gallery/overview display |
| Categories Showing | Shows or hides individual Categories within the App |

The rating, comments, downloading, and contact-author settings control which attendee actions appear in the ePoster App and in the abstract pop-up.

## ePoster App banner and Style logo behaviour



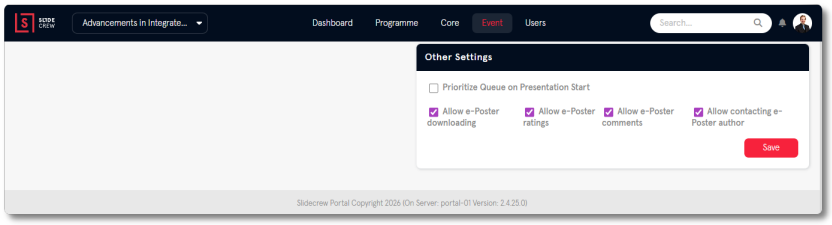

The **Show banner on top of screen** setting uses the logo from the device's assigned Style as the banner image.

In the ePoster App, this logo is displayed as a wide banner across the top of the screen. It is not shown as a small corner logo in the same way as some other Slidecrew apps. For this reason, use a banner-shaped image for the Style logo when the Style is intended for ePoster stations.

Use a banner image that is at least 8:1, and preferably 10:1 or wider. The banner area is 100 pixels high and starts 90 pixels from the left of the screen, but the visible ratio changes with screen scaling. On tested tablets, 100% scaling could show a banner area close to 17:1, 150% scaling was close to 11:1, and 200% scaling was close to 8:1.

Use `.png`, `.jpg`, or `.gif` for the banner image. The wider the image is, the smaller it will appear, because Slidecrew scales it to fit the width of the banner area. If a square or tall logo is used, it may not fill the banner area as expected.

The global defaults for ePoster settings are configured in the portal under Event Information → Other Settings and apply to all devices that don't have per-device overrides. See 6.6 Configuring Your Event Settings.




---

## Related Pages

- 6.3 Adding Your Event Programme Data
- 6.12 Connecting and Managing Devices
- 6.7 Applying Branding to Your Event

- 6.18 The Speaker Journey
- 6.17 Sharing Presentation Files After Your Event
- 6.11 Monitoring Your Event
- 6.6 Configuring Your Event Settings

# 6.14 Setting Up the Speaker Ready Room

The Speaker Ready Room is where speakers check in before their session to confirm that their files have arrived and display correctly. This section explains how to set up the queue system, configure check-in stations, and manage speakers from the portal.
Installing and pairing the App Launcher are covered in 6.12 Connecting and Managing Devices.

## How the Speaker Ready Room Works

The Speaker Ready Room can use one or more Queue screens in the waiting area and one or more check-in stations where speakers review and update their files.



Speakers can work through a station on their own or with help from a staff member.

## How the Queue System Works

When a speaker enters the queue, they move through three statuses:

| Status | What it means |
|---|---|
| Waiting | The speaker is in the queue and waiting for a station |
| Go to | A station has been assigned, and the Queue screen shows which one |
| Working | The speaker is at a station |

If Prioritise Queue on Presentation Start is enabled in Event Information → Other Settings, speakers whose presentation is starting soon move up the queue automatically.

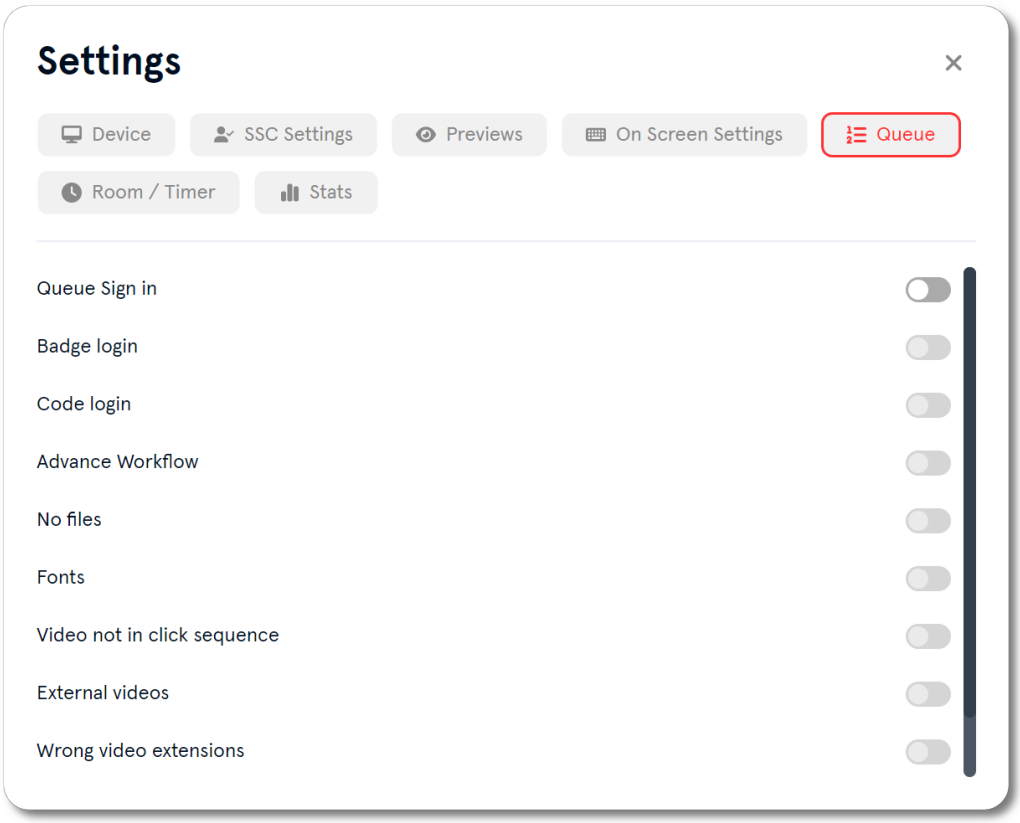


## Setting Up the Queue Screen

The Queue screen shows the current queue and allows speakers to scan their QR code to join it.




1. Pair a device to your event. See 6.12 Connecting and Managing Devices.
2. Open the App Launcher on that device.
3. Select **Speaker Service Center**.
4. Click SSC Queue.
5. Open the **Settings** pop-up and select **Queue**.
6. Optionally, turn **Queue Sign in** on to allow speakers to scan their QR code at the screen and join the queue.




### Advanced queue workflow

When **Advance Workflow** is enabled, you can choose which file issues redirect a speaker to the welcome or information desk instead of adding them to the queue.

The available checks are:

- **No files**
- **Fonts**
- **Video not in click sequence**
- **External videos**
- **Wrong video extensions**
- **Slido integration**

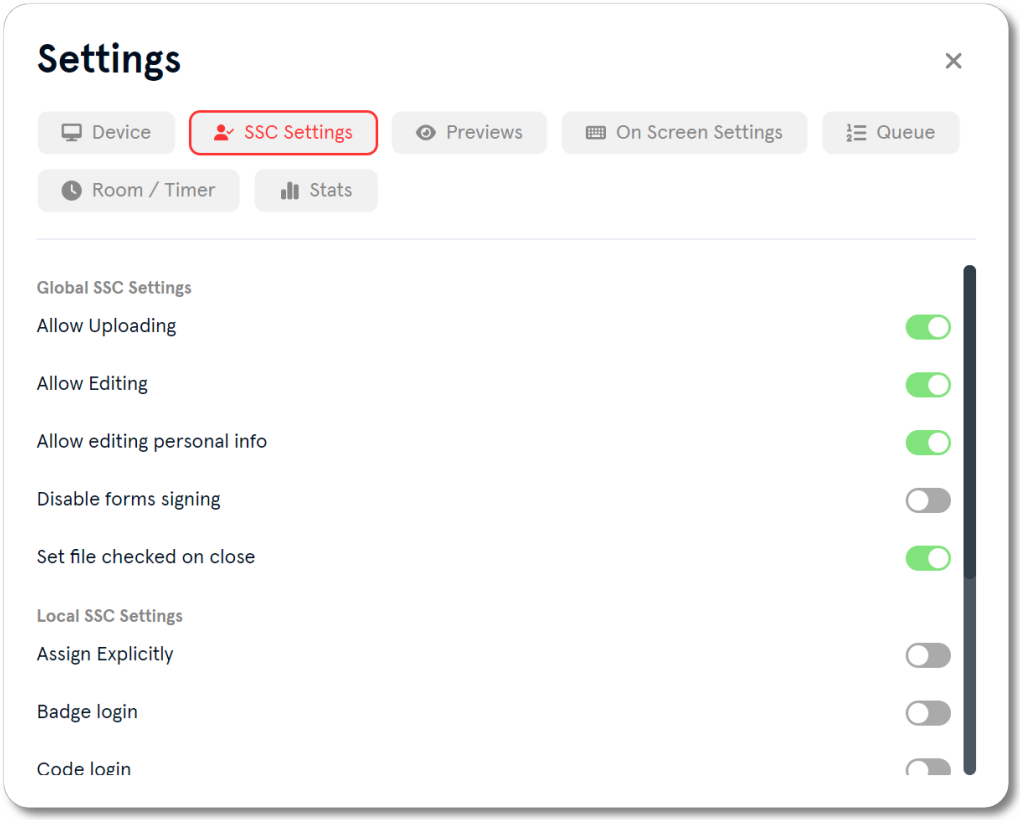
Enable the checks that matter for the event. If a check is disabled, that issue does not prevent the speaker from joining the queue. For example, if the event does not use Slido, disable **Slido integration** so that a Slido issue does not redirect the speaker.

## Configuring Global Speaker Ready Room Settings

Global SSC Settings apply to all stations in the event. They are configured from the shared **Settings** pop-up on any station device.

1. Open **Settings**.

2. Select **SSC Settings**.
3. Configure the toggles as needed. Per-station overrides are possible, but Global SSC Override must be enabled on the individual station first. See Configuring Station Settings below.




## Global SSC Settings Reference

| Setting | Notes |
|---|---|
| Allow Uploading | Allows speakers to upload files at the station |
| Allow Editing | Allows speakers to delete and replace files at the station |
| Allow editing personal info | Allows speakers to update their own name, job position, company, biography, and email from a pop-up opened by clicking their name in the Speaker Service Centre App |
| Disable forms signing | When enabled, forms pop-ups are not shown to speakers at the stations |
| Set file checked on close | Marks all of a speaker's files as checked when they log out of their station |

# Setting Up a Check-in Station

One device runs one station. The station number shown on screen is taken from the Device Name.

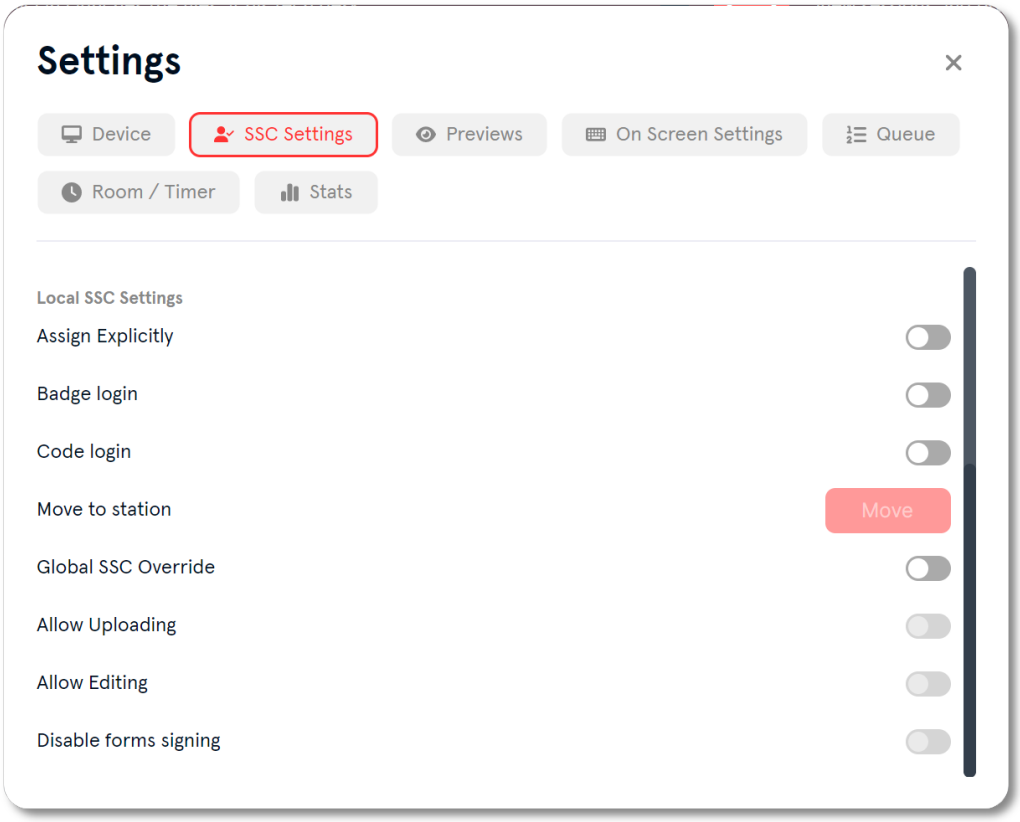
- If the Device Name contains a number, for example Station 3, that number becomes the station number.
- If the Device Name contains no number, the station defaults to Station 0.

