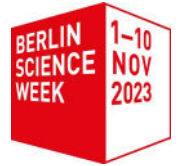


# BERLIN SCIENCE WEEK EVENT ENTRY GUIDE 2023



Hi!

This document contains all the information you need for your event submission to the Programme. **Please read carefully through the whole document first and use the information provided to create your event.** If you have any questions or difficulties, do not hesitate to contact us at [production@berlinscienceweek.com](mailto:production@berlinscienceweek.com).

## THE DEADLINE FOR COMPLETING THE EVENT ENTRIES IS 10 SEPTEMBER!

**First, here is an overview of everything you need in order to complete an event entry.**

Please note that the information needs to be submitted in the respective language of the event (English OR German). If you are organising a bilingual event, please submit the English version and get in touch with us about the translation.

- Event Title (max. 100 characters)
- Event Time and Date
- Event Organiser(s)
- A Catchy Subtitle (max. 150 characters)
- Event Description (max. 1200 characters)
- The Location or Platform
- Registration and Accessibility Information
- A Cover Image (incl. Copyright Information!)
- Speaker Information:
  - Name
  - Institution
  - Short Bio
  - Optional: a Speaker Bio Video

We have partnered up with [Latest Thinking](#) to offer speakers the opportunity to create a video for their profile. Informationsdienst Wissenschaft (idw) members can also use this video for the idw expert mediation. You can also use the videos for your own platforms. Please see **Page 4** of this document for more information.

Scroll down to **Page 2** of this Guide for detailed instructions about logging into our website.

Scroll down to **Page 3** for detailed information about each individual field you have to fill out in order to create your event.

For information about our collaboration with Latest Thinking and instructions about creating a Speaker Bio Video, please go to **Page 4**.

# Logging In

**STEP 1:** The first thing you need to do is to create an account. If you have participated in Berlin Science Week before and already have an account, please skip to the next step.

**STEP 2:** Once you have created an account, or if you have one from previous years, please log-in here with an e-mail address you have access to.

**STEP 3:** Press the button and then fill out the field with the address that your account is connected to and click Send at the end.

**STEP 4:** Choose if you would like to log-in with your password or if you would like to receive an activation link via e-mail. **Please note that the e-mail might land in your Spam folder.**

**STEP 5:** Once you are successfully logged in, click on ADD EVENT to start creating a new event in our calendar. Under MY EVENTS you can find an overview of your submitted entries. See **Page 3** for more information!

Welcome to Berlin Science Week! If this is your first time creating an event on the platform, please create an account below:

USERNAME

FIRST NAME

LAST NAME

USER EMAIL \*

USER PASSWORD \*

CONFIRM PASSWORD \*

CREATE ACCOUNT

If you have created events with us before, please log in below with your e-mail address. No password is necessary.

LOGIN

Please select a **username** that represents the institution organising the event. If you use abbreviations, please make sure that these are officially used by the institution, for example „fuberlin“. Please also include the name of your department, if applicable, as there might be several departments from the same institution participating independently.

ENTER YOUR EMAIL  
TO SIGN UP OR LOGIN

EMAIL ADDRESS

SEND

GO BACK

## LOGIN

Please login with or without a password – just as you did when you first signed up.

If you already have an account with Falling Walls or the Creative Bureaucracy Festival, you can use the same login data to enter.

LOGIN WITHOUT PASSWORD

OR

maxmustermann@mail.com

PASSWORD

LOGIN

Forgot your password?

If you no longer remember your password from the previous year, you can reset it here.

## YOU ARE LOGGED IN

You have successfully logged in. Please click the button below to go to the homepage.

ADD EVENT

MY EVENTS

Feel free to share this account with the other organising partners of your event, if you wish to.

# BERLIN SCIENCE WEEK

## Creating an Event

Here you can find an overview of your events, either in-progress or submitted. If you wish to create a new event, click on "ADD NEW" and you will be redirected.

