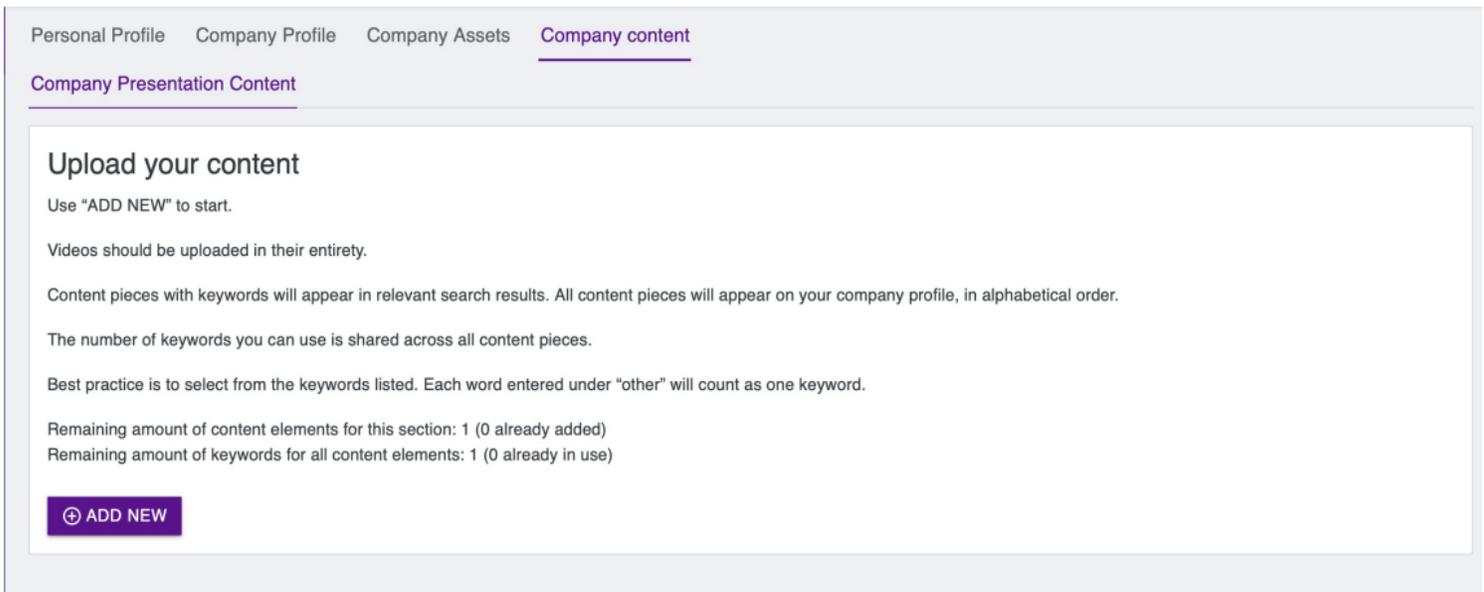**Please review the steps below on how to upload your digital content onto the partneringONE ® platform.**

Please note: EBD Group is not responsible for late submissions

It will take up to 48h until a "View Presentation" is listed besides your company name on the Presentation page on the Event Hub.

1. Login to partneringONE
   https://partneringone.informaconnect.com/sign-in

2. Enter the profile section on the left-hand menu.

3. Choose **'Company content'** tab from the menu and click on tab **'Presenting Company'**

4. Click on 'ADD NEW' to add your presentation

Personal Profile   Company Profile   Company Assets   **Company content**

Company Presentation Content

Upload your content

Use "ADD NEW" to start.

Videos should be uploaded in their entirety.

Content pieces with keywords will appear in relevant search results. All content pieces will appear on your company profile, in alphabetical order.

The number of keywords you can use is shared across all content pieces.

Best practice is to select from the keywords listed. Each word entered under "other" will count as one keyword.

Remaining amount of content elements for this section: 1 (0 already added)
Remaining amount of keywords for all content elements: 1 (0 already in use)

⊕ ADD NEW

For company presentations we recommend using mp4 video format in 16:9.

IMPORTANT: All presentation video files must be named using the following format (no spaces):

BES22_PRS_<your_company_name>.mp4

5. Insert a short and catchy file title – this can increase the actual number of clicks for your content.

6. If you assign keywords to your Content pieces, they will appear in relevant search results. You can upload your file with no keywords if desired.

Please note: keywords are not based on therapeutic areas, they are based on commonly used search terms (and behind the scenes the commonly searched related words and synonyms are included too) to increase the visibility of your content item. If nothing fits, feel free to use Other, but keep in mind that your preferred term may be a term that delegates are not searching for at all. It pays to be broad by selecting one of the offered keywords rather than getting too specific - for example, select dermatology rather than entering pemphigus to get your content in front of people with interests related to skin.

7. Upload a preview picture for your content file. This is not mandatory, partneringONE will auto create a Thumbnail if you leave this empty.

8. Press 'Save' to finish the process

9. **IMPORTANT:** Don't forget to **publish your company profile** in partneringONE, as otherwise, your profile, as well as the presentation, won't be visible!

IMPORT PROFILE   PUBLISHED   ⬤   EDIT

Once your presentation is uploaded and your profile is published, it will appear in your profile on the right-hand side. It will also show up in search results.

It will take up to 48h until a "View Presentation" is listed besides your company name on the Presentation page on the Event Hub.

Need to re-upload your presentation?

If you have to re-upload your presentation video, please use the existing content item, click on edit and file upload. Do not use "ADD NEW". After the new upload adjust your Keyword if needed and click save.

You may re-upload your company presentation as many times as you would like. All you need to do is select the "edit" button each time and remember to save!

Company Presentation 2022
Updated 24 Nov 2021

/ EDIT × DELETE

To maximize your company's visibility we highly recommend submitting your content as soon as you have it available.

If you have any questions, please contact Olivia Guiliana: oguiliana@ebdgroup.com