

## Landscape 2024 – Guideline for presentation & poster upload

### Presentation and Poster upload from 1 September to 15 September 2024

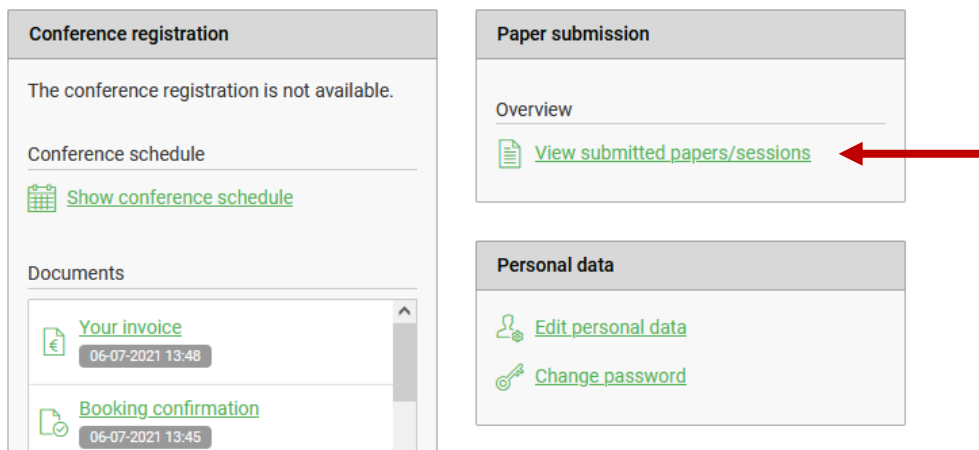
**Important note:** Presentation and poster upload can be only done by the submitter of the abstract. If you are presenter but not the submitter, please ask the submitter to upload. If for some reason this is not possible, please contact the Conference office ([landscape@zalf.de](mailto:landscape@zalf.de)).

Presentation and Poster uploading process: Please follow these **5 steps** to upload your presentation or poster to the Landscape 2024 conference

1. To upload presentation or poster please log into your account via Landscape website: [www.landscape2024.org](http://www.landscape2024.org)

### C<sup>3</sup> – Conference Control Center

Welcome to the Conference Control Center.

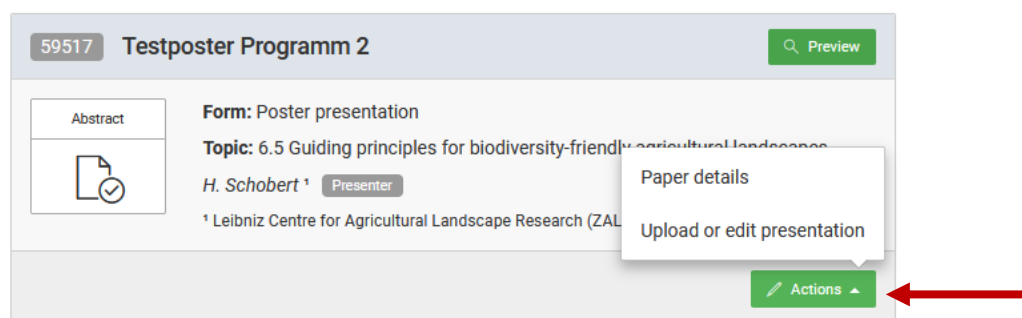


The screenshot shows the Conference Control Center dashboard. On the left, there are sections for 'Conference registration' (not available), 'Conference schedule' (with a 'Show conference schedule' link), and 'Documents' (listing 'Your invoice' and 'Booking confirmation'). On the right, there are sections for 'Paper submission' (with an 'Overview' section and a 'View submitted papers/sessions' link highlighted by a red arrow) and 'Personal data' (with 'Edit personal data' and 'Change password' links).

2. Go to **"Paper submission"** and click on **"View submitted papers"**

### Papers

You have submitted the following papers



The screenshot shows the 'Papers' section. It displays a paper titled 'Testposter Programm 2' with ID '59517'. The paper is a 'Poster presentation' on the topic '6.5 Guiding principles for biodiversity-friendly agricultural landscapes' by 'H. Schobert' (Presenter). The paper is associated with the 'Leibniz Centre for Agricultural Landscape Research (ZALF)'. A 'Preview' button is visible. A dropdown menu is open over the 'Actions' button, showing options for 'Paper details' and 'Upload or edit presentation'. A red arrow points to the 'Actions' button.

3. Click on "**Actions**" and select "**Upload or edit presentation**"

## Submit presentation "Test Poster 2"

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Please be patient – uploading and checking your file may take a little while depending on the speed of your internet connection. Do not close the browser window or reload the page. A message will be displayed as soon as the uploading process has been successfully completed.

Presentation file \*

Select file

Please transfer your presentation in one of the following file formats (pdf) with a maximum file size of 4.88 MB

File upload

Back

4. **Select** your **file** (oral presentation in pdf, ppt or pptx; posters in JPG) and complete the upload by clicking "**File upload**"

**Please ensure your file follows the specifications:** [presentation guidelines](#)

5. After the successful upload you will receive a confirmation message:

## Presentation file was successfully uploaded

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Your presentation file has been successfully uploaded and linked to your submission.

The details of your submission can be found [here](#)

You can check or change your uploaded files until the deadline on 15 September 2024 via your account.

In case of any problems, please send an email, including applicable error details, to the Landscape Secretariat at [landscape@zalf.de](mailto:landscape@zalf.de).