Your OnVenue quick start checklist

Use OnVenue in your browser on a computer, tablet or phone. The sections you see depend on your registration type, your assignments and the services available at your event.

Open OnVenue · Download the PDF guide

Before the event

Sign in with your existing EMS account. If prompted, complete and save your pre-registration. Check your participation details and select any activities you wish to attend.

If you are presenting

Open **My presentations**. Check each paper title, upload the materials requested for that paper and save your speaker biography separately.

Plan your programme

Browse **Programme** and bookmark sessions you want to attend. Find them in **My saved sessions**. For quick access on your phone, add OnVenue to your home screen.

On arrival and during the event

If attending in person, open **Venue** for directions and have your SGEM ID and personal QR code ready where available. During the event, check the programme for updates and use **My requests** to reach the team.

Find your section

Sign in and find your way
Registration and activity choices
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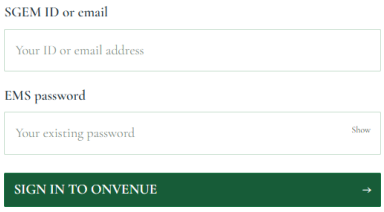
Sign in and find your way

Open the participant portal for the event you registered for. Your EMS account works in OnVenue once you have an eligible registration for that event.

Sign in

Enter your **SGEM ID or email** and your **EMS password**, then select **Sign in to OnVenue**. On your first visit, complete the form shown for your participation type. On later visits, **Overview** shows your saved details and shortcuts.



If you cannot sign in

Check the event and the email address or ID you use in EMS. For a forgotten password, use EMS password recovery and follow the instructions there. If you still need to register for the event, choose **Go to EMS registration** on the sign-in page. For further help, contact the organising team with your SGEM ID and the message shown. Keep your password private.

Does a pending payment block access?

A registered participant can sign in while a payment is pending. Check the separate payment status under **My registration**.

On your phone

Tap **More** for additional sections. In iPhone Safari, use **Share** → **Add to Home Screen**. In a supported Android browser, use the browser menu or **Help** → **Add a shortcut** and follow the prompt. Use an internet connection to sign in, save changes and upload files.

Registration and activity choices

If attending in person, open My registration. Online pre-registration lets the team prepare for your arrival. Visit the registration desk if your event requires check-in.

Check your EMS details

Review the name, SGEM ID, email, institution, country and participation type shown for your account. Enter the arrival and departure dates and mobile number requested by the form. Add accommodation details or a note for the organising team where relevant.

Choose your activities

Under **Social event selections**, open **Select social events** and tick the activities you would like to attend. Where choices are alternatives, select one. Choose **None of the above** if you will not attend any. The options shown depend on the event.

Save and check

Read the acknowledgements shown, complete the required fields and choose **Save my registration**. Under **My submitted details**, check that your dates and activity selections are correct. A saved activity choice records your preference. Check the event's activity information for any separate booking, payment or confirmation.

Check your status

Registration details saved confirms that the form was recorded. **Participation fully confirmed** or **Re-confirmation needed** shows the status of your payment items. If an item needs attention, open **View My Payments in EMS** and follow the instructions shown.

Request a correction

Open **My requests**, choose the relevant category, describe the saved choice and the change you need, and select **Save request**. Return to the request to read **Team reply**.

Oral, poster and virtual presenters

Open My presentations and match the paper title, format and programme slot. If you have more than one paper, check each entry separately.

If you are an oral lecturer

Select **Choose a file** under your scheduled talk. If the entry shows **Awaiting schedule**, check again when a slot is assigned. Bring a backup of your final materials if you are presenting in person.

If you are presenting a poster

Check the printing choice for this paper. If the organisers are printing it, upload a print-ready file following the dimensions, orientation and other instructions shown under the title. If you chose to print it yourself, bring the printed poster. If that choice looks wrong, contact the team before uploading.

If you are a virtual presenter

Complete the virtual form with the requested contact details and biography, then choose **Save virtual details**. Open **My presentations** to check your virtual schedule when available. Match your recording or supporting file to the correct title and slot.

If you are a student or doctoral presenter

Use the instructions for the format assigned to your paper. For a poster, check who is responsible for printing it.

Introduce yourself to your session chair

Write a short biography with your academic position, affiliation, research interests and relevant experience. In **My presentations**, review the biography shown, choose **Save biography** and check for the saved confirmation. Uploading a file and saving a biography are separate actions.

Upload, check or replace a file

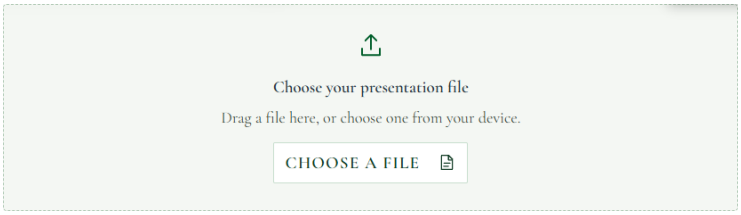
The upload box under each paper shows the accepted formats, maximum file size and any instructions for that particular submission.