BERLIN SCIENCE WEEK  
1—10 NOV 2023

LOGOUT

SEARCH

USER

7

8

## MY UPCOMING EVENTS

MY EVENTS

ADD NEW

UPCOMING EVENTS

PAST EVENTS

DISPLAY OPTIONS

PUBLISHED STATUS	TITLE	ORGANISER	VENUE	CATEGORY	RECURRING	START DATE	END DATE
	EVENT BERLIN SCIENCE WEEK	—	—	—	NO	WED 1 NOV 23, 2023 18:00 AM	WED 1 NOV 23, 2023 18:00 PM

## SUBMIT AN EVENT

ADD NEW EVENT

VIEW YOUR SUBMITTED EVENTS

For more detailed instructions about registering your event and the individual fields, please refer to the instructions document in the [Event Guide](#).

EVENT TITLE (required)

EVENT TIME & DATE

START/END:  TO   TIMEZONE (EUROPE/BERLIN)

ALL DAY EVENT ☐

ORGANISER DETAILS

ORGANISER:

CREATE OR FIND AN ORGANISER

ADDITIONAL FIELDS

EXTERNAL SUBTITLE:

Please enter the title of your event. It will appear like this in the online programme and all our publications. Make sure it's catchy and easy to understand. Please use max. 100 characters.

Please add all organising institutions! Please check if your institution already exists in the database before creating another entry.

Just like the Title, the Catchy Subtitle is crucial for attracting visitors to your event. Make sure it sparks interest at a glance! Please use max. 150 characters.

Please describe your event in max. 1,200 characters. Please use paragraphs and also the various formatting options to present your text in a clear and appealing way.

If you are planning a hybrid event, please tick both digital & in person.

If registration or tickets are required, please provide the information necessary: the website or e-mail address for securing a spot/ticket, ticket prices, number of available seats, or if there is a registration deadline. If access is free or invitation-only, please specify this.

Further down you can upload a cover image for your event. Please provide here the copyright information for that image. It is crucial that you have the rights for using the image for all non-commercial purposes and provide the correct copyright information.

If you add a new speaker, please fill out the following mandatory fields: full name, location (current institution they are affiliated with), description (meaning a short bio) and press enter. Please also submit a portrait (upright, dpi 72, max 1 MB; do not use Logos).

Digital events can be embedded on the event page if they are livestreamed from YouTube or Vimeo. All other forms of digital events such as webinars can be linked to the online session via a prominent button which redirects to the respective platform. The Livestream and the Button are timed to appear 15 minutes before the event starts.

Enter here the location of your in person or hybrid event. To create a new venue, click on the field, type in the name, and press enter. Make sure to add the correct and complete address - it will be displayed on Google Maps as part of the event page.

Please upload a compelling photo to represent your event. No logos, flyers, graphics, or additional text on photos is allowed. As a cover photo, it should present an appealing impression of your theme. The picture should be landscape format, 2000px/740 px, 72ppi, file size max. 1MB.

Please choose at least 1 (max. 2) tags for the topic filter in our calendar.

Please choose at least 1 (max. 3) tags for the format filter in our calendar.

The box must be ticked every time, including when you only hit "Save Event". Otherwise your info will not be saved.

Please only submit your event when all the information is included. Until then, you can simply save your data and continue working on it at any time.

All information must be submitted in the respective event language: English OR German. If you are organising a bilingual event and wish to translate the information, please submit the English texts and get in touch with us about the translation.

In this overview you can manage your saved events (EDIT) and take a look at the preview (VIEW). Your registration and access info will be summarised and added by us when the programme gets published - please do not worry if this info is not currently displayed.

View your submitted events. This button will direct you back to the overview. Make sure to save your entry first!

Select one of the organising institutions from the database or create a new organiser. For that, click on the field, type in the name, press enter, fill out the information, and press enter again.

Please choose the platform you will be using and paste the link in the field below [Event URL].

To be on the safe side, please also paste your Zoom/YouTube/etc. link here as well (not directly shown!)

