



**75<sup>TH</sup> ANNUAL MEETING**  
VIRTUAL  
**OCTOBER 6-9, 2021**

## Online Speaker Ready Room E-Poster Submission Guidelines

The AACPDm 2021 Annual Meeting will accept e-poster submissions until **September 15 at 5:00pm ET** via the **Online Speaker Ready Room** (<http://www.speakerreadyroom.com/>).

### **Rules for submitting the PPT version of your presentation:**

1. Ensure your E-Poster is in the Widescreen format (16:9 aspect ratio)
  - a. Design tab > Slide Size > Widescreen (16:9).
2. Embed all videos into your slide and submit source files. Do not submit your presentation with hyperlinks to on-line video and audio clips.
3. Submit via the online speaker ready room here: <http://www.speakerreadyroom.com/>
4. Follow the specific steps to submit your presentation outlined below in **Instructions**.

### **Questions?**

- For **technical assistance with the online speaker ready room**, please click on the “contact us” which is located on each page and technical support will get back to you.

# INSTRUCTIONS

## A. Prepare Your Poster for Upload

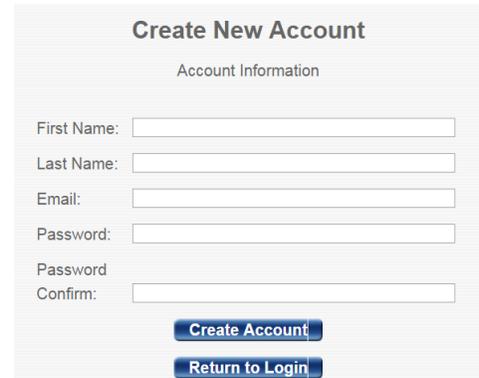
- Create a folder on your computer with your presentation (one folder for each poster).

## B. Visit <http://www.speakerreadyroom.com> and on the left side of the screen, click **AACPDM-2021**.

## C. Create New Account

- Click 
- Complete the Account Information fields.
- Click **Create Account**.

*Please note: You only need to create an account once. For subsequent logins enter the email address and password used to create the account. Forgotten passwords can be sent to the email address used to create the account using the "Forgot Password" button.*



## D. Locate your session

- Enter your last name into the
- Click  The list is now filtered by last name.
- Select your Poster by checking the box to the left of each.
- Click 

## E. Upload your presentation

- Click **Upload** to the left of your session name.



- Select **PC** or **MAC** from the dropdown menu before you upload the file.

**(required)** Type of System Used to Create This Presentation:  **(required)**

- Once you have selected all necessary files, click
- Once you have completed all the above instructions, you will receive an email noting that your presentation was received. This will be your notification that it uploaded successfully.