

Poster upload: procedures & guidelines

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Timeline:

Please prepare and upload your E-poster files **12 july 2024**.

It is mandatory to upload your poster in PDF format. As an extra you can upload a video file and/or an audio file containing a short explanation of your poster content (maximum duration 3 minutes)

Step 1: Prepare your E-poster PDF file

E-Poster format requirements:

- **PDF file**
- Layout: **Portrait** (vertical orientation)
- One page only (Dim A4: 210 x 297mm)
- Poster can be prepared in PowerPoint (one (1) PowerPoint slide) but must be saved and submitted as PDF file.
- File Size: Maximum file size is 2 Megabytes (2 MB)
- **No** hyperlinks, animated images, animations, and slide transitions
- Language: English
- **Include your abstract number** (listed at the top of the email for your convenience)
- E-posters can include QR codes, tables and photos

- Use the following convention for the file name: PosterNumber_LastName.PDF

Step 2: [Upload your documents](#)

2.1 How to upload a PDF document?

1. Log in to the poster upload page:
<https://conference.idf.org/cmPortal/AbstractSubmission/IDF23/config/normal/redirectconf/PosterUpload>
2. In the “steps” tab sheet, enter the file name
3. Choose the type of document “Poster PDF”
4. Click in the “Add new document” button

Documents

File name

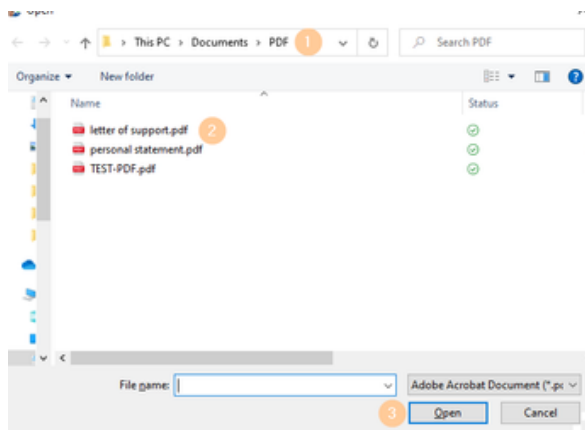
 1

Type Of Document

Other 2

3 + Add new document

- a. Navigate to the right folder
- b. Select the right pdf document
- c. Click the “Open” button

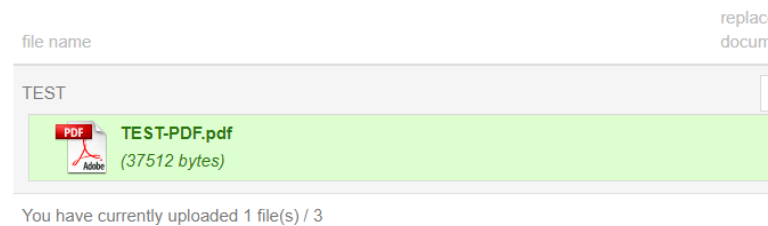


You will see next screen. The document is colored green, which means it is uploaded correctly.

File name

Poster PDF

+ Add new document



The file is uploaded now, and you can continue the process.

2.2 How to upload a video file?

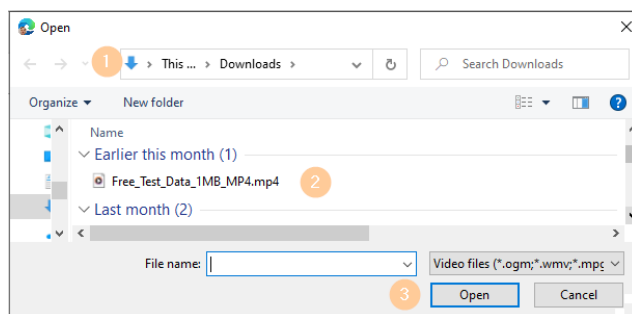
1. Type in the file name
2. Choose the type of document “ Video”
3. Click in the “Add new document” button.

File name

Video

+ Add new document

4. Take the following steps:
 - a. Navigate to the right folder
 - b. Select the right file
 - c. Click on the “Open” button.



You will see next screen. The document is colored green, which means it is uploaded correctly.

e-Poster

File name

Video

+ Add new document

file name
Free_Test_Data_1MB

Free_Test_Data_1MB_MP4.mp4
(1053887 bytes)

replace document

You have currently uploaded 1 file(s) / 3

The file will be uploaded now, and you can continue the process.

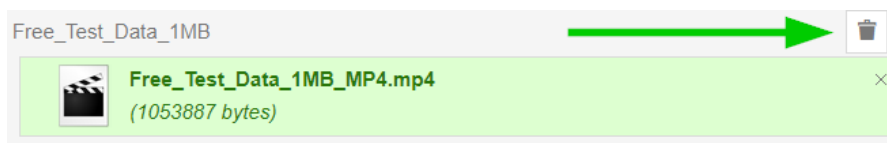
3. Troubleshooting

3.1 If the document is not colored green

Click on the “Upload” button inside the box and proceed to select the right file as described in the above chapters.

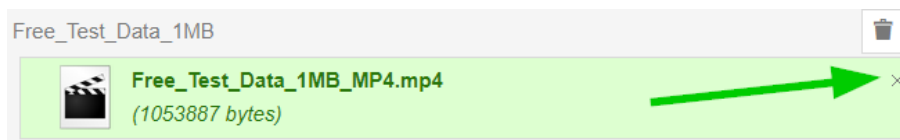
3.2 You want to delete the whole file.

Click on the little waste basket on the right hand side, above the file you want to delete.



3.3 You want to replace a file

First click on the cross on the right hand side in the green colored box.



Then click in the “Upload” button inside the box and proceed to select the right file as described in the above chapters.

In this case it is a video file.