To set up a station:

1. Pair the device and set its Device Name in the portal. See 6.12 Connecting and Managing Devices.
2. Open the App Launcher on the device.
3. Select **Speaker Service Center**.
4. Click Speaker Service Centre.

The station idle screen then appears, showing the station number and the speaker login options.

## Configuring Station Settings




Click the green connection indicator at the bottom left of the station screen to open the **Settings** pop-up, then select **SSC Settings**. Station-specific settings appear below the Global SSC Settings.

### Station Settings Reference

| Setting | Notes |
|---|---|
| Assign Explicitly | Requires staff to assign speakers to stations manually. Speakers cannot self-assign by QR scan. |
| Badge login | When enabled, speakers can log in by scanning their QR code or barcode |
| Code login | When enabled, speakers can log in by entering their barcode value manually |
| Move to station | Reassigns the speaker currently working at this station to another |
| Global SSC Override | Must be enabled before any per-station setting below takes effect |
| Allow Uploading | Per-station override for the global upload setting |
| Allow Editing | Per-station override for the global editing setting |
| Disable forms signing | When enabled, forms pop-ups are not shown to speakers at this station |

### The Two-Screen Station Setup

A station can also use a second display through the Speaker Service Centre Preview app.

When a second screen is connected:

- While the station is idle, the second screen shows the station number and device Style.
- When a speaker is logged in and moving through the station interface, the second screen mirrors that navigation, with a layout similar to the Kiosk App.

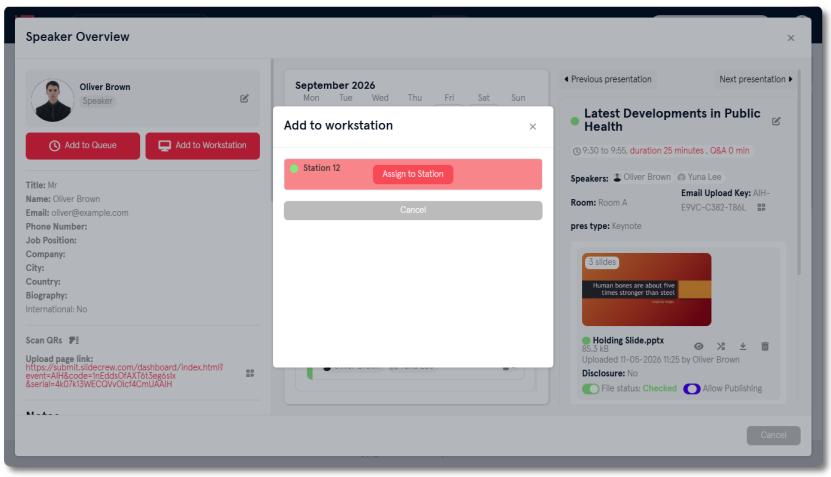
## Speaker Login Methods

Three login methods can be enabled at the same time. You can turn each one on or off in the station settings.

- **Badge login**
  The speaker scans their QR code or barcode using a scanner connected to the station device. This requires a compatible barcode scanner.

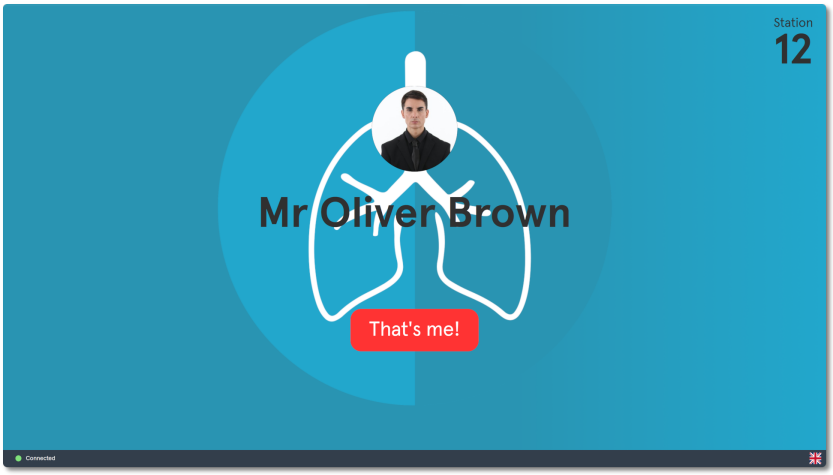
- **Code login**
  The speaker types their barcode value into the field on the idle screen and clicks Verify.

- **Staff assignment**
  A staff member assigns the speaker directly from the Queue tab in the portal, from the Speaker Overview Page, or from the attendee sidebar.

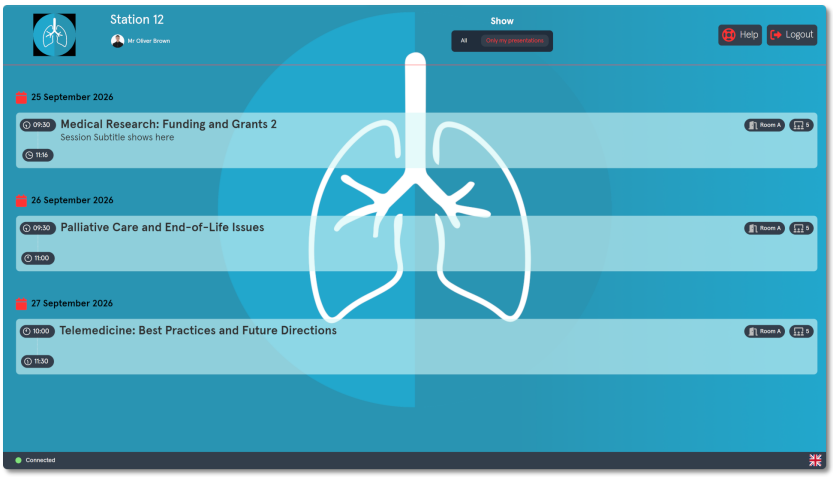



## Speaker Login Flow

After any login method, the station shows an identity confirmation screen with the speaker's profile picture and full name. The speaker clicks That's me! to confirm.

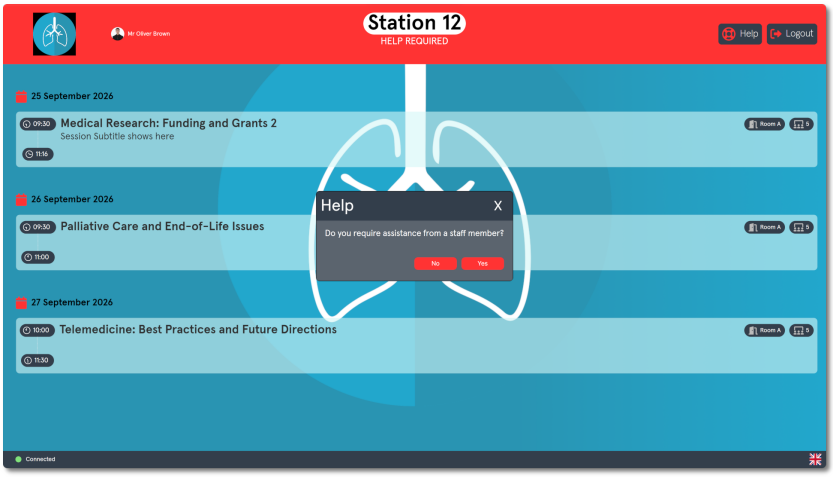



The session list then appears. By default, it shows all sessions the user is either moderating or has a presentation for. Speakers can tap Only my presentations under the Show toggle to show only sessions where they have presentations, and hide sessions where they are only moderating.




## Requesting Help

The Help button opens a pop-up asking whether the speaker needs assistance from a staff member. If the speaker selects Yes, the station header turns red and shows HELP REQUIRED. The station also flashes red on the Queue screen so staff can respond.




# Managing the Queue from the Portal

1. Navigate to Core in the top menu.
2. Click the Queue tab.

From here, you can add or remove speakers from the queue, assign them to stations, and monitor their status.

## Queue Tab Reference

| Column | What it shows |
|---|---|
| Speaker Name | The speaker's name |
| Status | Waiting, Go to, or Working |
| Queue Location | The speaker's current place in the queue |
| Work Station | The assigned station, if any |
| Priority | The speaker's queue priority, affected by upcoming presentation times |
| Time | How long the speaker has been in the queue |

Once a speaker has been assigned to a station, they cannot be moved back to the waiting queue.

---

## Related Pages

- 6.12 Connecting and Managing Devices
- 6.8 Adding and Managing Users
- 6.9 Uploading and Managing Presentation Files
- 6.6 Configuring Your Event Settings
- 6.15 Setting Up Conference Rooms
- 6.18 The Speaker Journey

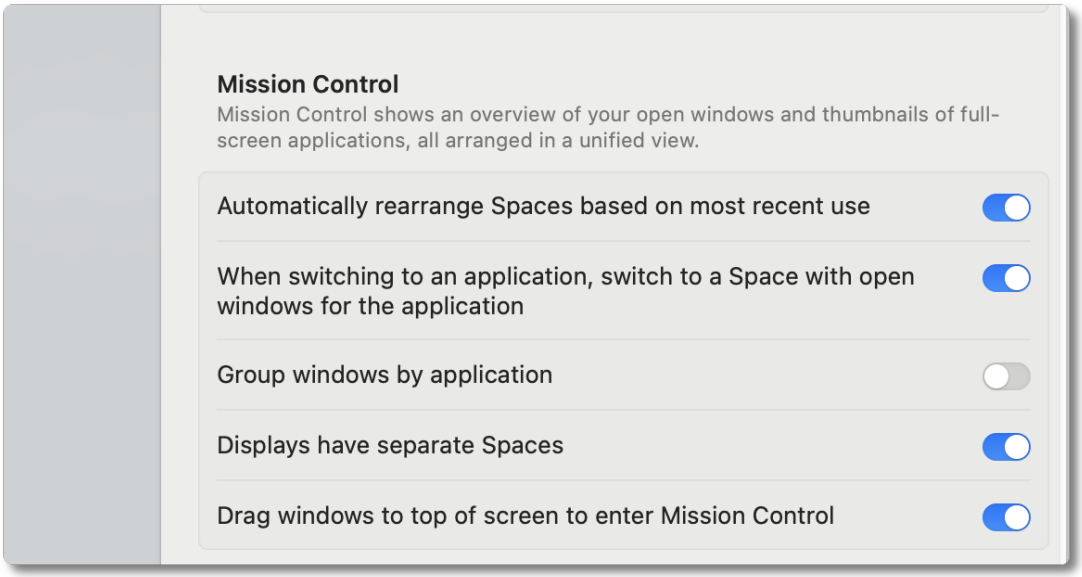
# 6.15 Setting Up Conference Rooms

Each conference room device in Slidecrew runs one app, and the app determines what that device does. It may control presentations, show the timer, display the session schedule, or give the moderator a room view.

This section explains how to choose the right app for each device, configure it, and use it during a session. Installing the App Launcher and pairing devices are covered in 6.12 Connecting and Managing Devices.

## macOS with multiple displays

When using the Kiosk App or Technician App on a Mac with more than one display, enable **Displays have separate Spaces**. This setting lets Slidecrew use each display for the app interface, Presenter View, and presentation output.




1. Open **System Settings**.
2. Select **Desktop & Dock**.
3. Scroll down to **Mission Control**.
4. Turn on **Displays have separate Spaces**.

macOS may require you to log out and log back in before the change takes effect. Restart the Slidecrew App Launcher, then open the Kiosk App or Technician App again. Check that the app interface, Presenter View, and presentation output appear on the correct displays.

## How Conference Room Apps Work

The App Launcher groups its conference room apps under **Rooms** and **Signage**. Each app has a specific role. For example, the Technician and Kiosk Apps control presentation playback, the Room Timer shows a countdown display, and Room Signage shows the room schedule outside the room.

You choose the app after the device has been paired and can swap between apps at any time by opening a different app on the same device.

## Choosing the Right App for Each Device

| App | Typical operator | Typical device |
|---|---|---|
| Technician App | AV technician | Primary room device at the technician position |
| Kiosk App | Speaker, self-service | Lectern device where the speaker launches their own presentation |
| Moderator App | Moderator | Device at the moderator position |
| Timer Controller (standalone) | AV technician, Room Host or moderator | Dedicated device for controlling the countdown and displaying messages to the Room Timer |
| Room Timer | Display only, no operator | Secondary screen visible to the speaker on stage |
| Room Signage | Display only, no operator | Screen in the corridor or foyer outside the room |

## Pairing a Device to Your Event

Conference room devices use the same pairing process as any other device. See 6.12 Connecting and Managing Devices for the full procedure.

After pairing, the App Launcher displays the **Syncing data** pop-up while it downloads event information. When syncing is complete, the pop-up closes and the App Launcher is ready.

