

Presentations and Posters

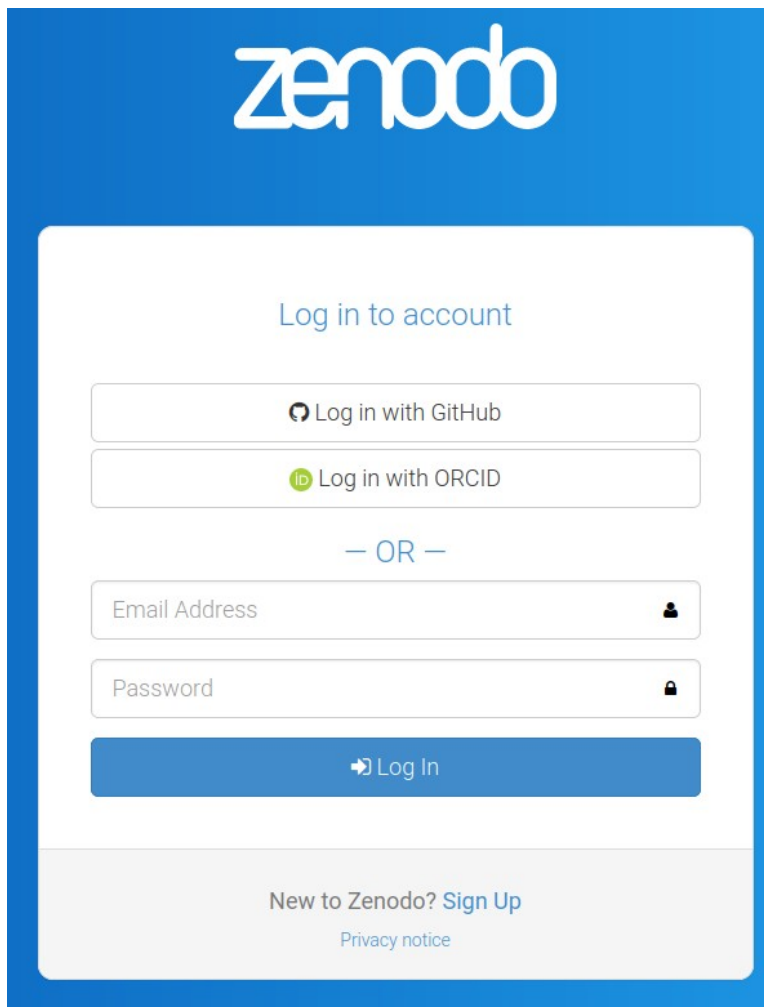
We encourage you to put your presentation slides and your full posters on line in the [PLATO Stellar Science Conference 2023 community](#) on [Zenodo](#). PDF versions of these documents are the preferred format for Zenodo contributions to permit the documents to be previewed in a web browser.

How to upload my presentation or my poster?

Submitting documents to Zenodo is rather simple. Below is a series of screenshots taking you through the submission process from start to finish.

Step 01: follow the link to join the page of [PLATO Stellar Science Conference 2023 community](#)¹

Step 02: if you are not logged in yet, click the  button to access the following page:



