

Step-by-Step Guide to Upload Presentation Files to Zenodo for BIG TTVE

1. **Access Zenodo:** Go to <https://zenodo.org/> and login or create an account if you don't have one. Hint: You can create a Zenodo account using your ORCID.
2. **Start an upload:** Click the "+" sign on the upper right top right corner and select "new upload".
3. **Select the BIG community:** Search for "Biocatalyst Interactions with Gases (BIG) Technology Translation Virtual Event (TTVE)" and select it.
4. **Upload your files:** Drag and drop your presentation (pdf preferred) or select "upload files" to browse your computer for the file you wish to upload.
5. **Basic Information:**
 - a. **DOI:** Copy/paste an existing DOI or request a new one.
 - b. **Resource type:** Select the appropriate description from the drop-down options.
 - c. **Title:** Enter the title from your presentation slides.
 - d. **Publication date:** If the presentation file was already published elsewhere, enter the date of the first publication or enter the current date.
 - e. **Creator:** Add your name and ORCID (if available).
 - f. **Description:** Include the abstract of your presentation.
 - g. **License:** Choose the appropriate license.
6. **Recommended information** (items with a red * are required fields.)
 - a. **Contributors:** Add additional contributors including name, identifier, affiliation and role.
 - b. **Keywords and subjects:** Select relevant keywords and subjects from the drop-down.
 - c. **Languages:** Search for the appropriate language.
 - d. **Dates:** Enter data, type and description.
 - e. **Version:** Enter version. (ie. Version 1.0 for the first version.)
 - f. **Publisher:** Enter the publisher.
7. **Funding:** Enter the appropriate awards/grants information by searching or entering manually.
8. **Alternate Identifiers:** Enter alternate identifiers (if relevant).
9. **Related works:** Enter related works (if relevant).
10. **References:** Add references (if relevant).
11. **Publishing information:** complete if work was published previously.
12. **Conference:**
 - a. **Title:** Biocatalyst Interactions with Gases (BIG) Technology Translation Virtual Event (TTVE)
 - b. **Date:** March 5, 2026
 - c. **Website:**
<https://biocat.ncsu.edu/biocatalyst-interactions-with-gases-big-virtual-event/>

Note: Save draft version in the upper right corner and preview to check for errors. Once the submission is complete, select the "Submit for review" option. The BIG team will review submissions prior to publication. File addition, removal or

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modification is not allowed after the information is published and files will be publicly accessible.