## Setting up the Technician App

1. Open the App Launcher on the device.
2. Select **Rooms**.
3. Click Technician.

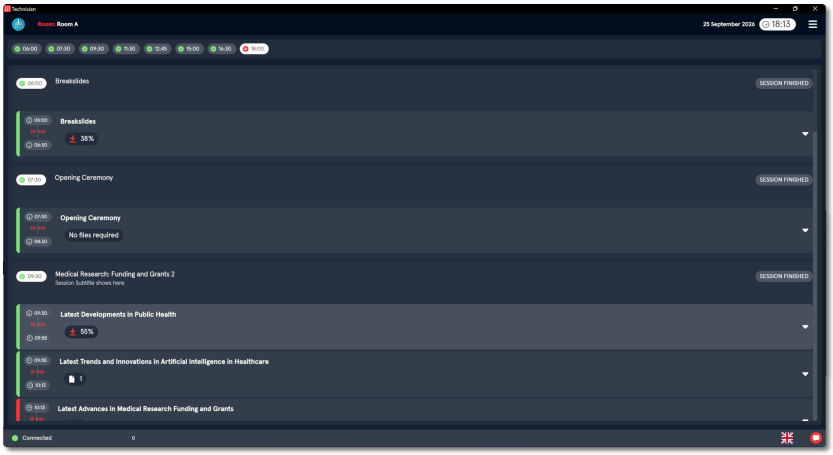
The Technician App opens and loads the session list for the assigned room.

## Technician App Settings

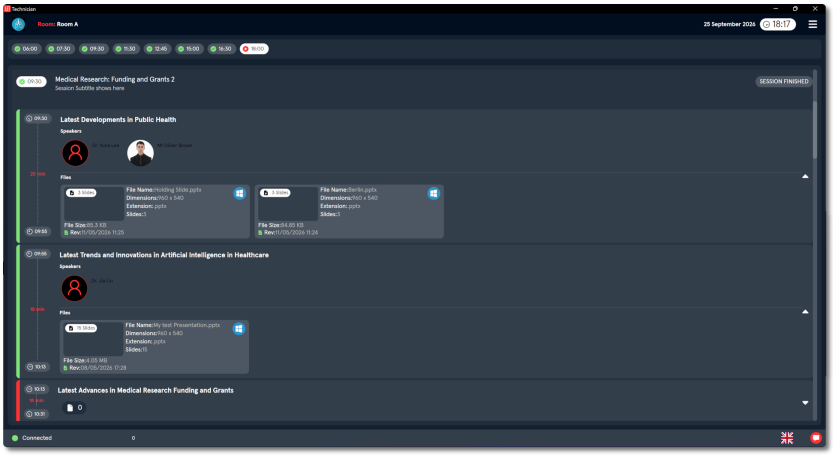
| Setting | Notes |
|---|---|
| Timer Master | When enabled, launching a file on this device starts the room timer automatically. For automatic countdown, this must be enabled together with AUTO mode in the Timer Controller. |
| Timer Controller | Click Show to open the Timer Controller full-screen |
| Event Day | Override the current event day, or leave it on Automatic |

# Using the Technician App During a Session

The main view is a chronological list of all sessions and presentations for the assigned room. Time navigation pills at the top, one per session, let you jump directly to any session without scrolling.




Sessions appear as header rows. Expanding a Presentation shows the speaker information and file cards.



Clicking a file card launches the presentation fullscreen on the primary display. The Technician App stays open behind it.

PowerPoint files open in the operating system's presentation software as a slideshow. PDF files open in the Slidecrew PDF viewer, which shows the current page, next page, timer bar, and navigation controls on the operator screen. The pointer tool activates a laser-style cursor on the audience-facing display.

## Technician App Interface Reference

### Session row

| Element | What it shows |
|---|---|
| Start time pill | The session start time. It turns green when the session is finished. |
| SESSION FINISHED | Shown to the right after the session end time has passed |

### Presentation row

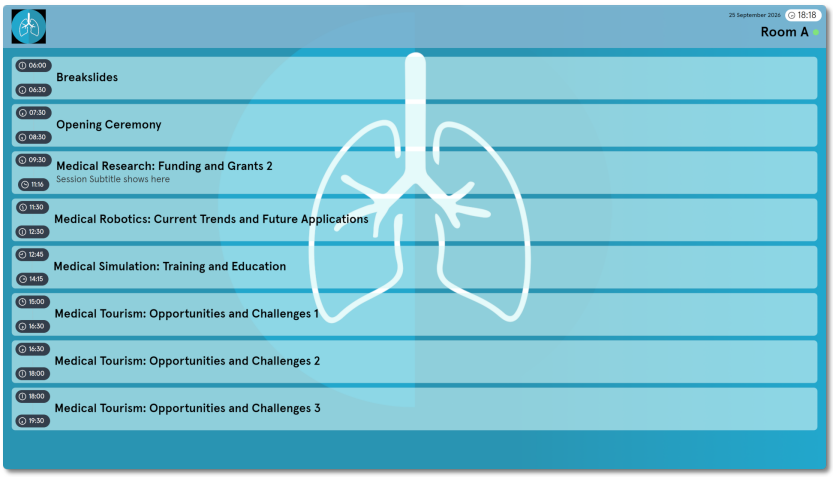
| Element | What it shows |
|---|---|
| Times | Start time, duration, and end time |
| Title | Presentation title |
| File count | Number of uploaded files |
| Colour strip | File status for this presentation: green for checked, yellow for unchecked, red for no files |

### File card

| Element | What it shows |
|---|---|
| Slide count badge | Number of slides or pages |
| OS icon | Windows icon for PowerPoint files, Mac icon for Keynote files |
| File name | Shown in red if the file is unchecked |
| Dimensions | Slide dimensions |
| Extension | File type, for example pptx or pdf |
| Size | File size |
| Rev date | The date and time the file was last uploaded |

## Setting up the Kiosk App

1. Open the App Launcher on the device.
2. Select **Rooms**.
3. Click Kiosk.




The Kiosk App opens on the session list for the assigned room.

### Kiosk App Settings

Open the shared **Settings** pop-up from the App Launcher. While the Kiosk App is open, use the green connection indicator at the top right of the screen. The Kiosk App's operational settings are split

between the **Device** and **Room / Timer** tabs. **Timer Master** is configured on the device record in the portal.

| Setting | Notes |
|---|---|
| Timer Master | Set in **Core → Devices**. When enabled, launching a file on this device starts the room timer automatically |
| Timer Controller | Click Show to open the Timer Controller full-screen |
| Event Day | Override the current event day |
| Auto Next Session | When enabled, the Kiosk App Style changes automatically to the next session Style at the scheduled start time. When disabled, the Style only changes when the next session is selected manually. |

## Using the Kiosk App During a Session

The Kiosk App uses two levels of navigation. The first screen shows the list of sessions for the room and day. Tapping a session opens the presentation list for that session.




- If a presentation has one file, tapping it launches the file immediately.
- If a presentation has multiple files, tapping it opens a file selector pop-up.
- If a file is still downloading, shown as a percentage on the presentation row, tapping is blocked until the download is complete.

The assigned device Style appears throughout the app, including the background image behind the session and presentation lists.

### Kiosk App File Selector Pop-up

The pop-up title shows Files: followed by the presentation title. Each file appears as a card.

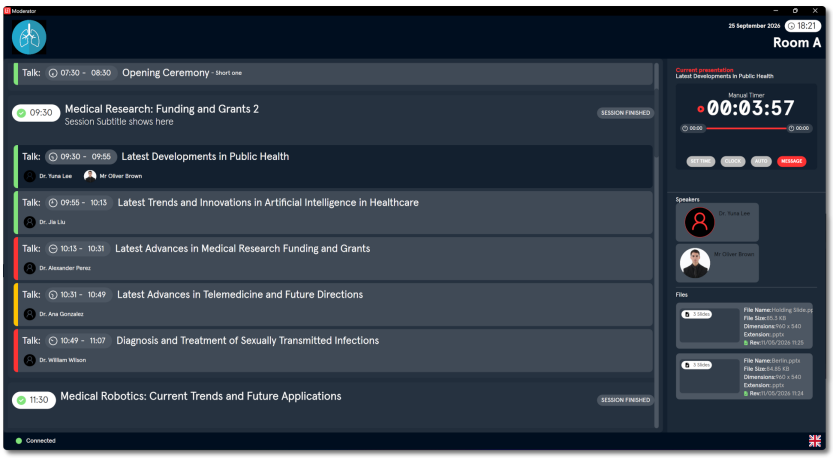
| Element | What it shows |
|---|---|
| Slide count badge | Number of slides or pages |
| Checked state dot | Green when checked, grey when unchecked |
| File name | Shows the name of the file |
| File size | Displays just below the file name |
| Revision date | When the file was last uploaded |
| Uploader name | Who uploaded the file |

Tap a card to launch that file.

## Setting Up the Moderator App

1. Open the App Launcher on the device.
2. Select **Rooms**.
3. Click Moderator.

The Moderator App opens on the session and presentation list for the assigned room.




Opening a file from the Moderator App only opens it for the moderator's own preview. It does not start the room timer or show the file to the audience.

### Moderator App Settings

Open the shared **Settings** pop-up from the App Launcher. While the Moderator App is open, use the green connection indicator at the bottom left of the screen. Moderator settings are split between the **Device** and **Previews** tabs.

| Setting | Notes |
|---|---|
| Event Day | Override the current event day |
| No PresenterView | When enabled, files open in full-screen mode without a separate speaker notes view |
| Can't open files | When enabled, the moderator cannot open files from the sidebar. The Files section becomes view-only. |
| Timer Messages | When enabled, messages sent from the Timer Controller appear on this device |

The Moderator App does not have a Timer Master toggle.

## The Moderator App Layout

The Moderator App uses a two-panel layout. The left panel shows a scrollable list of all sessions and presentations for the room. Clicking a presentation row loads its details in the right sidebar.

Sessions and presentations appear in a single scrollable list. Unlike the Kiosk App, there is no separate navigation level.

## Moderator App Sidebar Reference

| Element | What it shows |
|---|---|
| Automatic Timer | The timer display. Shows the countdown when active, or the current time when idle. |
| Timer Controller buttons | SET TIME, CLOCK, AUTO, MESSAGE. These match the standalone Using the Timer Controller |
| Current presentation | Label shown in red. Fills with the presentation title when one is selected. |
| Speakers | Profile picture cards for the assigned speakers |
| Files | File cards for the presentation. Clicking a card opens the file for moderator preview only. |

# Using the Timer Controller

The Timer Controller manages the room countdown and lets you send messages to the Room Timer display. It is available in two forms:




- Standalone: Open it from **Rooms** in the App Launcher. It runs as its own full-screen app.
- Embedded: Available from the Technician, Moderator and Kiosk Apps through the menu. In those apps, it replaces the session list with a full-screen view. In the Moderator App, it is always shown in the right sidebar.

All versions work the same way.

## Timer Controller Controls Reference

| Control | Notes |
|---|---|
| SET TIME | Opens the Set Time pop-up for setting a manual countdown |
| CLOCK | Switches the Room Timer display to show the current device time instead of a countdown |
| AUTO | Turns the automatic countdown on or off. See Automatic Timer Behaviour below. |
| MESSAGE | Opens the Send Message pop-up |
| Current Session | Label at the bottom. Fills with the session name when a presentation is live. |

## Setting a Manual Countdown

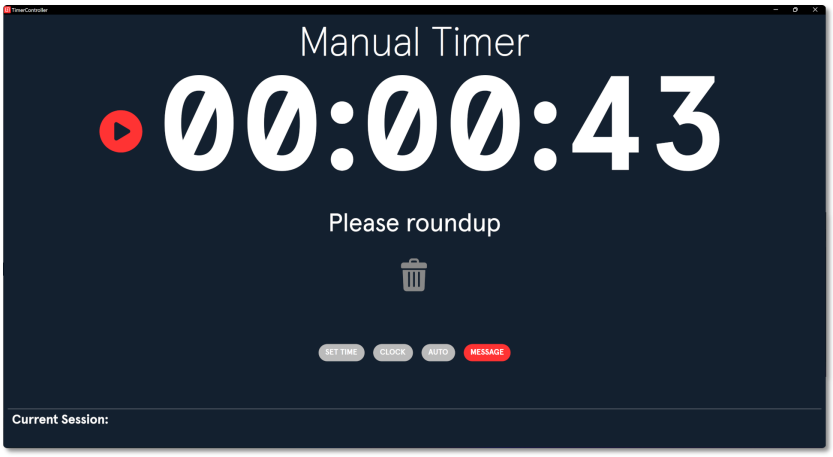



1. Click SET TIME.
2. Use the +1h, +10m, +1m, and +1s buttons to set the duration.
3. Use the matching – buttons to reduce the time if needed.
4. Click Reset to clear the timer back to zero.
5. Click Start to begin the countdown.