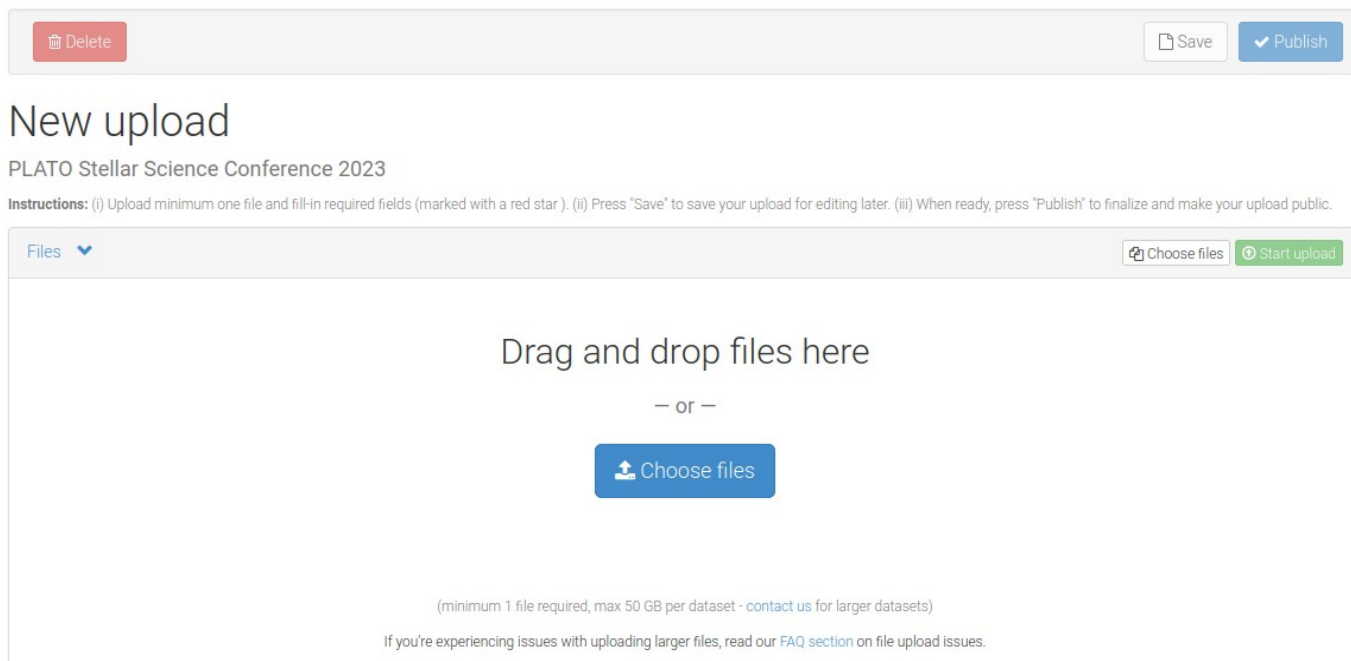
If you already have a Zenodo account, proceed to login. If you do not, you may create a new account using the “Sign Up” button located at the bottom of the frame.

You may also login using your ORCID or GitHub account if you have one.

Back on the PSSC23 community page, click “New upload” 

¹ <https://zenodo.org/communities/pssc23/>

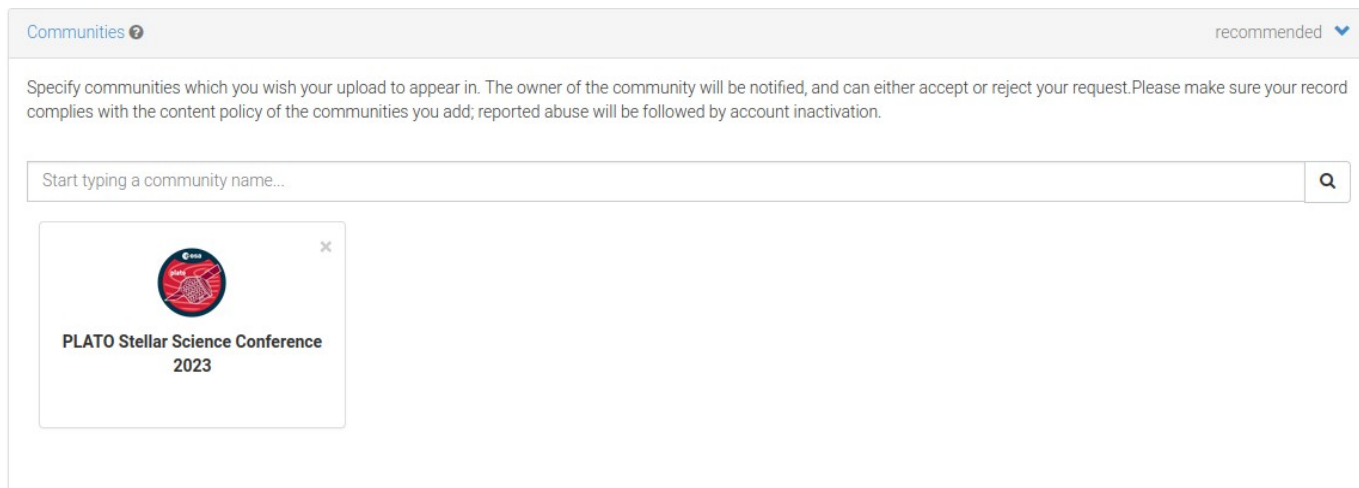
Step 03: You will be presented with an “Upload” screen:



