

Importing your programme from a spreadsheet

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For support, contact support@slidecrew.com

Importing your event programme data from a spreadsheet

This guide covers how to import your event programme into Slidecrew using the spreadsheet import tool. By the end, you will have your sessions, presentations, speakers, and moderators loaded into your event portal.

If something does not import correctly, the last section explains what to check before importing again.

Before you start

Make sure the following are in place:

- **A Slidecrew event portal** → Someone on your team needs to have created the event. Once the event exists, the import tool is available inside the portal.
- **Login access to the portal** → You need an account with permission to access the Imports page. If you cannot see the Imports option in the Event menu, ask the event organiser to invite you with the right role.
- **Your programme data** → Session times, room names, presentation titles, speaker details, and moderator details. You can either paste this into the Slidecrew template or use your own spreadsheet if it has the right columns.

What goes into a Slidecrew import

A few terms appear throughout this guide. They map to how Slidecrew organises your event:

- **Room** → A physical or virtual location where sessions happen. For example, Auditorium A or Workshop Room 2.
- **Session** → A scheduled block of time in a room. A session contains one or more presentations and runs from a start time to an end time.
- **Presentation** → A single talk inside a session. A session can have one presentation or several.
- **Speaker** → A person presenting. A presentation can have more than one speaker.
- **Moderator** (also called Chair) → A person running a session. A session can have more than one chair. The spreadsheet uses the term Chair in its column titles.

The spreadsheet uses one row per speaker and one row per chair. If a presentation has two speakers, you add a second row for the second speaker. The same applies to chairs at the session level. This is covered in detail in Step 2 below.

How the import works

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.

When a row updates an existing record, blank cells and columns that are not mapped leave the existing values unchanged. 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.

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.

The full process has three steps:

1. Download or prepare the spreadsheet.
2. Complete the spreadsheet, following the column rules.
3. Upload the spreadsheet through the Imports page.

Step 1: Get the spreadsheet ready

You have two options.

Use the Slidecrew template.
Download the template from this link:

Slidecrew Import Template Spreadsheet Download

Use the template as a starting point for your programme data. Before importing, check the column headings and map each column you need to the corresponding Slidecrew field.

Use your own spreadsheet.
You can use an existing spreadsheet if it has the same columns, in any order. The import tool will ask you to map your columns to the Slidecrew fields when you upload. Use the column reference in the appendix of this document to check what each Slidecrew field expects.

Step 2: Complete the spreadsheet

Open the spreadsheet and fill in your programme data. The columns are colour-coded:

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.

One presentation per row

Each presentation must be on its own row. If a session has three presentations, that session takes up at least three rows.

Adding multiple speakers to one presentation

If a presentation has more than one speaker, add a second row directly below the first.

1. Complete the first row in full, including the session details, presentation details, and the first speaker's details.
2. Add a second row directly below it.
3. Copy the session and presentation columns from the first row exactly. Do not change anything in those 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. If any of those four values differ between rows, Slidecrew treats them as separate presentations.

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. In most cases, this row already exists, because most sessions have more than one presentation.

3. In the Chair columns, enter the second chair's details.
4. The presentation and speaker columns on the second row can either be left blank or used for another presentation in the same session.

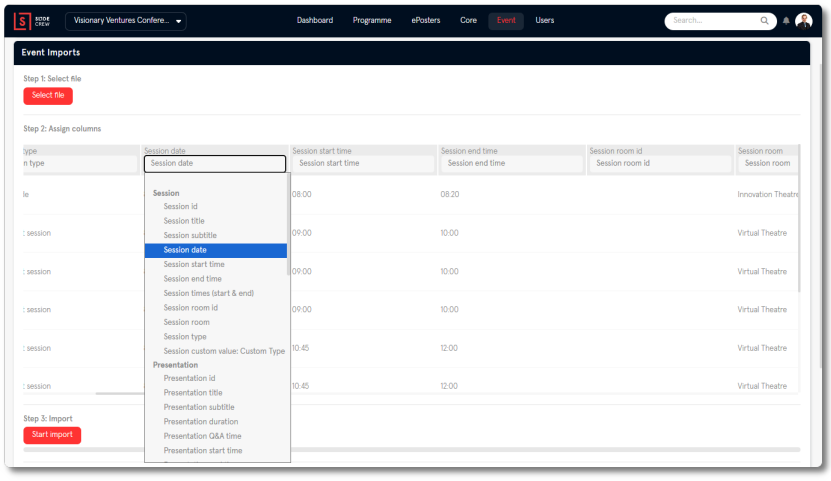
Final checks before uploading

Run through these before saving the file.

- **Identical spelling on matching rows** → Session title, session date, session room, and presentation title must be spelt exactly the same on every row that belongs to the same session or presentation, including spacing and capitalisation. Any variation creates a duplicate instead of a match.
- **Identical details for repeating people** → 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 has that name, the row updates that person, including their email address. If more than one person 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** → Dates can be entered as Excel date cells or as text. Text dates with slashes are read month first and text dates with dashes are read day first, so `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. In the portal, go to Event → Imports.
2. Click Select File and choose your completed spreadsheet.
3. Check the column mapping. For each column in the preview, the dropdown should be set 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.

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.

Common problems

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 in the portal before importing again: importing the spreadsheet again without record IDs can create new sessions instead of moving the existing ones.

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.

The same speaker or moderator appears more than once.
Check that their name is spelt the same way on every row, and that rows for the same person do not carry different IDs. Duplicate people can be merged from inside the portal once the import has finished.

Where to get help

If you run into a problem that is not covered above, contact the Slidecrew team at support@slidecrew.com. If you would like the Slidecrew team to handle the import for you, Import Assistance is available as an add-on at the time the event is set up.

Appendix: Template 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

Column title	What to enter
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

Column title	What to enter
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

Column title	What to enter
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.