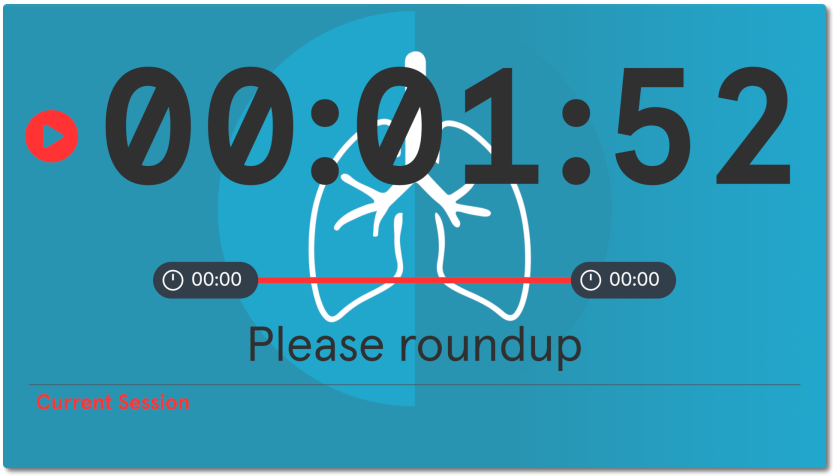
## Sending a Message to the Room Timer




1. Click MESSAGE.
2. Select a pre-set message or type a custom one in the text field.
3. Click Send.




The message appears as an overlay on the Room Timer screen.




### Automatic Timer Behaviour

Two conditions must both be active for the timer to start automatically when a presentation is launched:

1. AUTO mode must be enabled in the Timer Controller.
2. Timer Master must be enabled on the device launching the file.

If either one is missing, the timer does not start automatically.

When both are active, launching a file starts a countdown equal to the presentation's scheduled duration. The countdown appears on the Room Timer display and as a timer bar in PowerPoint Presenter View, but only on the speaker-facing screen, not the audience display.

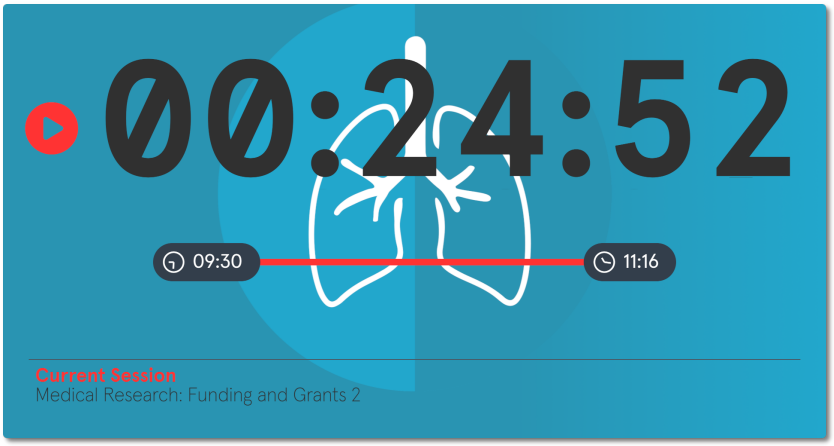
## Setting Up the Room Timer Display

1. Open the App Launcher on the device.
2. Select **Rooms**.
3. Click Room Timer.

The Room Timer is display-only. It does not need any further setup on the device. Style branding comes from the device's assigned Style.

### Understanding the Room Timer Display

The Room Timer shows a large countdown in hours, minutes, and seconds. A red play icon appears to the left of the time while the countdown is running. When no countdown is active, the display shows the current device time instead.




A progress bar sits below the time display. The left pill shows the scheduled session start time, and the right pill shows the scheduled session end time. These are clock times, not elapsed or remaining duration. The bar does not shrink as the session progresses.

When a presentation is live, the Current Session label at the bottom fills with the session name. Messages sent from the Timer Controller appear as a text overlay in the centre of the display.

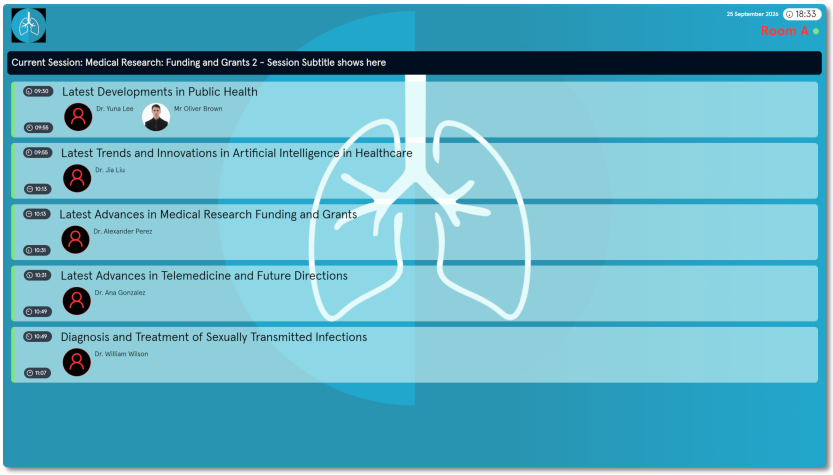
## Setting Up the Room Signage Display

1. Open the App Launcher on the device.
2. Select **Signage**.
3. Click Room Signage.

Room Signage is display-only and non-interactive. It does not need device-side configuration. Style branding comes from the device's assigned Style.

## The Room Signage Display

The Room Signage App shows a list of all the sessions for the assigned room on the current day. Each row shows the start time, end time, and session title.




When a session goes live, either because its scheduled start time has passed or because a presentation file has been launched in the room, the display switches automatically to that session's presentation list. This list shows presentation titles and speaker names, similar to the Kiosk App. File counts and file status indicators are not shown.

When the session ends, the display returns to the full session list for the day.

---

## Related Pages

- 6.12 Connecting and Managing Devices
- 6.7 Applying Branding to Your Event
- 6.14 Setting Up the Speaker Ready Room
- 6.16 Setting Up The Web App
- 6.13 Setting Up and Managing ePosters

# 6.16 Setting Up The Web App

The Web App is a browser-based alternative to the Slidecrew App Launcher. It runs in a Chromium-based browser, so there is no software to install. The range of available apps is smaller than in the App Launcher, but it includes two apps that are not available from the App Launcher: the Name Screen and the Airport Screen.

## How the Web App Works

Open the Web Apps URL in a browser, then choose the app you want to run. The selected app opens its own pairing screen with a six-digit code and a QR code. Pair that screen to your event through the portal. Once pairing is complete, the selected app opens for the room assigned to the device.

Style branding works in the same way as it does in the App Launcher. The device's assigned Style controls the appearance.

The Web App requires a Chromium-based browser such as Google Chrome or Microsoft Edge. Firefox and Safari are not supported.

## Web App vs App Launcher

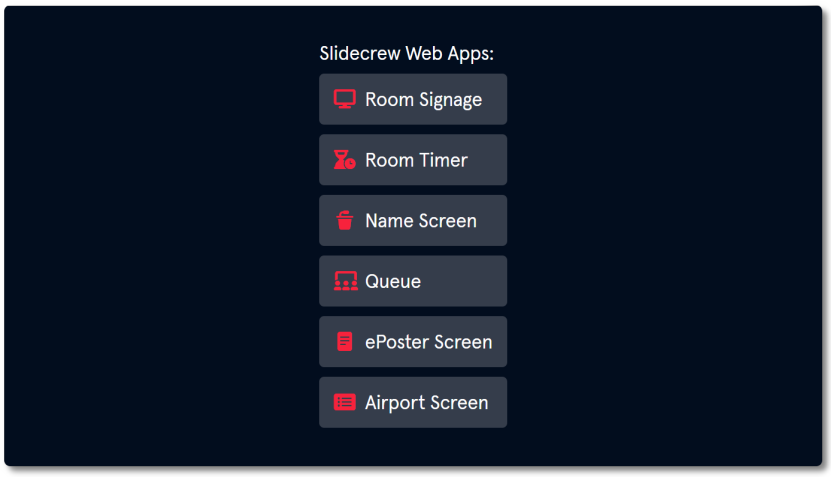
| App | Web App | App Launcher |
|---|---|---|
| Room Signage | ✓ | ✓ |
| Room Timer | ✓ | ✓ |
| Queue | ✓ | ✓ (as SSC Queue) |
| Name Screen | ✓ | × |
| ePoster Screen | ✓ (limited) | × |
| Airport Screen | ✓ | × |
| Technician App | × | ✓ |
| Kiosk App | × | ✓ |
| Moderator App | × | ✓ |
| Timer Controller | × | ✓ |
| Speaker Service Centre App | × | ✓ |

| App | Web App | App Launcher |
|---|---|---|
| ePoster App (full) | × | ✓ |
| Screen Matrix | × | ✓ |

## Choosing and pairing a Web App to your event

1. Open Google Chrome or Microsoft Edge on the device.
2. Go to `https://app.slidecrew.com/webapp/`.

The **Slidecrew Web Apps** screen opens.




3. Click the app you want to run.
4. The selected app's pairing screen appears with a six-digit code and a QR code.
5. Pair the screen through the portal using the same process as any other device. See 6.12 Connecting and Managing Devices.

Once pairing is complete, the selected app opens for the assigned room.

## Available Web Apps

| App | Notes |
|---|---|
| Room Signage | Works the same way as the App Launcher version. See Setting Up Conference Rooms. |
| Room Timer | Works the same way as the App Launcher version. See Setting Up Conference Rooms. |
| Queue | Works the same way as the SSC Queue screen. See Setting Up the Speaker Ready Room. |
| Name Screen | Only available in the Web App. Displays presenter's or moderator's name and presentation title, depending on configuration. |
| ePoster Screen | A limited version of the ePoster App. Only shows the first page of each ePoster and does not support video. |
| Airport Screen | Only available in the Web App. Displays all sessions across all rooms in a departure-board layout. |

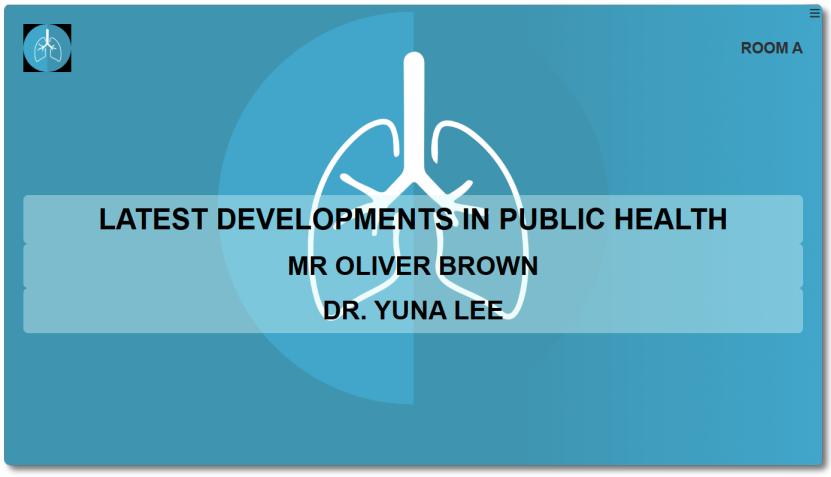
## Setting Up the Name Screen

1. On the app selection screen, click Name Screen.

The Name Screen opens and shows the Style background and room name. It stays in this idle state until a presentation goes live in the assigned room.

### How the Name Screen Works

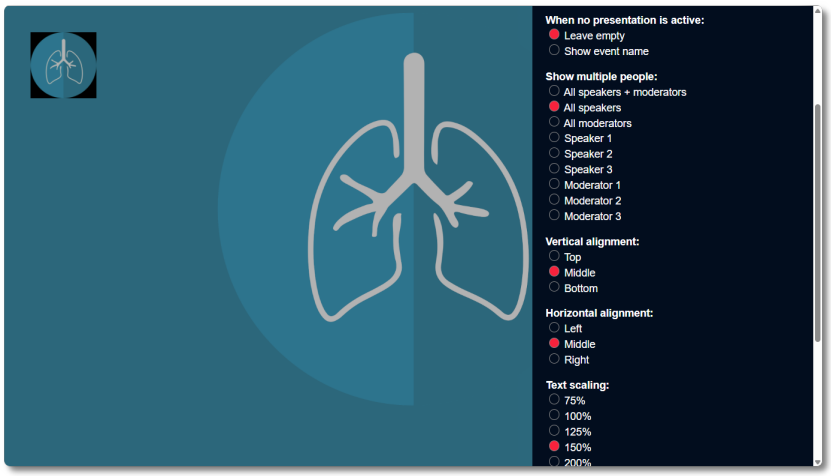
The Name Screen is triggered by the same event that starts the room timer: a file being launched from a Technician or Kiosk App device with Timer Master enabled in the same room. When that happens, the screen shows some combination of the presentation title, speaker names, and moderator names, depending on how it has been configured.




When no presentation is active, the screen either stays blank or shows the event name, depending on the selected setting.

## Configuring the Name Screen

1. Click the hamburger menu in the top right corner.
2. Adjust the settings in the panel that appears. Changes take effect immediately.
3. To save the configuration for reuse on other devices, copy the URL from the Copy these settings field.
4. Open that URL on another device to apply the same settings automatically.



