



Registering a presentation in Pure

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Always check first if the presentation is already registered in Pure. Search with (a part of) the title in the search box in the top right corner of the screen. If the presentation is already registered in Pure, but the name of the researcher is not listed, or he/she is listed as an external person, send an email to pure.library@wur.nl.

Fill in the fields below. Fields that are not mentioned can be filled, but are not required.

- Click *Add content* in the top right corner
- Select the right template
 - For a conference/symposium/scientific workshop:
select *Activity* -> *Talk or presentation* -> *Oral presentation*
 - For an invited talk on a scientific congress:
select *Activity* -> *Talk or presentation* -> *Invited talk*
 - For a workshop, information day or a presentation not on an event:
select *Activity* -> *Talk or presentation* -> *Public presentation*
- Select the right *Category*:
 - *Academic*: aimed at a scientific audience, i.e. a conference
 - *Professional*: aimed at a professional audience, i.e. an information day
 - *Popular*: aimed at the general public, i.e. a lecture in a library
- Click *Event*. Search for the right conference/meeting. If it's not available, create a new one; enter the title of the conference, the start and end date, city and country.
- If the presentation is not given on an event, do not enter an event, but add an organisation. Click *External organisation*. Search for the correct organisation. Create a new one only when it is not in the system. If the presentation is given within WUR, click *Organisational unit* and search for the correct research group.
- Enter the title of the presentation
- In *Description* you can put extra information that cannot be placed elsewhere, i.e. the aim of the presentation, or the exact department where the presentation was given.
- Select *Specific date* and enter the date of the presentation.
- Add the person who presented. Click *Add person* and search for the right person. Persons from WUR must be added as internal persons, persons from other organisations as external persons. If an external person is not available in the system, you can create a new one.
- Persons who are mentioned on the powerpoint, but didn't present, are contributors. Add contributors (if any) in the same way as the presenter, but chose the role contributor.
- The *Managing organisational unit* is added automatically. If this doesn't happen, choose your own organisation unit.
- If the powerpoint is already online, you can add a link. For this, click *Add link*.
- If the researcher wishes to make the powerpoint publicly available, save the powerpoint as pdf first. Click *Add document*, upload the pdf and set the *Visibility* to open. Don't make the powerpoint publicly available if the content is possibly (partly) copyrighted. Think of photos and images that might be copyrighted. Ask the author if he/she wants to make the powerpoint publicly available.
- Click *Save*.

Questions about the registration? Contact the [Pure importer of your group](#)

Comments on this infosheet? Mail to: pure.library@wur.nl

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The information in this infosheet is intended for the use of Pure at Wageningen University & Research.

The settings of Pure and agreements on procedures can be different at other organisations.

