

# Transmitting MPEG-4-files (key note speech, poster presentation) to the organisers of the Nordic Police Research Conference 2021

We presume that most of the research organisations and universities or individual researchers have their own Tube-channel for uploading a MPEG-4 videofiles (for key note speeches & poster presentations) and receiving a public link to it to be transmitted to us to be attached to our PreConference Programme. However, this may not be the situation in all cases. In the latter case, you can send the file to us, but not attached to email.

The following gives you instruction for trasmitting such files to us. We would made it publicly available by uplaoding it to the Tube of our College. The transfer service is provided by the Ministry of Education and Culture. First of all, please let us know that you would like to use this service by contacting us (for posters Roosa Mäkelä, and for key note speeches Vesa Huotari). This service is free of charge, but it requires us to initiate it. Instructions on how to use Funet FileSender are provided here.

Best regards,

The organisers to NPRC

## 1. Step: Email Us

Inform us by email that you would like transmit your video by using the Funet FileSender



## 2. Step: Receiving Voucher from Us by Email

We shall send you an email via FileSender-system. It includes a link ("voucher link") that provides you access to the system (no log-in required). Please note that the link will expire within days.



## 3. Step: Click the Link in the Email



Dear Sir or Madam,

Please find below a voucher which grants access to [Funet FileSender](#). You can use this voucher to upload one set of files and make it available for download to a group of people.

Voucher details	
Issuer	
Voucher link	<a href="https://filesender.funet.fi/?s=upload&amp;vid=65909d71-43a2">https://filesender.funet.fi/?s=upload&amp;vid=65909d71-43a2</a>
Valid until	28/04/2021

The link

Personal message from:

Our message to you

**4. Step: The link opens the Funet FileSender**

- download your MPEG-4 file clicking "Select files" or by dragging it to the box"
- add a subject and message, if necessary (for example the title of your presentation and your name)
- accept the terms and conditions for using the service by clicking the box and
- send the file to us by clicking "Send"-button

The screenshot shows the Funet FileSender web interface. At the top left is the logo "FUNET FILESENDER by CSC". To the right are logos for "aarnet", "UNIUNETT", "HEAnet", and "SURF NET". A language dropdown menu is set to "English". Below the header is a navigation bar with "Help", "About", and "Privacy" links. The main area features a large dashed box with the text "drag & drop your files here". Below this is a "Clear all" button and a "Select files" button. A red arrow points to the "Select files" button with a callout box that says "Either drag your file here or click 'Select files'". Below the file selection area are fields for "From", "To", "Subject (optional)", and "Message (optional)". A red arrow points to the "Message" field with a callout box that says "Add a subject and a message". To the right of these fields is an "Expiry date" field set to "05/05/2021" and a checkbox for "Include me as a recipient". Below these is a link for "Advanced settings". At the bottom left is a checkbox for "File Encryption". Below the form is a checkbox for "I accept the terms and conditions of this service [Show/Hide]" with a red callout box that says "Accept the terms and conditions, please". At the bottom center is a "Send" button with a cloud upload icon. A red arrow points to the "Send" button with a callout box that says "Send you file by clicking here". A large blue arrow points downwards from the "Send" button.

After sending your file, you should see this page. Nothing more needs to be done, you can close the website.

The screenshot shows the Funet FileSender upload progress page. At the top left is the logo "FUNET FILESENDER by CSC". To the right are logos for "aarnet", "UNIUNETT", "HEAnet", and "SURF NET". A language dropdown menu is set to "English". Below the header is a navigation bar with "Help", "About", and "Privacy" links. The main area shows a progress bar for "funet näkymä.PNG : 89.8 kB" with a green checkmark. Below this is a "Major upload messages" section with a timestamp "28.4.2021 klo 9.12.52" and the text "Upload started". A "Success" dialog box is open, showing "Done uploading" and a message: "Thank you for using Funet FileSender. If your guest is enabled for multiple uploads you may use your upload link again to send other files." Below the dialog is a checkbox for "I accept the term" and a "Close" button. At the bottom are three buttons: "Pause", "Stop", and "Reconnect and Continue". A large blue arrow points downwards from the bottom of the page.

**5. Step: We shall inform you about receiving the file and send you the link to it as soon as we have uploaded it to our Tube. This may take few days, but feel free to inquire us about the schedule.**