# Name Screen Settings Reference

## Header

| Option | What it shows in the header area |
|---|---|
| Hide | No header |
| Logo left | Event logo on the left |
| Logo left, room name right | Event logo on the left, room name on the right |
| Logo middle | Event logo centred |
| Logo right | Event logo on the right |
| Logo right, room name left | Room name on the left, event logo on the right |
| Room name left | Room name on the left, no logo |
| Room name middle | Room name centred, no logo |
| Room name right | Room name on the right, no logo |

## When no presentation is active

| Option | What it shows |
|---|---|
| Leave empty | Blank screen with the Style background |
| Show event name | The event name |

## Show multiple people

| Option | Who is shown |
|---|---|
| All speakers + moderators | Every speaker and moderator assigned to the presentation and session |
| All speakers | Speakers only |
| All moderators | Moderators only |
| Speaker 1 / 2 / 3 | A specific speaker by assignment order |
| Moderator 1 / 2 / 3 | A specific moderator by assignment order |

### Layout and text

| Setting | Options |
|---|---|
| Vertical alignment | Top, Middle, Bottom |
| Horizontal alignment | Left, Middle, Right |
| Text scaling | 75%, 100%, 125%, 150%, 200%, 300%, 400%, 500% |
| Text in all caps | Checkbox |
| Show presentation title | Checkbox |
| Name inside a box | Checkbox |
| Split info | Checkbox |

## Setting Up the Web App ePoster Screen

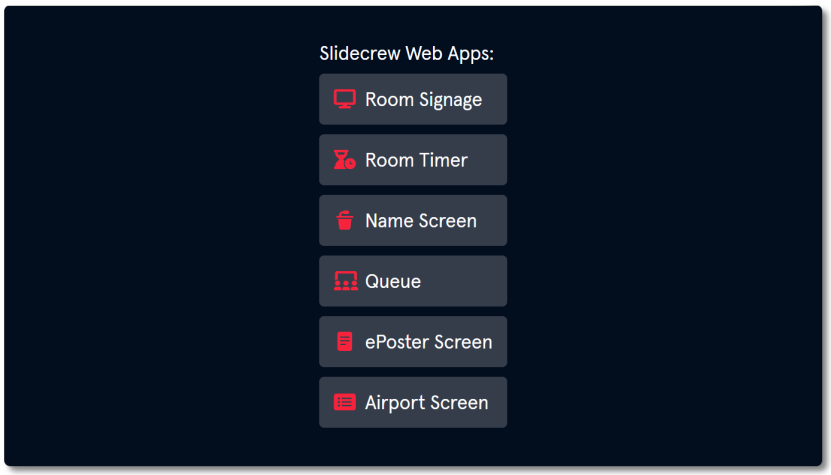
1. On the app selection screen, click ePoster Screen.

The ePoster Screen opens and displays all ePosters with Public status. No further setup is required.

### ePoster Screen Limitations on the Web App Version

The ePoster Screen is browser-based and has several limitations compared with the full ePoster App:

| Limitation | Detail |
|---|---|
| First page only | Only the first page of each ePoster is shown. Multi-page ePosters cannot be scrolled. |
| No video playback | Video-only ePosters show as a still image |
| No embedded video | PowerPoint ePosters with embedded video show the video as a static image |
| Abstracts | Not supported |




Use the Web App ePoster Screen when you only need a simple browser-based display of Public ePosters. Use the full ePoster App through the App Launcher when attendees need multi-page viewing, video playback, ratings, comments, downloads, contact author, or per-device ePoster settings.

The Web App ePoster Screen is deliberately more lightweight than the full ePoster App. It is intended for devices that cannot run the App Launcher, or that have limited memory, storage, or processing power.

This can include Android devices and built-in processors on touch screens. Showing only the first page and avoiding video playback reduces the amount of local caching and processing required, which makes the Web App version more suitable for those devices.




## Setting Up the Airport Screen

1. On the app selection screen, click Airport Screen.

The Airport Screen opens and fills automatically. No further configuration is required.




### How the Airport Screen Works

The Airport Screen shows every session across all rooms and all event days, using a departure-board layout. Sessions are grouped by event day, with a heading for each one.

Each session row shows the time range, room name, and session title. The Status column shows whether the session is Live, Upcoming, or Finished, and updates in real time.

All rooms are shown at the same time. There is no filtering by room or day.

---

## Related Pages

- 6.12 Connecting and Managing Devices
- 6.14 Setting Up the Speaker Ready Room

- 6.15 Setting Up Conference Rooms
- 6.13 Setting Up and Managing ePosters

# 6.17 Sharing Presentation Files After Your Event

The Publication Page is the public page where attendees can browse and download presentation files after the event. This section explains how to enable it, find and share the URL, and export published files and post-event statistics.

## How the Publication Page Works

When publishing is enabled, Slidecrew generates a public URL for the event. Speakers control whether their files appear there by setting their publish permission to Yes for each file during upload.

Files only appear on the Publication Page when a speaker has explicitly selected Yes. Files left unset, or set to No, don't appear.

The Publication Page URL stays the same. It does not change if you edit event details. The page can also be embedded in your event website using a standard iFrame and the normal Publication Page URL.

Speakers can return to their personal upload page at any time, before, during, or after the event, to change their publish permission. The upload page link does not expire.

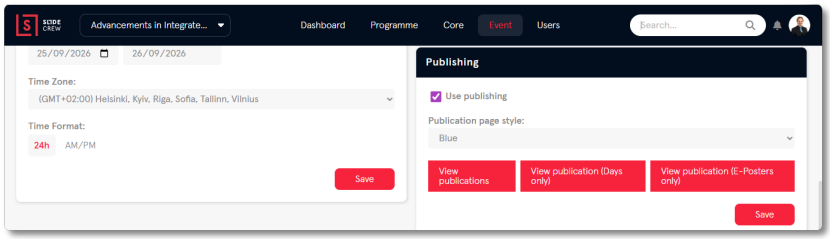
## Publication Page Availability Rules

| Content type | When it appears on the Publication Page |
|---|---|
| Presentation files | Only after the session containing that presentation has ended |
| ePoster files | As soon as the file has been uploaded and processed |
| Files with No or unknown permission | Never. Only an explicit Yes makes a file visible. |

Clicking a file card on the Publication Page opens the file in a new browser tab.

## Enabling Publishing for your Event

1. Navigate to Event in the top menu.
2. Click Event Information.
3. Locate the Publishing section.
4. Tick the Use publishing checkbox.
5. Select a Style from the Publication page style: dropdown. If you leave this unchanged, the Default Style is used.
6. Click Save.




### Publishing Settings

| Setting | Notes |
|---|---|
| Use publishing | Enables the Publication Page and activates the publish permission option on the Speaker Upload Page |
| Publication page style: | The Style applied to the Publication Page. Defaults to the Default Style if not changed. |

## Finding Your Publication Page URL

1. Navigate to Event → Event Information → Publishing.
2. Click View Publications.
3. Copy the URL from the browser address bar.

The URL follows this format:

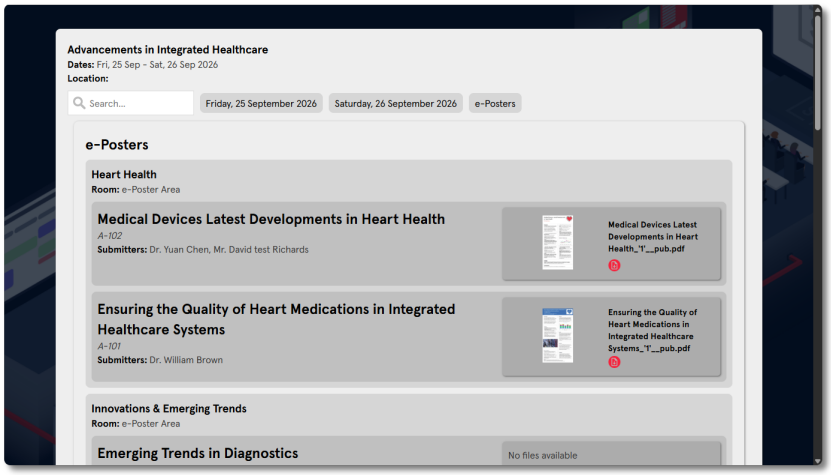
https://slidecrew.com/publish/%5BEventShortName%5D-evt-%5BuniqueID%5D/

Three filtered views are available from the Publishing section:

| Button | What it shows | URL |
|---|---|---|
| View Publications | Presentations and ePosters | Base URL |
| View Publications (Days only) | Presentations only | Base URL + ?show=days |
| View Publications (ePosters only) | ePosters only | Base URL + ?show=e-posters |

## What Attendees See on the Publication Page

The page header shows the event name, dates, location, a search bar, and a tab for each event day plus an ePosters tab.




On a day tab, sessions are listed with presentations nested under them. Where a speaker has set permission to Yes and the session has ended, a file card appears next to the presentation, showing a thumbnail and filename. If no file is available, the label No files available is shown instead.

The ePosters tab groups ePosters by Category. File cards work the same way. Clicking one opens the file in a new browser tab.

## Exporting Published Files

1. Navigate to Event in the top menu.
2. Click Exports.
3. Under the After event section, locate Published files:.
4. Click Zip archive.

The download is a ZIP file containing PDF versions of every file where the speaker has set publish permission to Yes.

## Exporting Post-Event Statistics

1. Navigate to Event → Exports.
2. Under the After event section, click the relevant export button.

## Post-Event Export Options

| Export | What it contains |
|---|---|
| Event statistics: | Key event metrics, including session counts, presentation counts, file counts, upload origin data, and Speaker Ready Room averages |
| ePoster statistics: | Per-ePoster view counts, ratings, and download data |
| Form statistics: | One sheet per form, with one row per submission |

---

## Related Pages

- 6.9 Uploading and Managing Presentation Files
- 6.18 The Speaker Journey
- 6.7 Applying Branding to Your Event
- 6.10 Communicating with Speakers and Moderators

# 6.18 The Speaker Journey

This section explains what speakers, moderators, presentation submitters and ePoster submitters experience before, during, and after a Slidecrew event. It is mainly intended for organisers who need to brief participants, but it can also be shared directly with speakers and moderators.

## How Slidecrew Works for Speakers and Moderators

There are three stages: before the event, on-site, and after the event.

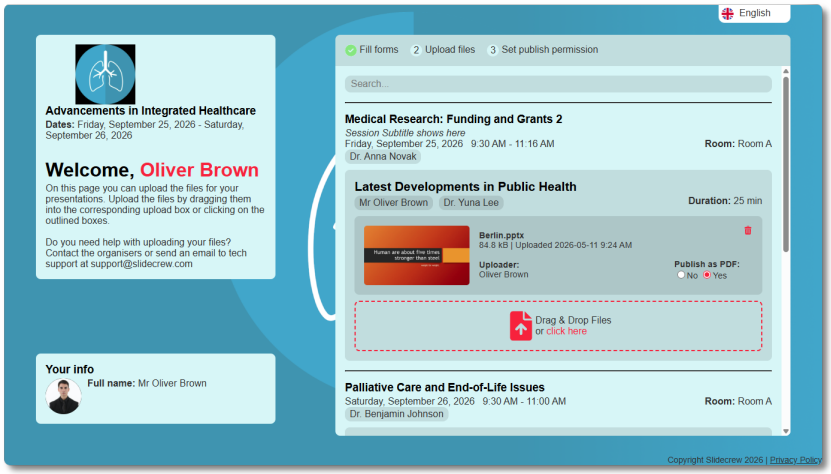
Before the event, speakers upload files and complete any required forms through a personal link sent by email.

On-site, they check in at the Speaker Ready Room and then present in the conference room. After the event, they can update whether their files are shared publicly.

The personal upload link does not expire. Speakers can use it before the event, on the day, and afterwards.

## Before the Event: Uploading Your Files

Speakers receive a personal upload link by email. Opening that link takes them to the Speaker Upload Page.




This page shows all of their sessions and presentations and allows them to upload files. It works on any device and includes a language selector in the top right corner.

Three progress steps run across the top of the page: Fill forms, Upload files, and Set publish permission. These show what still needs to be completed.

## The Speaker Upload Page

| Area | What it contains |
|---|---|
| Left panel | Event logo, event name, dates, welcome message, upload instructions, contact information, and a Your info section showing the speaker's full name |
| Top of main area | Three progress steps: Fill forms, Upload files, Set publish permission |
| Main area | Sessions listed by date, with presentations nested under each session |

## Uploading a Presentation File

1. Locate the presentation in the list.
2. Drag the file into the upload area for that presentation, or click on the drag & drop area to open the file explorer
3. Once the upload is complete, the file appears as a card showing the thumbnail, filename, file size, upload date and time, and uploader name.

## Uploading an Additional or Replacement File

The upload area stays visible below any existing file card. To submit another file, follow the same steps.

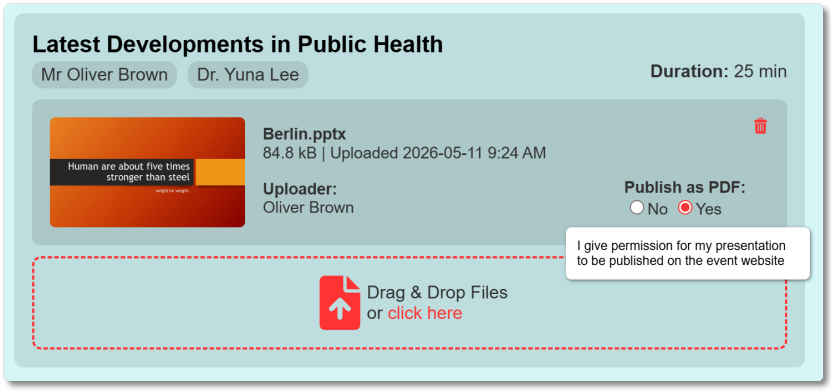
If the new file uses the same filename as the current file in that presentation slot, Slidecrew archives the current revision and makes the new upload active automatically. Previous revisions remain available in the event portal under **Core → Files**. See Viewing file revisions.

