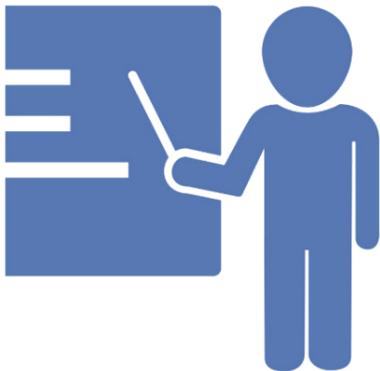




Poster Presenter Guide

Thank you for your commitment to present at the upcoming SRBR 2020 Virtual Meeting as we transition the meeting from an in-person to a virtual experience.

As a poster presenter, you will be required to:



1. Upload your e-poster to the e-poster gallery (**REQUIRED**). The e-poster site offers presenters the opportunity to share their work online using high quality graphics and allows conference attendees to browse through a gallery of posters that are being presented. The e-poster site has been developed with security in mind, protecting against downloading, copying, or printing of your work.
2. Upload an audio recording of a 1-3-minute presentation summary of your poster (**OPTIONAL**).
3. Provide a link to join your personal Zoom meeting room (or other preferred method of video conferencing connection such as GoToMeeting, WebEx, Microsoft Teams, etc.) or email address (**OPTIONAL**).

Upload Instructions:

All poster presenters are required to have their e-Posters uploaded to the site by **Friday, May 22, 2020**.

***Please note, it takes up to 24 hours after uploading for your e-poster to show in the gallery.**

(If you do not know how to create an e-poster, you can search the internet for instructions)

1. To begin your e-Poster upload, log into the [SRBR Submission Dashboard](#).
2. After logging in, click the following button on your dashboard to begin the process:



3. The maximum file size for e-posters is 8 MB.
4. Supported poster file types are pdf, png, jpg, jpeg. For .ppt files, first convert to .pdf by Saving as pdf or by using the Print to pdf function.

As a poster presenter, you will need to:

1. Upload your e-poster to the e-poster gallery by **Friday May 22nd** using the links and instructions below (**REQUIRED**)
2. Upload an audio recording of a 1-3-minute presentation summary of your poster (**OPTIONAL**)
 - a. This must be in a .mp3 or .AAV file format and cannot exceed 8 MB. (example: To convert your iPhone .m4a file to an .mp3 file you can use <https://www.zamzar.com/convert/m4a-to-mp3/>).

- b. To audio record your presentation, you can utilize an online audio recording site (example: <https://online-voice-recorder.com/>) or use a voice recording app on your smart phone.
3. Provide a link to join your personal Zoom meeting room (or other preferred method of video conferencing connection such as GoToMeeting, WebEx, Microsoft Teams, etc.) or email address. Please be sure to test your link before saving and submitting. It must be a clickable URL link. **(OPTIONAL)**
 - a. *For instructions on setting up a free personal meeting room in Zoom, please see below information.*

Creating a Zoom Personal Meeting Room Instructions:

- 1) Go to <https://zoom.us/>
- 2) Click on the blue box in the top right side of the screen "Sign-Up. It's Free"
- 3) Enter your email address
- 4) Wait for the confirmation email and activate your account
- 5) Login and view your profile to see your personal meeting room link.

Accessing a Zoom Personal Meeting Room Instructions:

- 1) Go to <https://zoom.us/>
- 2) Click "Join a Meeting"
- 3) Enter the meeting ID or personal room name provided

***If you choose to use a personal Zoom meeting room, please be sure you do not have a password linked to the room and to be sure to open the room at the start of the poster session and be available for discussion with attendees who join you.**

To access the full agenda and , please reference the [online conference schedule](#). If you have any questions or need assistance, please contact me or the SRBR Executive Office at info@SRBR.org.

Long Links:

SRBR Submission Dashboard: https://srbr.societyconference.com/?conf_id=10003&m=user&h=home

SRBR Online Conference Schedule: <https://srbr.societyconference.com/conf/#sessions/conf10003>