Speaker File Upload Quick Guide

Version: 1.0
Date: July 2026
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For support, contact support@slidecrew.com

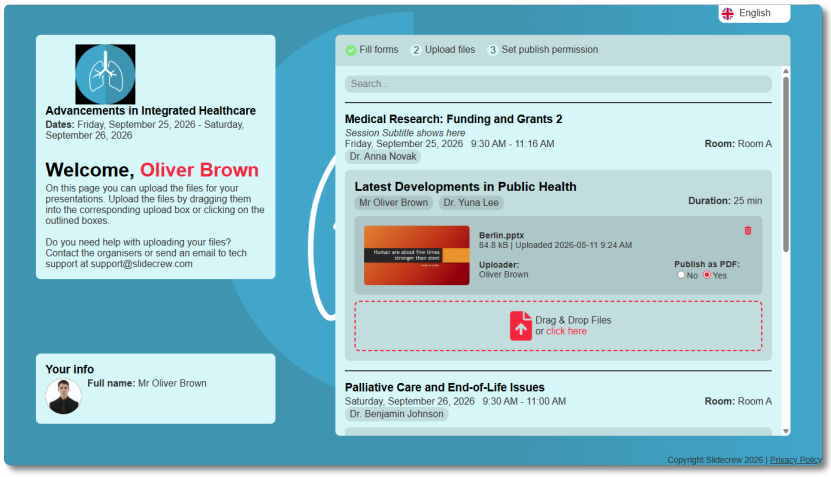
Speaker File Upload Quick Guide

Use the personal link in your email to upload and manage files for your presentation or ePoster. You can return to the same page whenever you need to add, replace, or remove a file.

Start with the link in your email

Open the personal Slidecrew link in your email. It takes you directly to your **Speaker Upload Page** for this event.

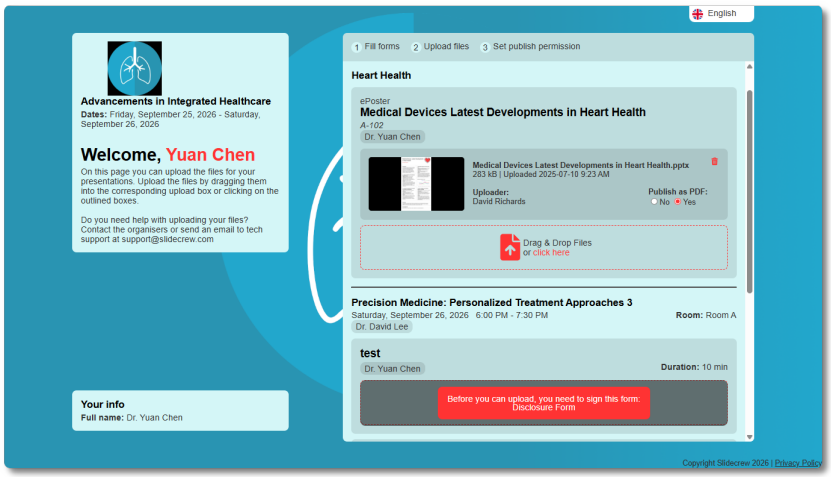
You do not need a Slidecrew account to use this link. Keep the email available until your event, as you may need the page again if your file changes.



Presentations and ePosters use the same upload page

Presentations and ePosters are uploaded from the same page. Find the presentation or ePoster you need in the list, then use its file area.

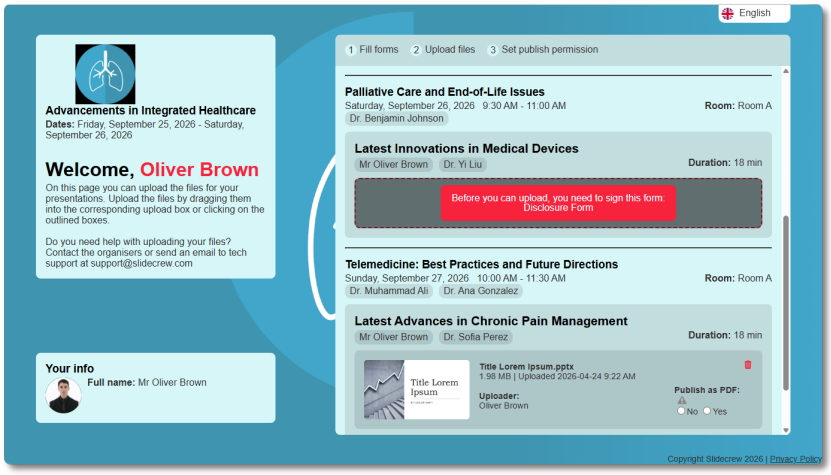
An ePoster is labelled **ePoster** on the page. There is no separate ePoster upload link or upload page.



Complete any required forms first

If your event has forms that apply to your presentation or ePoster, complete them before uploading a file. The page shows a **Fill forms** step and tells you which form must be completed.

The upload area can be unavailable until the required form is complete. Once you submit the form, return to the file area and continue with your upload.



Upload, add, replace, or delete a file

Find the correct presentation or ePoster, then drag your file into the upload area or click the area to choose a file from your computer.

After a file has been uploaded, you can return to the same page to:

- add another file
- replace a file with an updated version
- delete a file you no longer want to provide

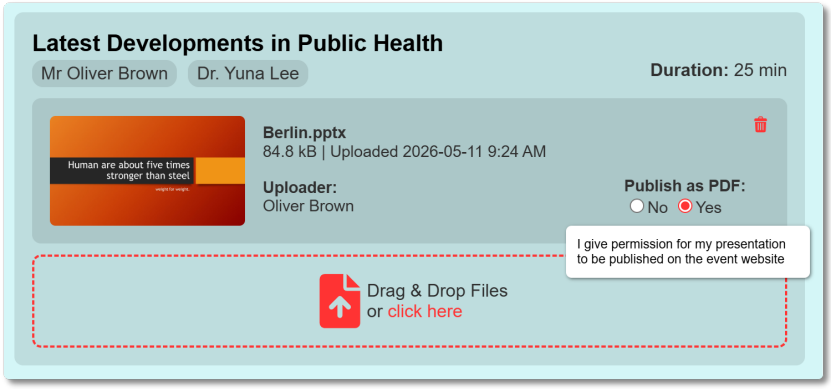
To replace the active file, upload the updated file using the same filename. Slidecrew replaces the current file automatically.

Check that you are working under the correct presentation or ePoster before you upload. If your event has a file deadline, follow the timing provided by the organiser.

Choose publishing permission after upload

After you upload a file, the page may show **Publish as PDF** options. Choose **Yes** if you give permission for the file to be made available as a PDF after the event, or choose **No** if you do not.

This option only appears after a file has been uploaded, and only where the organiser has enabled it for the event.



Get help

If you need help, reply to the email that contained your personal upload link. Your reply will reach the correct event support channel.