## Deleting a File

Click the red delete button on the file card.

## Setting Your Publishing Permission

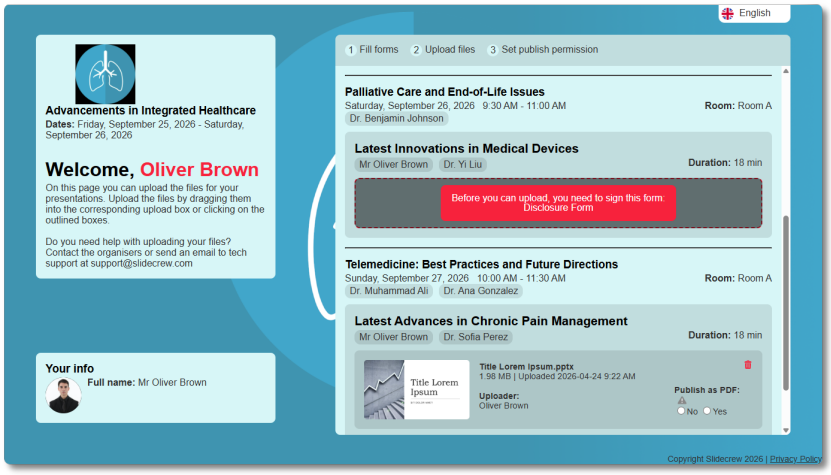
If publishing is enabled for the event, then for each uploaded file, a Publish as PDF section appears on the file card with two radio buttons: Yes and No. A warning triangle is shown if this has not been set.




Selecting Yes means the file will appear on the event's Publication Page once the session has ended. Selecting No means it will not appear. Leaving it unset has the same result as No.

This permission can be changed at any time by returning to the upload page through the original link.

## Filling In Forms




If the organiser has created forms, for example, a speaker agreement or disclosure form, the Fill forms step appears at the top of the upload page. For forms that apply once per speaker, a pop-up may appear the first time the speaker opens the upload page. Each form has to be completed before the file upload areas for the relevant presentations can be used.

## Uploading as a Presentation Submitter

Presentation submitters receive a personal upload link by email in the same way as speakers, when an email campaign includes the **Presentation Submitter** recipient. The link opens the Speaker Upload Page, which lists the presentations they are assigned to as a submitter, with the speaker's name shown.

They upload files and set the publishing permission in the same way as speakers. The file card names the submitter as the uploader.

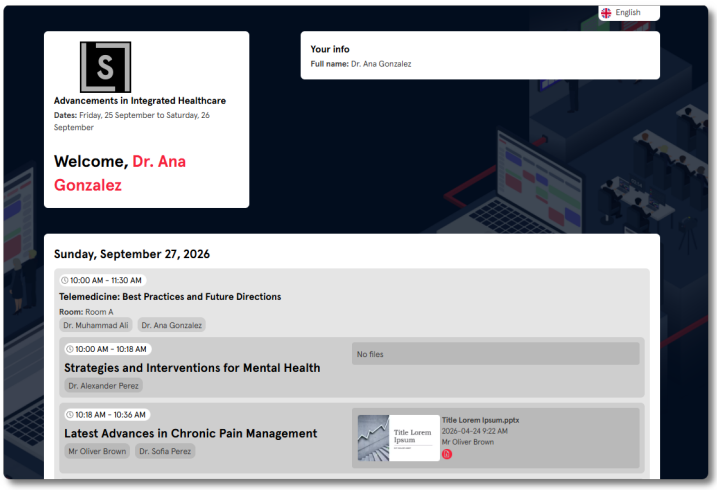
Uploading a file does not add the submitter to the Speaker Ready Room queue. To add them, use **Add to Queue** in their attendee sidebar or on the Speaker Overview Page. Their queue entry is for the person, not for a specific presentation or file.

### Uploading as an ePoster Submitter

ePoster submitters use the same personal upload page as speakers. Their ePoster appears in the list with an ePoster label. The upload process is the same: drag and drop the file, or click to browse. After upload, Slidecrew processes and converts the file automatically.

## The Moderator Page

Moderators can also receive a personal link by email, generated using the {moderatorlink} tag in an email campaign. This link opens the moderator page. It is not a portal login and does not require a Slidecrew account.




The page shows all sessions the moderator is assigned to, with presentations listed under each one. Uploaded files appear as cards with a PDF preview option. If no file has been uploaded, the label No files is shown.

If the organiser has enabled the **Moderators can upload on behalf of speakers** setting, then an upload area also appears for each presentation, allowing moderators to submit files directly.

### Moderator Page Reference

| Area | What it contains |
|---|---|
| Left panel | Event logo, event name, dates, and a welcome message |
| Your info card | The moderator's full name, shown at the top centre of the page |
| Main area | Sessions listed by date, with presentations and uploaded files nested under each session |

# On-Site: The Speaker Ready Room

The Speaker Ready Room is where speakers confirm that their files have arrived, display correctly, and are ready to present. Staff at the welcome desk can check file status, flag issues, and assign speakers either to a station or to the waiting queue.

## Joining the Queue

Speakers can join the queue in three ways:

- A staff member adds them at the welcome desk.
- They scan their personal QR code at the Queue screen in the waiting area.
- A staff member assigns them directly to an available station.



If a speaker scans their QR code at the Queue screen and one of the enabled Advanced Workflow checks finds a file issue, they are redirected to the welcome or information desk instead of entering the queue. See 6.14 Setting Up the Speaker Ready Room.

## At the Check-In Station

The station idle screen shows the station number and two login options: scan a badge or QR code, or type a code into the field and click Verify.

After login, an identity confirmation screen shows the speaker's profile picture and full name. Click That's me! to confirm.




The session list then appears. The Show toggle lets speakers switch between All their sessions and Only the session they have presentations for. From there, they can review files, upload replacements, or add new files using the upload area on each file card.

Each file card shows the filename, a Publishing section with Allowed and Not Allowed radio buttons for publish permission, and a ⋮ menu with options to delete or edit the file.

If a speaker needs help, they can click the Help button at the top right of the screen. A pop-up confirms whether they need assistance from a staff member. If they confirm, the station header turns red and shows HELP REQUIRED, and the station flashes red on the Queue screen so staff are alerted.




If any forms are still outstanding, they appear one at a time before the speaker can access their files.

When the speaker clicks Logout, they are signed out of the station. If the **Set file checked on close** setting is enabled, all of their files are marked as checked at that point.

# In the Presentation Room

Conference rooms are usually set up in one of two ways: technician-managed or self-service.

## Technician-Managed Rooms

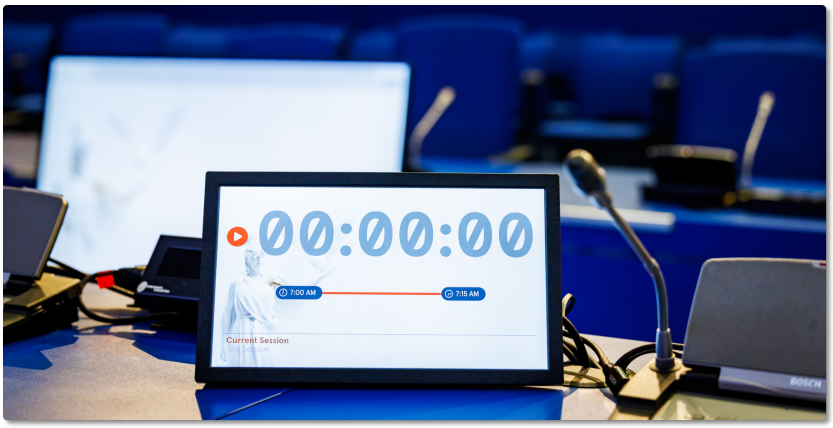
A technician sits at the main room device and launches presentation files when the speaker is ready.



The speaker goes on stage and uses a clicker to move through the slides. On the lectern screen, they see a Presenter View showing the current slide, the next slide, and their speaker notes.



The Room Timer display, shown on a separate screen facing the stage, displays the countdown. Messages sent by the technician or moderator also appear on this screen.



### Self-Service Kiosk Rooms

In rooms without a dedicated technician, a Kiosk App device is set up at the lectern. The speaker taps their session in the session list, then taps their presentation.

- If there is one file, it launches immediately.
- If there are multiple files, a pop-up appears so the speaker can choose which one to open.

The countdown timer starts automatically if the room has been configured for this.

## After the Event: Updating Your Publishing Permissions

The personal upload page link stays active after the event ends. Speakers can return to it at any time to change the publish permission for any file.

Files set to Yes appear on the Publication Page once the session has ended. Changing from No to Yes after the event has the same effect. The file appears as soon as the session end time has passed.

Organisers can also send a reminder email campaign to speakers who have not yet set their publish permission by using the Publish Unknown speaker send filter.

---

## Related Pages

- 6.9 Uploading and Managing Presentation Files
- 6.10 Communicating with Speakers and Moderators
- 6.14 Setting Up the Speaker Ready Room
- 6.15 Setting Up Conference Rooms
- 6.17 Sharing Presentation Files After Your Event

# 7. Reference

This section contains reference information you may need while planning or running an event. It covers network requirements, hardware requirements, user role permissions, supported file formats, and dashboard widget availability. For procedures and workflows, see Section 6.

## Network Requirements

All devices running the Slidecrew App Launcher need internet access and a DHCP (v4) network during setup and throughout the event. Internet access is required to connect to cloud storage and the portal. The local caching server is temporarily unavailable, so do not plan an offline event around local file delivery.

Use wired connections for all devices wherever possible. A dedicated wireless VLAN can be used, but only for non time sensitive tasks such as room signage and breakout rooms where small files are uploaded well before the session.

The VLAN should use a /24 subnet, with a maximum of 254 addresses. If you need more than 254 addresses, contact support@slidecrew.com.

### Internet speed recommendations

For most events, use a wired internet connection with at least 20 Mbps upload and download speed. This is a reasonable baseline for smaller events where speakers upload in advance and the total file volume is moderate.

For events with more rooms, frequent same-day uploads or file replacements, or large video files, use 50 Mbps or more. Allow additional capacity if the connection is shared with general venue traffic or other services.

Slidecrew can operate with a slower connection, but presentation files and ePosters will take longer to transfer. File transfer speed is the part of the workflow most affected by the available internet bandwidth.

### External Firewall Ports

All connections are outgoing. Whitelist the following destinations:

- sg.slidecrew.net
- sg.slidecrew.com

| Port | Protocol | Description |
|---|---|---|
| 80 | TCP | Redirect HTTPS |
| 443 | TCP | HTTPS |
| 4984 | TCP | Database access. Destinations: sg.slidecrew.com, sg-ssl.slidecrew.com, sg.slidecrew.net, sg-ssl.slidecrew.net |
| 9000–9001 | TCP | File service across multiple endpoints |

# Hardware Requirements

## App Launcher Devices: Windows (Minimum Specifications)

These are minimum specifications. Higher specifications are recommended for presentation playback devices.

| Cores | Memory | Storage |
|---|---|---|
| 4-core (2.2 GHz) | 12 GB | 256 GB SSD |

Required software

- Microsoft Windows 10 or 11
- Microsoft PowerPoint 365, 2019, or 2021

## App Launcher Devices: macOS (Minimum Specifications)

| Processor | Memory | Storage |
|---|---|---|
| Intel i7/i9 or Apple Silicon | 16 GB | 256 GB SSD |

Required software

- Apple macOS 15.5 or later
- Microsoft PowerPoint 365 for Mac
- Apple Keynote (optional, required only if Keynote uploads are enabled)

# User Role Permissions

Users in Slidecrew have one of eight roles. Staff roles can access the portal. Attendee roles cannot. Speakers, moderators, presentation submitters and ePoster submitters use personal pages and on-site apps only.

# Staff Roles

Staff roles can access the Slidecrew portal. Admin and Organiser have full access to the portal. The detailed tables below show the more limited Technician and Hostess access.

**Access levels:** **Edit** means the role can change the area. **View** means the role can see the area but not change it. **Hidden** means the area is not available.

## Core and Event permissions

| Permission area | Technician | Hostess |
|---|---|---|
| Core | Edit | View |
| Core → Devices | Edit | View |
| Core → Errors | Edit | Hidden |
| Core → Integrations | View | Hidden |
| Core → Rooms | View | View |
| Event → Billing | Hidden | Hidden |
| Event → Break Slides | Hidden | Hidden |
| Event → Custom Data | Hidden | Hidden |
| Event → Email Templates | Hidden | Hidden |
| Event → Export | Hidden | Hidden |
| Event → Forms | Hidden | Hidden |
| Event → Import | Hidden | Hidden |
| Event → Info | Edit | View |
| Event → Server Licences | Hidden | Hidden |
| Event → Style | Edit | Hidden |

### Persons, ePosters, and Programme permissions

| Permission area | Technician | Hostess |
|---|---|---|
| Persons → Contact Info | Edit | Hidden |
| Persons → Info | Edit | Edit |
| Persons → Thumbnail | Edit | Edit |
| Persons → User Level | View | View |
| ePosters | Hidden | Hidden |
| Programme | Edit | Edit |

These tables describe portal-area permissions. The related workflows, including files, email campaigns, forms, the Speaker Ready Room queue, and App Launcher downloads, are covered in the relevant procedures in Section 6.

