



Your Poster Portal

You should have received a link to your Welcome Email which provides a link to your Poster Portal where you will enter the following information for your Poster Session.

Please ensure to upload the following to your Poster Portal:

- **Poster Thumbnail tab (required)*** - *PNG or JPEG format.*
 - Please upload a thumbnail image related to your poster here. The thumbnail image is the first thing attendees will see alongside your poster title as they are scrolling through the poster gallery - choose an image that best represents the general theme or an aspect of your poster
 - The image should be related to your poster, but please DO NOT upload an image of your poster, as that will be uploaded in the Poster PDF tab
- **Poster Documents tab** - *This tab is the dedicated area where you'll upload your poster PDF and any other associated documents. Please ensure you upload each item one-by-one. After adding each time, click the "Update Product Marketing" button.*

Please review the following tabs for accuracy.

- **Poster Information tab**
 - Poster Title
 - Abstract Text
 - Primary Author
 - Co-Authors
 - Filter(s)
- **Author Contact tab**



** Please have all tabs in your poster portal completed by May 10, 2021.*

Poster Documents Specifications

As mentioned above, your Poster Portal includes the opportunity to upload your poster (PDF) and any associated documents (PDF) for attendees to view and download while visiting your poster session. Below are the specifications for your materials.

- PDF Document Requirements:
 - File Types: .pdf only
 - Max File Size: 30MB

If you have any questions in regards to your Poster Portal, please contact Teri Caron - tcaron@eventpower.com.