If applicable: Please provide information on accessibility: access to the location, accessible toilets, sign interpretation, live captioning, simple language interpreting etc.

Here you can choose speakers from our already existing database. If you wish to create new speakers, go to the following section. If you wish to add more than 5 existing speakers or if you wish to add Bio Videos to existing speakers, please get in touch with us. You cannot edit existing speakers.

We have partnered up with Latest Thinking to offer speakers the opportunity to create a video for their profile. Please see Page 4 of this document for more information on using this opportunity.

It is up to you, if you want participants to register or buy tickets. We provide this information on the website in the individual event description. There is no universal registration option directly via our website.

Please keep in mind that people expect to be able to join digital events on short notice.

In order to maintain uniformity of the information regarding access and registration, we summarise the texts you provide us. The fields **Digital Event**, **Registration & Accessibility** are not directly linked to the frontend.

Changes made after publication must be communicated to us, otherwise they will not be visible.

If you do not provide a suitable photo that meets our criteria, we reserve the right to use a stock photo from our library.

Saving or submitting your event might take a moment as the content needs to be uploaded.

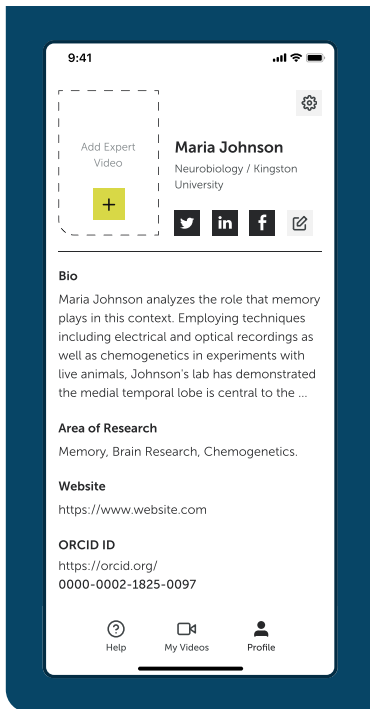
Complete your Event Entry for publication by 10 SEPTEMBER! Please fill in all the information until then and click "Submit for Publication" once the information is complete. We will then check the data and prepare for the programme launch on 28 September.

SAVE AS DRAFT means that the information you have submitted is saved but marked for us as incomplete. When you click on SUBMIT FOR PUBLICATION, it is your sign to us that you have completed the event entry. We do a final read of all the events before going live with the complete programme.

# How to create your own Speaker Video

Head over to the App Store (Apple) and search for “LT Recording”. As the App is currently **invitation-only** please contact [latest.thinking@berlinscienceweek.com](mailto:latest.thinking@berlinscienceweek.com) for the username and password.

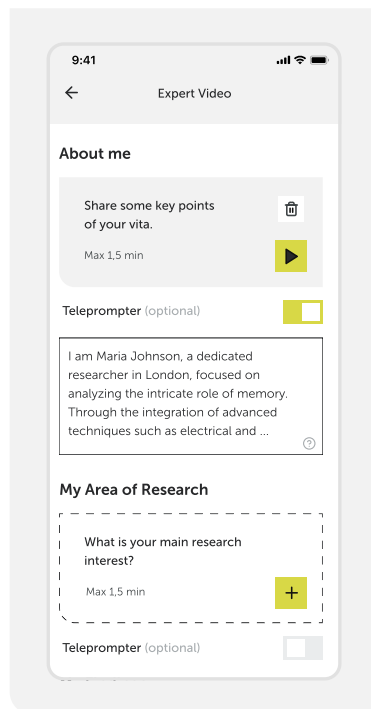
1



## Start with the Profile Page

After you login please go to the **Profile** Section on the bottom of the screen. You can start recording your Expert Video by tapping on the **+ Button**