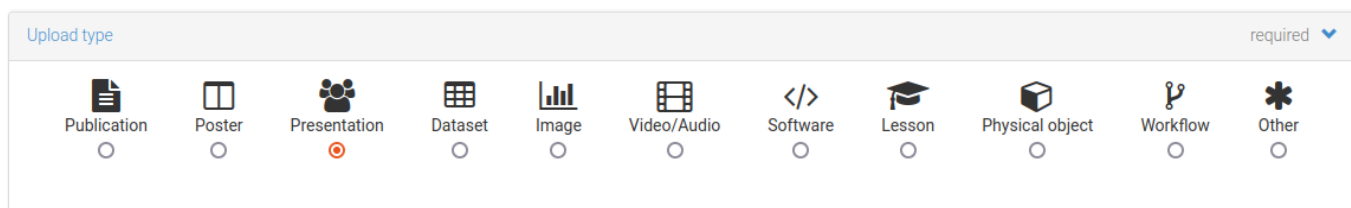
Click the button to choose a file on your local machine, or drag and drop a file directly onto the screen, then click on the green button “start upload” to upload your file on the server.

Step 04: After you select a file, you will be able to fill out a wide variety of file metadata on the boxes below the upload box. **Be sure that in the “Communities” box you see “PLATO Stellar Science Conference 2023”.**

If you do not see this, start typing “pssc23” into the search bar and it will automatically pop up.



Step 05: Now, start filling out information about your document. First, select the type of file you have just uploaded. Choose “Poster” or “Presentation”.



Step 06: Enter basic information about your publication. Ignore the DOI field, Zenodo will take care of this for you. Enter today's date for the publication date, if it's not automatically done for you.

- Enter the title of your poster or talk.
- Enter the name of each author and their affiliation. **Names should be formatted as "Family Name, First name"**.
- Enter the abstract in the description field.
- Feel free to fill other fields if you think they are relevant.

Basic information required ▾

Digital Object Identifier
Optional. Did your publisher already assign a DOI to your upload? If not, leave the field empty and we will register a new DOI for you. A DOI allows others to easily and unambiguously cite your upload. Please note that it is NOT possible to edit a Zenodo DOI once it has been registered by us, while it is always possible to edit a custom DOI.

Publication date *
Required. Format: YYYY-MM-DD. In case your upload was already published elsewhere, please use the date of first publication.

Title *
Required.

Authors *
Optional.

[+ Add another author](#)

Description *
Required.

Step 07: Choose access rights and a license for your work. You are strongly encouraged to select Open Access and a permissive license (e.g. Creative Commons Attribution) so that people can easily access your work.

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Required. Selected license applies to all of your files displayed on the top of the form. If you want to upload some of your files under different licenses, please do so in separate uploads. If you cannot find the license you're looking for, include a relevant LICENSE file in your record and choose one of the *Other licenses* available (*Other (Open)*, *Other (Attribution)*, etc.). The supported licenses in the list are harvested from opendefinition.org and spxd.org. If you think that a license is missing from the list, please [contact us](#).

Step 11: Fill out information about the conference as shown below:

Conference optional ▾

Conference title	<input type="text" value="PLATO Stellar Science Conference 2023"/>
	Optional.
Acronym	<input type="text" value="PSSC23"/>
	Optional.
Dates	<input type="text" value="26-30 June 2023"/>
	Optional.
Place	<input type="text" value="Milazzo, Italy"/>
	Optional.
Website	<input type="text" value="https://plato-stesci2023.sciencesconf.org/"/>
	Optional. e.g. http://zenodo.org
Session	<input type="text" value="e.g. VI"/>
	Optional. Number of session within the conference.
Part	<input type="text" value="e.g. 1"/>
	Optional. Number of part within a session.

Step 12: Review the information to make sure you've done everything properly click “Save”, then click “Publish”. ***Once you have published your contribution, a DOI is definitely attributed to it. It means that you cannot update your document once it is published.*** (If you upload a new version of your file, a new DOI will be attributed and the older version will not be removed).

If you only save your contribution, it is stored as a draft and you can publish it later. You can access your draft and published contributions through the “upload” link in the banner.



Congratulations, you've made it!

Acknowledgments

This tutorial is largely inspired for the one provided by the Cool Stars 20 workshop:
<http://coolstars20.cfa.harvard.edu/proceedings.html>