



## POSTER LOG-IN AND TASK INSTRUCTIONS

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1. **Log-In Screen:** your login credentials are included in the email you received with the link to access the site.

Log in to the Conference Harvester

Email Address

ACCESS KEY

Login

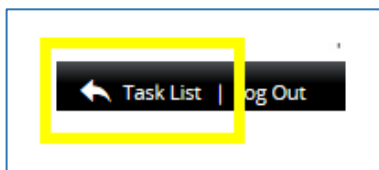
Lost your access key?

2. **Cadmium Privacy Notice:** You will be asked to acknowledge Cadmium's (virtual exhibitor platform provider) privacy notice if you have not completed this yet.
3. **Tasks:** On the home page you will see all of the tasks you are assigned and asked to complete. The sample below shows = 'Task Completed' and = 'Task Uncompleted'. "task due date" shown in image is for sample purposes only.

**TASKS** (you have 1 Task left to complete out of a total 3 assigned Tasks)

- SP - Upload ePoster (completed 7/23/2020 at 9:34 AM) -- [PREVIEW UPLOADS](#)
- SP-Download e-Poster Template (completed 7/23/2020 at 2:15 PM)
- [Poster Audio](#) (task is due Thursday, September 10, 2020)

4. **Return to Home Page:** To return to the home page when in a current task, click on "task list" at top of the screen.



5. **Download Scientific Poster PPT Template:** You may download the PPT template to create your poster; you are not required to use the template.

[Download Scientific Poster PPT Template](#)



## POSTER TASK OVERVIEW

### POSTER UPLOAD TASK

1. Click on “SP – Upload ePoster” or “DP/CS – Upload ePoster” (pending on your abstract type) to upload your PDF file.

**TASKS** (you have 1 Task left to complete out of a total 2 assigned Tasks)

- ✓ SP - Upload ePoster (completed 7/20/2020 at 6:41 PM) -- [PREVIEW UPLOADS](#)
- ✗ POSTER AUDIO (task is due Thursday, September 10, 2020)

2. Upload your Poster PDF file (purple highlighted box); then click “Submit File(s)” button.

**Submit File(s)**

**Upload your (1) page PDF file**

**Browse...** No file selected. (this is a required upload)

Acceptable file types: .pdf

3. You will see the “Upload Completed” message when your file successfully submitted. If you need to replace your submitted file you may also delete the file you uploaded and re-submit.

**Upload Completed**  
You may re-upload new files in the future if you need to revise what you have already uploaded.

**Submit File(s)**

**Upload your (1) page PDF file**

**Browse...** No file selected.

Acceptable file types: .pdf

**AM20 SP PPT Template.pdf**  
(354.4 Kb) uploaded Thursday, July 23, 2020  
(delete this file)



**POSTER AUDIO RECORDING TASK (*Scientific and Demonstration Posters Only*)**

You may record up to a (2) minute summary of your poster; this is optional and not required. While the recording is optional, you are still asked to complete the “Poster audio” task to confirm or decline.

- If you choose to record, click on the “start recording” button (highlighted yellow box).
- If you choose to decline, click on the “I do not plan to submit audio for this poster” (highlighted orange box).

**Poster Recording**

1. Click on the “Start Recording” button to begin the recording process.

You should see your poster in the screen in order to begin recording. There is a slight delay (2-3 minutes) between the time you upload your poster and before the poster will appear as shown below and you are able to start recording. You may need to log out and log back in for the portal to refresh.



2. As soon as you click on the “Start Recording” button (as shown above) the recording timer will begin. Your remaining time will show as shown below. When you have completed your recording, click on the “Stop Recording” button.

Wednesday, September 23, 2020  
**CadmiumTest Poster**

STOP RECORDING 00:00:56 Maximum recording time: 2 minutes

3. After you have stopped recording it will automatically play back your recording. If you are satisfied with your recording, click on the “Save Recording” button. If you would like to re-record, click on the “Delete” button to begin the recording process over. The timer shows your total recorded time (ex: 1:11).

0:31 / 1:11

SAVE RECORDING DELETE