

The logo for ePosterBoards, featuring a stylized lowercase 'e' in white on a blue square background, with several overlapping blue squares behind it.

# PosterBoards

#eposters

eposterboards.com

## UPLOADING INSTRUCTIONS

- 1) Upload deadline: May 1<sup>st</sup>, 2018. Any uploads after that date should be brought to the event on a flash-drive starting at 9:30 am and before your session begins. We will have an ePoster help desk and a technician will assist you with your upload and any technical support question you may have.
- 2) Gather your files. Be sure to include the poster file, as well as any video files, as videos sometimes do not embed properly. Your file should be saved as "lastname.firstname" in a .PPTX file.
- 3) If you are uploading ahead of time, please go to our uploading page: <http://www.eposterboards.com/eposterupload/>
- 4) Select the event on the left side of the screen that you will be attending to access the correct ePoster upload form. If you do not see your event, please select "other". Contact technical support if you have any questions.
- 5) In the "Additional Notes" section, please include any information that the ePoster staff will need to know regarding your presentation.
- 6) If you have already submitted a poster, and this is an update, please specify that in the "Additional Notes" section and be sure to name your new file as "lastname.firstnameV2" for version 2, if you have more updates save as V3, V4 and so on.
- 7) You will be redirected to a "submission received" page and receive a confirmation e-mail upon successful form submission.
- 8) The uploading form functions best in the following browsers: Safari, Google Chrome, and Firefox.
- 9) For any questions or concerns, please contact ePosterBoards tech support at:  
<http://www.eposterboards.com/support/>  
or 617.588.3508, option 2.