e-Poster with Chat Q&A Presenter Guide

Table of Contents

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e-Poster with Chat Q&A Presenter Overview

As an e-Poster presenter with chat Q&A, you will have the ability to share your research by uploading a single PDF of your e-poster and providing a three-minute audio recording of your work. Attendees will be able to view your poster, magnify content, listen to your audio, and leave comments and questions that you will respond to.

Follow the guidelines and due dates below to complete your e-Poster Audio Task.

Important Dates

- **Early March:** Presenter guidelines sent.
- **By March 18:** Register as a Full Access Pass attendee to receive the early discount rate. Click here for more in-depth information.
- **Week of March 22:** Login credentials for PAS Presentation Management Portal (Poster Harvester in CadmiumCD) sent.
- **April 16:** Final posters, audio recordings, and profiles due in PAS Presentation Management Portal (Poster Harvester in CadmiumCD).

e-Poster Requirements

- The e-Poster must be one side only, single-page PDF file
- Slide ratio 16:9 in landscape is preferred
- No animation or videos
- Tables and images should be large enough for audience viewing
- You should not include any copyrighted images
- As a reminder, a zoom feature will be available for attendees to zoom in on your e-Poster

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Login to the PAS Presentation Management Portal (CadmiumCD's Poster Harvester)

You will be sent a welcome email the week of March 22, 2021, inviting you into the portal. That email will contain your login credentials and a link for the portal. Click on the link and enter your login credentials. If this is your first time logging into the portal, you will need to read and sign the Privacy Notice.

Task Page

Your Task page will outline the set of tasks required to complete by April 16, 2021. Before you advance to recording e-Poster audio, you must first upload your e-Poster.

Upload Your e-Poster

To upload your e-Poster, click the 'Choose File.' button to locate your e-Poster file from your computer. Please note, only PDF files will be accepted.

Once your file has been selected, click the 'Submit File(s)' button to complete the upload.

Depending on the size of your e-Poster PDF, you may see a progress bar display until your file has been uploaded completely.

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Recording Audio

Part 1

Processing your e-Poster upload typically takes about 5 minutes before you can begin to add audio using the e-Poster Audio task.

After it has processed, return to your task list and click on the e-Poster Audio task's blue text.

Part 2

Before you start recording, check your e-Poster preview. If the correct image is displayed, you will start recording by clicking on the blue 'Start Recording' button. Your recording can be a maximum of 3 minutes. The system will warn you if you exceed this time limit.

When you begin recording, the 'Start Recording' button will be replaced with a 'Stop Recording' button, and a countdown timer will indicate how much recording time is left from the maximum time allowed. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not green as you are speaking, ensure your microphone is turned on. When you are finished recording, click the 'Stop Recording' button.
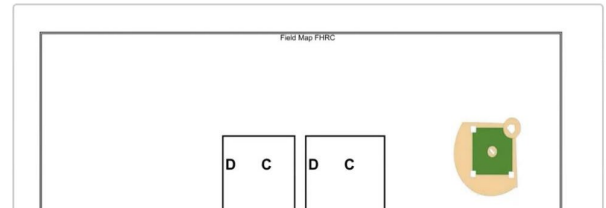
Part 3

The 'Stop Recording' button will immediately be replaced with audio controls, a 'Save Recording' button, and a 'Delete' button. You can playback what you have recorded and, if satisfied, click the 'Save Recording' button.
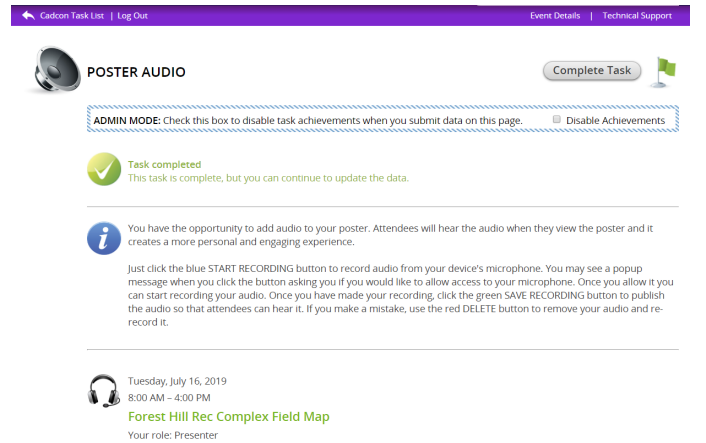
If you want to re-record the audio for your slide, click the 'Delete' button and start the recording process again.

Part 4

Once you have saved your recording, click the 'Complete Task' button at the top of the page and click on it.

If you should replace your e-Poster for any reason, be prepared to re-record the audio associated with it.

Responding to Q&A

As an e-Poster presenter with chat Q&A, you'll have the opportunity to respond to questions within the Q&A section of your e-Poster presentation area.

There is also a Discussion tab that facilitates discussion about your research. We ask that you check these areas periodically through June 4.

We ask that you check this area periodically through June 4. Your responses will be viewable.

Additional Resources

If you have any questions or concerns, please reach out to us at info@pas-meeting.org. In the subject line, please indicate that your question is about e-Posters.

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