### Attendee Roles

| Role | Portal access | Interacts via |
|---|---|---|
| Speaker | None | Speaker Upload Page, Speaker Service Centre App, on-site presentation apps |
| Moderator | None | Moderator page, Moderator App |
| Presentation Submitter | None | Speaker Upload Page, for the presentations they are assigned to |
| ePoster Submitter | None | Speaker Upload Page (ePoster upload flow) |

# Supported File Formats

## Presentation Files

| Format | Extension | Notes |
|---|---|---|
| PowerPoint | .pptx, .ppt | Primary format. Full support for animations, embedded video, and audio |
| PDF | .pdf | Fully supported. Opens in the Slidecrew custom PDF viewer on room devices |
| Apple Keynote | .key | Disabled by default. Enable per event in Upload page settings |
| Video (standalone) | .mp4 and others | Supported as a standalone file. Non-standard formats can be converted to MP4 by Slidecrew on request |
| Image (standalone) | .jpg, .png and others | Supported as a standalone file |

## ePoster Files

| Format | Notes |
|---|---|
| PowerPoint | Animations, embedded video, and audio are preserved during conversion |
| PDF | Fully supported |
| Video (standalone) | Supported as a standalone ePoster file |

Multiple files can be combined into a single ePoster. Slidecrew stitches them together during processing.

# Dashboard Widgets: Availability by Role

| Widget | Admin | Organiser | Technician | Hostess |
|---|---|---|---|---|
| Account Information | ✓ | ✓ | ✓ | ✓ |
| ePosters | ✓ | ✓ | ✓ | ✓ |
| Event Days | ✓ | ✓ | ✓ | ✓ |
| Event Information | ✓ | ✓ | ✓ | ✓ |
| Event Plan | ✓ | ✓ | ✓ | ✓ |
| Event Users Activity | ✓ | ✓ | × | × |
| Presentation Progress | ✓ | ✓ | ✓ | ✓ |
| Programme Errors | ✓ | ✓ | ✓ | ✓ |
| Queue | ✓ | ✓ | ✓ | ✓ |
| Recent Uploads | ✓ | ✓ | ✓ | ✓ |
| Statistics | ✓ | ✓ | ✓ | × |
| Tools | ✓ | ✓ | ✓ | × |
| Upcoming Sessions | ✓ | ✓ | ✓ | ✓ |
| Upload Statistics | ✓ | ✓ | ✓ | × |

# 8. Troubleshooting

This section lists known problems and how to resolve them. Where a problem is covered in more detail elsewhere in the manual, that section is referenced.

Each entry starts with the symptom, followed by what to do.

## General

**A portal page is not showing the latest data.** For example, a session you deleted is still appearing on the Programme page, or a user you just added is not showing in the Users list. The portal sometimes holds onto cached data after a change. Refreshing the browser does not always resolve this.

To clear the cache:

- Click your profile picture or account icon at the top right of any portal page.
- Select **Account Settings**.
- Click the **Empty cache** button at the bottom of the Personal Information section.

The portal will reload with fresh data.

## Account & Login

**The verification email has not arrived.**
Check your spam folder. If the email is not there, contact support@slidecrew.com to request a new verification link. Verification links expire after 24 hours.

**The verification link has expired.**
Contact support@slidecrew.com and request a new link.

**You cannot log in, and you have forgotten your password.**
On the login page at app.slidecrew.com, click Forgot your password? and follow the instructions sent to your email. See 6.1 Setting Up Your Slidecrew Account.

**You can log in, but cannot see the expected event.**
Your account may not have been given access to that event. Ask an Admin or Organiser on the event to invite you. If you were invited already, check that you accepted the invitation using the correct email address.

## Importing Programme Data

**The import completes but sessions appear on the wrong dates.**
Check whether the day and month were swapped. Text dates with slashes are read month first and text dates with dashes are read day first, so 04/03/2027 is 3 April and 04-03-2027 is 4 March. Correct the affected sessions before importing again: importing the spreadsheet again without record IDs can create new sessions instead of moving the existing ones. See 6.5 Managing Your Programme Data.

**The import completes but some sessions or presentations are missing.**
Check the import feedback, column mappings and affected records before importing again. An import can create new records or update existing ones, and failures do not by themselves show that nothing was saved. Check for duplicates as well as missing records. Once you know what changed, decide

which records need correcting. If you are unsure, ask Slidecrew support before retrying or deleting data. See 6.3 Adding Your Event Programme Data.

## Programme & Sessions

**A session block cannot be dragged on the Programme view.**
The session may be locked. Open the session's ⋮ menu and check whether the lock option is available. If the session is locked, select the unlock option. See 6.5 Managing Your Programme Data.

**The Programme Errors widget shows errors but the number does not update.**
Programme errors are not calculated automatically. Click Calculate errors in the Programme Errors widget to run the check. See 6.11 Monitoring Your Event.

## File Uploads

**A speaker's file is showing as unchecked after they visited the Speaker Ready Room.**
The **Set file checked on close** setting may not be enabled on the station. Check the Global SSC Settings in the App Launcher. You can also mark the file as checked manually from the Files list or from the file card ⋮ menu. See 6.9 Uploading and Managing Presentation Files.

**A file is not appearing on a room device.**
Check the File Status column in the Devices tab. It shows a fraction of files downloaded versus expected. If the fraction is incomplete, the device may still be downloading. If the download has stalled, check the device's network connection. See 6.12 Connecting and Managing Devices.

**A speaker uploaded the wrong file and needs to replace it.**
Upload the correct file to the same presentation slot using the same filename. Slidecrew archives the previous revision and makes the new upload active automatically. To view the archived revision, navigate to **Core → Files**, click the filename, and use the numbered buttons under **Revisions**. See 6.9 Uploading and Managing Presentation Files.

**The Speaker Upload Page is showing as closed.**
The Pre-upload closed deadline has passed. To reopen it, navigate to Event → Event Information → Upload page, change the Pre-upload closed setting, and click Save. See 6.9 Uploading and Managing Presentation Files.

## Devices & App Launcher

**The App Launcher shows a "System time not synchronized" error on opening.** The device's system clock is not in sync with the correct time, which prevents the App Launcher from connecting reliably. Close the pop-up, then adjust the device:

- Check that the timezone is set correctly in your operating system settings.
- Enable automatic time synchronisation in your operating system settings.

Once the system time is correct, reopen the App Launcher.

**The App Launcher is showing the pairing screen after a device restart.**
The device has been unpaired, either manually through Reset Device or because its device record was deleted in the portal. Pair the device again through the portal. See 6.12 Connecting and Managing Devices.

**The App Launcher is stuck on the Syncing data screen.**
Check the device's network connection. The App Launcher needs internet access to complete the sync. If the connection is working, close and reopen the App Launcher.

**A device shows as disconnected in the Devices list but the App Launcher is running.** The Activity column shows time since the last contact, not a live connection state. The connection may have been interrupted briefly. Check the App Launcher on the device. The green Connected indicator in the bottom left shows the current connection state.

**The room timer is not starting automatically when a presentation is launched.**
Two things must both be active: AUTO mode in the Timer Controller and Timer Master on the device launching the file. If either one is missing, the timer does not start automatically. See 6.15 Setting Up Conference Rooms.

**The Screen Matrix is not launching the expected apps.**
The preset may have been saved on a device with a different screen setup. Presets are saved locally and reflect the screens that were connected when the preset was created. If the screen setup has changed, configure the layout again manually and save a new preset. See 6.12 Connecting and Managing Devices.

**Text is too small to read, or speaker names are cut off, in an App Launcher app.**
The size follows the Windows display scale. Increase or reduce it under **Settings → System → Display → Scale & layout**. See Windows display scaling.

## Speaker Ready Room

**A speaker scanned their QR code at the Queue screen but was redirected to the welcome desk.**
One of the enabled **Advance Workflow** checks detected a file issue. Check the speaker's file status from the portal or the Speaker Overview Page, then resolve the issue before the speaker continues. If the event does not use that check, disable it under **Settings → Queue** on the Queue screen device. See 6.14 Setting Up the Speaker Ready Room.

**A station is showing station number 0 but should be showing a different number.**
The station number is taken from a number in the Device Name. If the Device Name contains no number, the station defaults to 0. Update the Device Name in the Devices tab so it includes the correct station number, for example Station 3. The App Launcher will reflect the change after reconnecting. See 6.14 Setting Up the Speaker Ready Room.

**A speaker cannot log in using their badge.** Check that Badge login is enabled in the station settings. Also confirm that a compatible barcode scanner is connected to the station device. See 6.14 Setting Up the Speaker Ready Room.

**A file the speaker uploaded earlier is not showing at the station.** Check that the file appears under **Core → Files**, then check the station's network connection and file download status. See 6.14 Setting Up the Speaker Ready Room.

## ePosters

**An ePoster is not appearing in the ePoster App after upload.**
ePosters start as Pending and don't appear in the App until their status is changed to Public. Navigate to **ePosters** in the top menu, find the ePoster, and change its Status to Public. See 6.13 Setting Up and Managing ePosters.

**An ePoster Category is not appearing in the ePoster App.**
Categories only appear when at least one ePoster in that category has Public status. If all ePosters in the category are Pending or Hidden, the category is hidden from the App.

## Publication Page

**A speaker's file is not appearing on the Publication Page even though they set it to Yes.** The session may not have ended yet. Presentation files only appear on the Publication Page after the session containing that presentation has finished. ePoster files appear as soon as they have been processed. See 6.17 Sharing Presentation Files After Your Event.

**The Publication Page URL has changed unexpectedly. This should not happen.** The Publication Page URL stays the same and does not change when event details such as the Short Name are edited. If the URL appears to have changed, contact support@slidecrew.com. See 6.17 Sharing Presentation Files After Your Event.

# 9. Glossary

This glossary defines Slidecrew-specific terms and any terms that are used here with a more specific meaning than usual. Standard computing and event-management terms used in their normal sense are not included.

---

**Airport Screen**
A Web Apps display app that shows all sessions across all rooms and event days in a departure-board layout. The Status column updates live and shows whether each session is Live, Upcoming, or Finished.

**App Launcher**
See Slidecrew App Launcher.

**Attendees**
The group of users who interact with Slidecrew through personal pages and on-site apps instead of through the portal. Attendee roles are Speaker, Moderator, Presentation Submitter and ePoster Submitter.

**AUTO mode**
A Timer Controller setting that starts the countdown automatically when a presentation is launched, provided Timer Master is also enabled on the device launching the file. On its own, AUTO mode has no effect.

**Checked**
A file state showing that a speaker has reviewed and confirmed their file, either at a Speaker Service Centre App station or through a manual action by staff. The opposite state is Unchecked.

**Commitment**
A speaker's presentation assignment, a moderator's session assignment, or both. Used as a general term for what an attendee is scheduled to do at an event.

**Custom data fields**
Additional fields added to rooms, sessions, presentations, files, or people through the Custom Data tab. Once created, they appear in the relevant sidebars across the portal.

**Default Style**
The event-level Style used wherever no more specific Style has been assigned. It is pre-populated with Slidecrew branding. Edit it to apply your own branding across the whole event.

**Disclosure slide**
A slide checked against a list of disclosure-related keywords, usually within the first four pages of a presentation file. Used by the No Disclosure Slide filter in Programme Errors.

**Email Upload Key**
A unique code for each presentation, shown in the Speaker Overview Page and in the attendee sidebar of each speaker and presentation submitter. It is used when speakers upload files by email. Clicking a link generated by the {presentationemails} tag opens the speaker's mail client with the Email Upload Key in the subject line so Slidecrew can match the attachment to the correct presentation.

**ePoster**
A digital poster shown in the ePoster App. It follows the same file upload and conversion process as presentation files. ePosters start as Pending and must be set to Public before they appear in the ePoster App.

**ePoster App**
The main App Launcher app for displaying ePosters. It supports multi-page viewing, video playback, ratings, comments, and downloads. It is different from the Web Apps ePoster Screen, which is more limited.

**ePoster Category**
A grouping used for ePosters. It is the equivalent of a Session for presentations. Categories appear in the ePoster App as browseable groups.

**ePoster Panel**
A second-screen app for ePoster App stations, configured through Screen Matrix. It shows the currently selected ePoster fullscreen, or the Style background when no ePoster is selected.

**ePoster Screen**
The browser-based Web Apps version of the ePoster App. It only shows the first page of each ePoster and does not support video playback. Use the ePoster App through the App Launcher for full functionality.

**ePoster Submitter**
An attendee role for people who submit ePosters. For email campaigns and forms, this role is treated as a Speaker subtype.

