

How to upload documents to your session

You can upload documents relating to your session directly from the platform.

1. Log in to the EURegionsWeek platform using EU Login.
2. Open your session settings (“**Edit my session**”).
3. Click on the **Documents** tab.
4. You will see two upload sections:
 - **Public documents** — displayed on your session’s page and visible to all. Use this for materials you want participants to see (e.g. programme, general presentation).
 - **Private documents** — not displayed on your session’s page; visible only to organisers and, where relevant, interpreters. Use this for interpretation materials (speeches, speaking notes, detailed presentations) that should not be shown publicly.
5. Click on “Choose files” to choose your file(s), then click **Upload**.
6. Click **Submit** to save.

Documents

View

Edit/Programme information

Notes

Time and room

Participants list

Documents

Documents

Public documents to display on your session's page (visible to all)

Select fichiers

Aucun fichier choisi

Upload

Choose files

Limited to 5 files.

2 MB limit each file.

Allowed types: gif, jpg, jpeg, png, tar, ttf, pdf, doc, docx, ppt, pptx, xls, xlsx, rar, tar, zip.

Private documents not displayed on your session's page (visible only to organisers and interpreters, if any)

Select fichiers

Aucun fichier choisi

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Submit

File limits: maximum 5 files per section, 2 MB per file. Allowed formats: gif, jpg, jpeg, png, txt, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, rar, tar, zip.

Note: if your session has interpretation, please upload any speech, speaking notes or presentation your interpreters will need under **Private documents**, so they remain accessible to interpreters without being publicly visible on your session page.