Brief Instructions for Online data entry

for Presentations at the 30th German Prevention Congress

Background

The details of your Presentation will appear in the online congress programme on the DPT website and later in the online documentation.

You can edit and release this information directly via online data entry. In addition, the congress registrations for the persons involved are managed in this way. Separate registration as a congress participant is therefore not necessary.

Overview page

After logging in, the overview page displays the contributions you have submitted that have been accepted for the programme.

Left: Symbol for approval (red, turns green after approval)

Middle: Link to the content of your lecture and catalogue preview.

Medien: By pressing the button "Medien verwalten" you can upload further material

Right: Link to the details of the lecturer(s)

Content of the lecture and Catalogue preview [Beitrag und Katalogansicht]

Here you will find the fields prefilled with the information you provided in your application. Please check the information and change it if necessary. Please note the respective limitations of the number of characters.

Vita/Viten catalogue: The congress catalogue offers one page for information about the speakers. The CVs of all speakers must therefore be entered in this field. If there are several persons, the text length must be shortened accordingly. There is more space on the persons page (see next point) for detailed personal details (which will be displayed in the online programme and in the person documentation).

The key terms are used to find articles in the online documentation for specific topics. Please enter a maximum of six terms.

By clicking on the button: "Daten sichern, Eingabe prüfen und zur Freigabe" you will reach the catalogue preview. If everything is correct and also the persons are assigned (see next point), please release the data here.

Here you enter all the information about the lecturer(s). Optionally, you can use the data specified in the application.

Vita Person: For each person there is a field for the CV. Please note that the information entered here is only transferred to the online programme and later to the person documentation. This gives you more space for your CV than is available in the congress catalogue. The CV for the congress catalogue must **also** be entered on the contribution page (if necessary, adjust the length if several persons contribute).

You have the possibility to upload a photo. This will appear both in the catalogue and in the online list of contributors. If you do not want to hand in a photo, a placeholder (grey silhouette) will appear.

Then click on "Aktualisieren". A page opens where you can assign the reduced congress fees. By clicking on the corresponding names, you determine who is to receive congress tickets at reduced rates (Maximum of five speakers in one lecture). Other persons will receive the congress tickets at the regular rate.

Data release [Freigabe]

When everything is ready, please give your final approval. The release-button [Freigabe] can be found at the end of the catalogue preview (click on the title of the project).

Successful entry and release is indicated by the green release symbol on the overview page. The magnifying glass next to it shows you the final catalogue view.

Thank you very much for your support!