File requirements for this event

Material	Formats	Maximum per file
Oral presentation	MP4, PPT, PPTX, RAR, ZIP	440.32 MB
Poster printed by the team	PDF, PPT, PPTX	56.32 MB
Virtual presentation	MP4, PPT, PPTX, RAR, ZIP	440.32 MB

Choose and verify

Follow the file-naming instructions next to the upload box. Choose a file from your device or drag it into the box on a computer. Wait for the saved file name and size, then choose **Download** and open the copy to check it.



Replace an existing file

Prepare the replacement first. Under the correct paper, select **Remove** and confirm. When **Choose a file** returns, upload the new version. Check the name and download the saved copy.

If the file is too large or an upload fails

For an oversized file, email the organising team the file if your email service permits, or send a download link the team can open. Include your name, SGEM ID and paper title. For an upload error, first check the file type, size and name. If it persists, send the exact message through **My requests**.

Other roles, arrival and support

Use the options available for your own participation type. Your Overview and menu reflect the services available to your account.

If you are a delegate or companion

Complete your own on-site details, including activity choices where offered. A companion should sign in with the EMS account for their own registration. Use **Programme** and **My saved sessions** to plan your visit.

If you are a co-lecturer or co-author

Save your own attendance details if prompted. The designated presenter manages the presentation file. If you should be the presenter and see a different role, open **My requests** and give the paper title.

If your participation is publication only

Start at **Overview**. Check **My presentations** if it appears for your account. Follow the instructions under your paper if an upload is offered. For publication questions or a missing paper, use **My requests** → **Articles**.

Venue, arrival and benefits

Open **Venue** for the current address, entrance, directions and transport information. At the desk, show your SGEM ID or personal QR code where available. Open **My benefits** for the event's offers and terms. For certificates, check the instructions shown for your participation or ask the team through **My requests**.

Contact the organising team

In **My requests**, choose the closest category, describe the matter and select **Save request**. Reopen the section to read **Team reply**. If further details are needed, reference the original request. For technical issues, include your SGEM ID and the exact error. If a screenshot would help, email it to the team with sensitive details covered. Never send a password.

science@sgemviennagreen.org

Your programme and evaluations

Programme shows the scientific schedule. Your bookmarks make up your personal schedule and are separate from social activity selections.

Build your personal programme

Choose a day or room, or search by title or speaker. Open **Presentation details** or **Session details** beneath an entry. Tap its bookmark to add it to **My saved sessions**. Tap again to remove it. **Reset filters** restores the full list.

If you are evaluating as an audience member

Under another presenter's talk or poster, select **Rate this presentation** or **Rate this poster** when available. Choose a mark for each question using the scale shown. Add a comment if you wish, review your answers and select **Save evaluation**. Your submitted marks are final. Choose **View my evaluation** to read them again.

If you are an invited session chair

Open **My chairmanship** to see your assigned session. When scheduled, check the day, time and room, then select **View session in programme**. Use **Speaker's biography** for introductions where available. Your chairmanship page links to the event's chair guidelines.

Record and track chair evaluations

In your assigned session, open the rating link under an eligible talk or poster. In **Evaluate as session chair**, mark the criteria shown and choose **Save evaluation**. Check **Evaluations completed** under **My chairmanship**. Outside your assigned session you rate as audience. You cannot rate your own presentation.

Recognise a saved evaluation

In **Programme**, **A** indicates that you evaluated the entry as audience and **E** that you evaluated it as session chair. For a programme correction, use **My requests** → **Program** and identify the entry.

Frequently asked questions

Do I need a new account?

Use your existing EMS account and registration for this event. See instructions

What if I have forgotten my password?

Open EMS password recovery and follow the instructions. See instructions

Can I sign in while payment is pending?

Yes, if you are registered for the event. Review any outstanding items in EMS. See instructions

Where can I check my registration status?

Open **My registration** to see your submitted details and participation status. See instructions

How do I correct saved details?

Send the correction through **My requests**. Reopen it to read the team's reply. See instructions

How do I upload or replace a file?

Choose the correct paper in **My presentations**. For a replacement, prepare the new file before removing the saved copy. See instructions

Where are the file requirements?

Check the accepted formats, size limit and instructions displayed under your paper title. See instructions

Activities, programme and support →

Activities, programme and support

How do I choose social activities?

Open **Social event selections** in your registration, tick your choices and save the form. See instructions

Can I use OnVenue on my smartphone?

Yes. Open the portal in your browser and use **More** for additional sections. See instructions

Do I still need to visit the registration desk?

Follow your event's check-in instructions. If a desk visit is required, bring your SGEM ID and QR code where available. See instructions

How do I make a personal schedule?

Bookmark entries in **Programme** and find them under **My saved sessions**. See instructions

How do I evaluate a talk or poster?

Open its rating link, complete the form for your role and select **Save evaluation**. See instructions

How do I contact the team?

Use **My requests** after signing in, or email the organising team if you cannot access the portal. See instructions