**Event Creator**
The portal page used to configure a proposed event and create a quote. It covers the package, event dates, conference rooms, ePosters, extras, event information, and billing information. The event portal is created after the quote has been signed.

**Event Day Tabs**
The tabs at the top of the Programme page used to switch between event days. Each tab shows the day and short date. ePosters are opened separately from the **ePosters** item in the top menu.

**Event Plan**
The purchased plan for a Slidecrew event. It defines the number of rooms, days, and ePosters included.

**Event Switcher**
The dropdown in the top left of the portal that shows the currently open event. It is used to switch between events or create a new one.

**Global Session**
A session with its Global setting set to Yes. A Global Session spans all rooms in its timeslot and is marked with a globe icon on the Programme view.

**Local caching server**
An optional system for storing event files within the venue network so devices can download them locally rather than over the internet. It is temporarily unavailable while its replacement setup is completed. See Local caching server availability.

**Moderator page**
A personal page accessed through a unique link sent by email. It is not a portal login and does not require a Slidecrew account. It shows the moderator's assigned sessions and presentations, with PDF previews of uploaded files. It can also include an upload area for each presentation.

**Name Screen**
A Web Apps display app that shows the current presenter's name, co-presenters, and presentation title over the assigned Style background. It updates automatically when a presentation goes live. It is only available in Web Apps.

**Portal**
The Slidecrew web application, accessed at app.slidecrew.com. Staff users use it to manage the event. Speakers and moderators don't use it directly and instead work through personal pages and on-site apps.

**Presentation**
An individual talk or item within a session, assigned to one or more speakers. Presentations hold the files that are delivered to room devices and launched during the event.

**Presentation Submitter**
An attendee role for people who upload files for a presentation without being one of its speakers. Assigned in the presentation's **Submitters** field. Not the same as an ePoster Submitter.

**Publication Page**
A public web page generated by Slidecrew where attendees can browse and download published presentation files after the event. Files only appear when a speaker has explicitly set their publish permission to Yes and the session has ended.

**Queue screen**
The display app in the Speaker Ready Room waiting area that shows the current queue and allows speakers to scan their QR code to join it. In the App Launcher, this app is labelled SSC Queue.

**Revision**
An archived version of a presentation file. When a file is uploaded to the same presentation slot using the same filename, the existing file becomes a previous revision and the new upload becomes current. Revisions can be viewed from the file sidebar under **Core → Files**.

**Room Groups**
Named groups of rooms used to organise larger events. Only available for events with 10 or more rooms. Room Groups appear as coloured segments in the room index strip on the Programme page and can be used to filter the Programme view.

**Room index**
The strip across the top of the Programme view that shows which rooms are in view and which require scrolling. In large events with Room Groups enabled, it shows coloured group segments.

**Screen Matrix**
A feature under **Custom** in the App Launcher that allows one device to run different apps on multiple connected screens at the same time. Layouts can be saved as named presets and launched again from **Custom**.

**Session block**
The visual representation of a session on the Programme page. Its height is based on the session start and end times. It shows the session title, moderator pictures, presentation and file counts, and file-status indicators.

**Slidecrew App Launcher**
The desktop application installed on event devices. It gives access to conference room apps, Speaker Ready Room apps, and display apps, and connects each device to the event portal. The title bar shows Manager, but in communication and documentation it should always be called Slidecrew App Launcher.

**Speaker barcode**
A unique code value used by a speaker for queue sign-in at the Queue screen and for station login at the Speaker Service Centre App. Slidecrew generates a short numeric code automatically. Additional custom codes can be added manually from the user sidebar.

**Speaker Overview Page**
A full-screen pop-up in the portal that shows one speaker's profile, presentations, uploaded files, forms, and sent emails. It can only be opened from the Top Menu Search Bar.

**Speaker Service Centre**
The software system and apps used in the Speaker Ready Room check-in workflow. It is not the name of the physical room. It includes the Speaker Service Centre App and the Queue screen.

**Speaker Service Centre App**
The check-in station app used by speakers and staff in the Speaker Ready Room. It allows speakers to review, upload, replace, and confirm presentation files. In the App Launcher, the label is Speaker Service Center using American spelling.

**Speaker Upload Page**
The personal upload page reached through a link sent to each speaker. It allows speakers to upload and manage their files, complete forms, and set publish permission before and during the event.

**SSO**
Single Sign-On. Slidecrew supports SSO through Google and Microsoft accounts.

**Staff**
The group of users who have access to the Slidecrew portal. Staff roles are Admin, Organiser, Technician, and Hostess.

**Style**
A set of visual settings, including logo, background images, and colours, used across apps, display

screens, and upload pages. Styles can be assigned at event, room, session, or device level. The most specific Style takes priority.

**Timer Master**
A device setting that causes launching a presentation file on that device to start the room timer automatically, provided AUTO mode is also enabled in the Timer Controller.

**Top Menu Search Bar**
The search bar at the far right of the top menu in the portal. It is used to search for users, sessions, and presentations. It is also the only entry point to the Speaker Overview Page.

**Web Apps**
A browser-based alternative to the Slidecrew App Launcher for running display apps. It is accessed at app.slidecrew.com/webapp/ in a Chromium-based browser. It includes Room Signage, Room Timer, Queue, Name Screen, ePoster Screen, and Airport Screen.

# 10. Index

This index uses section references instead of page numbers. Click any section number to jump to that section.

## A

Account creation ..... 6.1
Account Settings ..... 6.1
Activity log ..... 6.11
Add New Device ..... 6.12
Add new User ..... 6.8
Adding files ..... 6.5, 6.9
Adding presentations ..... 6.5
Adding rooms ..... 6.5
Adding sessions ..... 6.5
Admin (role) ..... 6.8, 7
Airport Screen ..... 6.16, 9
Allow contacting ePoster author ..... 6.6, 6.13
Allow ePoster comments ..... 6.6, 6.13
Allow ePoster downloading ..... 6.6, 6.13
Allow ePoster ratings ..... 6.6, 6.13
Allow Uploading (SSC) ..... 6.12, 6.14
API integration ..... 6.3
App Launcher ..... 6.12
Assign Explicitly ..... 6.14
Attendees ..... 6.8, 7
AUTO mode ..... 6.15, 9

# B

Badge login ..... 6.14, 6.18
Barcodes ..... see Speaker barcodes
Billing information ..... 6.2
Bounced (campaign status) ..... 6.10

# C

Caching Location ..... 6.12, 6.14
Campaign ..... see Email campaign
Campaign recipients ..... 6.10
Cancel Campaign ..... 6.10
Checked (file state) ..... 6.9, 6.14, 9
Create now ..... 6.2
Code login ..... 6.14, 6.18
Comments & Reviews (ePosters) ..... 6.13
Commitment ..... 9
Computer Name ..... 6.12
Configuring App Launcher settings ..... 6.12
Connecting devices ..... 6.12
Copy forms & email templates ..... 6.10
Core (menu) ..... 5
Custom data fields ..... 6.6, 9
Custom data filters ..... 6.10
Custom data import ..... 6.3, 6.6
Custom data export ..... 6.3, 6.6

# D

Dashboard ..... 6.11, 7
Default Style ..... 6.7, 9
Deleting files ..... 6.5, 6.9
Deleting presentations ..... 6.5
Deleting rooms ..... 6.5
Deleting sessions ..... 6.5
Deleting users ..... 6.8
Device Name ..... 6.12
Devices tab ..... 6.12
Disclosure slide ..... 6.10, 9
Displays have separate Spaces ..... 6.15
Drag & Drop Files or click here ..... 6.9, 6.18

# E

Email campaign ..... 6.10
Email Campaigns (page) ..... 6.10
Email Templates ..... 6.10
Email Upload Key ..... 6.9, 9
ePoster App ..... 6.13, 9
ePoster Category ..... 6.13, 9
ePoster Panel ..... 6.13, 9
ePoster Screen ..... 6.16, 9
ePoster Submitter ..... 6.8, 6.13, 9
ePosters ..... 6.13
ePosters (top menu) ..... 5, 6.4, 6.13, 8, 9
Event Creator ..... 6.2, 9
Event Day Tabs ..... 6.4, 9
Event Information tab ..... 6.6
Event Plan ..... 6.2, 9
Event Switcher ..... 6.2, 9
Execute Matrix ..... 6.12
Exports ..... 6.10, 6.17

# F

File check report ..... 6.9
File Status (column) ..... 6.12
Files tab (Core) ..... 6.5
Fill forms ..... 6.18
Firewall ports ..... 7
Form block types ..... 6.10
Form Editor ..... 6.10
Forms ..... 6.10
Full Export ..... 6.3

# G

Gallery View ..... 6.13
Global Session ..... 6.4, 6.5, 9
Global SSC Override ..... 6.14
Global SSC Settings ..... 6.12, 6.14

# H

Hardware requirements ..... 7
HELP REQUIRED ..... 6.14, 6.18
Help button (SSC App) ..... 6.14, 6.18
Hidden (ePoster status) ..... 6.13
Hostess (role) ..... 6.8, 7

# I

Id (custom data) ..... 6.6
Identity confirmation screen ..... 6.14, 6.18
Import errors ..... 6.3
Importing programme data ..... 6.3
Integrations tab ..... 6.3
Internet speed recommendations ..... 7
Invite new User ..... 6.8

# K

Kiosk App ..... 6.15

# L

List View (ePosters) ..... 6.13
Local caching server ..... 6.12, 7, 9
Lock Session ..... 6.4, 6.5
Logging in ..... 6.1

# M

Mark as checked ..... 6.9
Mark as Public ..... 6.13
Moderator (role) ..... 6.8
Moderator App ..... 6.15
Moderator page ..... 6.10, 6.18, 9
Move to station ..... 6.14
Multiple moderators (spreadsheet) ..... 6.3
Multiple speakers (spreadsheet) ..... 6.3

# N

Name Screen ..... 6.16, 9
Network requirements ..... 7
No PresenterView ..... 6.15

# O

Organiser (role) ..... 6.8, 7
Other Settings ..... 6.6

# P

Pairing devices ..... 6.12, 6.15, 6.16
Password reset ..... 6.1
Pending (campaign status) ..... 6.10
Pending (ePoster status) ..... 6.13
Personal information (account) ..... 6.1
Portal ..... 5, 9
Pre-upload closed ..... 6.9
Presentation Progress widget ..... 6.11
Presentation Submitter ..... 6.5, 6.8, 6.10, 6.18, 7, 9
Presentation Type ..... 6.5
Presentations tab (Core) ..... 6.5
Prioritise Queue on Presentation Start ..... 6.6, 6.14
Programme Errors ..... 6.5, 6.11
Programme page ..... 6.4, 6.5
Public (ePoster status) ..... 6.13
Publication Page ..... 6.17, 9
Publish as PDF ..... 6.17, 6.18
Publishing settings ..... 6.17

# Q

Queue screen ..... 6.14, 9
Queue Sign in ..... 6.14
Queue tab (Core) ..... 6.14

# R

Receive Test ..... 6.10
Remove (email campaign) ..... 6.10
Reset Device ..... 6.12
Revisions ..... 6.5, 6.9, 6.14, 6.18, 9
Room Default Style ..... 6.5
Room Groups ..... 6.4, 6.5, 9
Room index ..... 6.4, 9
Room Notes ..... 6.5
Room Signage ..... 6.15
Room sidebar ..... 6.5
Room Timer ..... 6.15
Rooms list ..... 6.5
Rooms tab (Core) ..... 6.5

# S

Save Matrix ..... 6.12
Screen Matrix ..... 6.12
Session block ..... 6.4, 9
Session Notes ..... 6.5
Session sidebar ..... 6.5
Set file checked on close ..... 6.14
Show toggle (SSC App) ..... 6.14, 6.18
Slidecrew App Launcher ..... 6.12, 9
Speaker barcode ..... 6.8, 6.14, 9
Speaker Overview Page ..... 6.9, 9
Speaker Send Filter ..... 6.10
Speaker Service Centre ..... 6.14, 9
Speaker Service Centre App ..... 6.14, 9
Speaker Service Centre Preview ..... 6.14
Speaker Upload Page ..... 6.9, 6.18, 9
Spreadsheet column reference ..... 6.3
Spreadsheet with custom data ..... 6.3
SSC Queue ..... see Queue screen
SSO ..... 6.1, 9
Staff ..... 6.8, 9
Start import ..... 6.3
Statistics Dashboard (email campaign) ..... 6.10
Style ..... 6.7, 9
Style priority order ..... 6.7
Submitters (presentation field) ..... 6.5
Supported file formats ..... 7
Syncing data ..... 6.12

# T

Tags (email) ..... 6.10
That's me! ..... 6.14, 6.18
Timer Controller ..... 6.15
Timer Master ..... 6.12, 6.15, 9
Timer Messages ..... 6.12
Top Menu Search Bar ..... 6.9, 9
Troubleshooting ..... 8
Two-factor authentication ..... 6.1

# U

Upload deadline ..... 6.9
Upload links export ..... 6.10
Upload page settings ..... 6.9
Users Activity ..... 6.11
Users tab ..... 6.8

# W

Web Apps ..... 6.16, 9

# Y

Your New Event panel ..... 6.2

# Z

Zip archive ..... 6.17