Poster Upload Information

A link will be sent to you. Please click this link to access the poster/exhibitor portal. Note, the screen you see may not be exactly the same as the below images.

Click Edit Profile first

Here you will be able to add your affiliation, change the email listed, add a LinkedIn profile, Twitter name, etc.

Scroll through the options adding the information you would like to share. Kindly do NOT change the Description or Title with your poster number and poster abstract information.

Edit Design

Once you have edited the profile information, move on to editing the design of your poster booth.

- You are welcome to add a head shot or university/institutional logo in the logo and thumbnail boxes. Please note, this is not required.
- The 3 – 5 minute video MUST be uploaded in this section.
  - Scroll to the Promotional video box
  - Click the browse button and upload your file. The video can be up to 100MB in size and must be a single MP4 file.
- Click save once you have completed this section.

File Uploads

Navigate to this section to add your poster pdf and any additional handouts you would like to include.

- Name your file (Recommend Poster PDF for your poster upload)
- Click browse to locate the file in your system
- Click Add File
- Repeat as necessary

There is no limitation on number of files you can upload.

Poster Example Booth

- Information
- Edit Profile
- Edit Design
- Floor Plan
- Assigned Tasks
- Managers and Tickets
- Lead Retrieval
- **File Uploads**
- Products and Services
- Purchases and Contract
- Announcements

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Add New File

File Name *

Additional PDF Document

☐ Private File
Check to share only with event managers

Choose file   Browse

Add File

Additional PDF Document

Download   Delete

Poster PDF

Download   Delete