2



## Record three Chapters

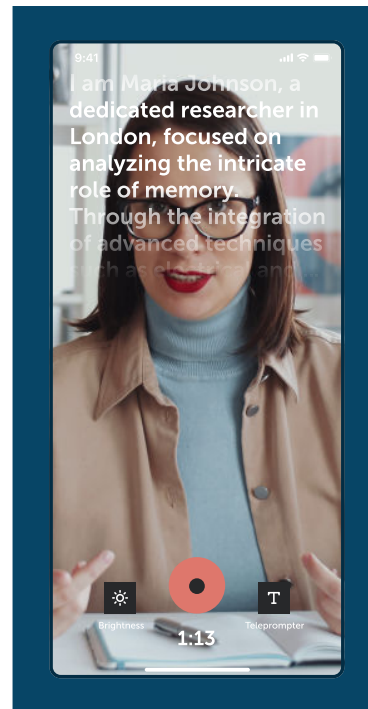
Now you will be prompted to record 3 chapters individually by tapping the **+ Button**

In **About me**, you will give some general information about you and your field of work.

In **My Area of Research**, you dive deeper into your specific area of expertise.

In **My Findings**, talk about your contributions to that field and how they are relevant.

3

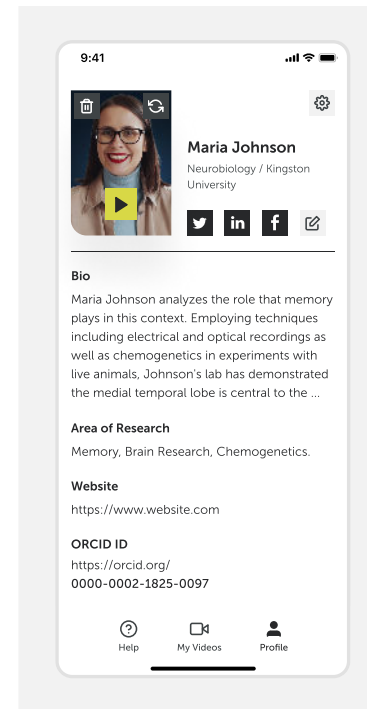


## Use the Teleprompter

You have the option to use the **Teleprompter** feature. Just copy and paste your text and you are ready to record.

Finally, when you are finished with the recording, take a nice **Cover Photo** and tap **Create Expert Video**

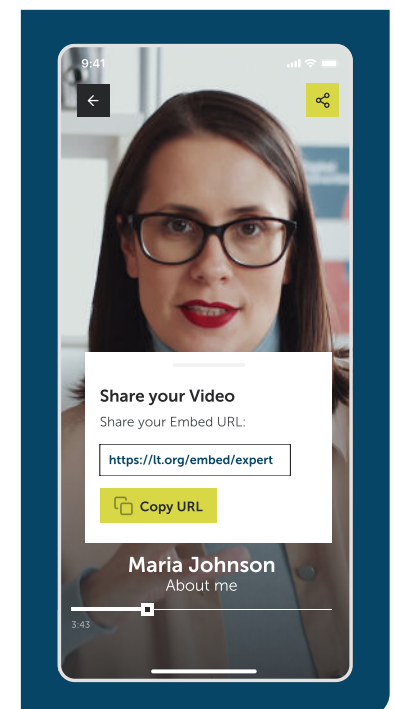
4



## Let the Magic happen

The video will be automatically assembled and processed. This will take 2-3 minutes and you will see the result on your profile page. If you want to start over again, just hit **Reset** and replace the video.


5



## Share the Embed URL

Once the video is finished, you can watch it. When you're happy with the result, tap on **Share** and copy the **Embed URL** to use it on your Berlin Science Week Speaker Profile (paste it into the BIO-VIDEO field).

In addition you are **free to use the Embed URL** on your website, your institution's website or on social media. Also, if you would like to get the video file as a download, please let us know.

 Support

Need Help? Contact our Support:  
[latest.thinking@berlinscienceweek.com](mailto:latest.thinking@berlinscienceweek.com)