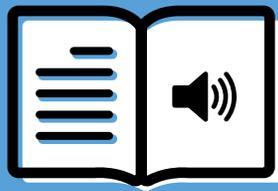
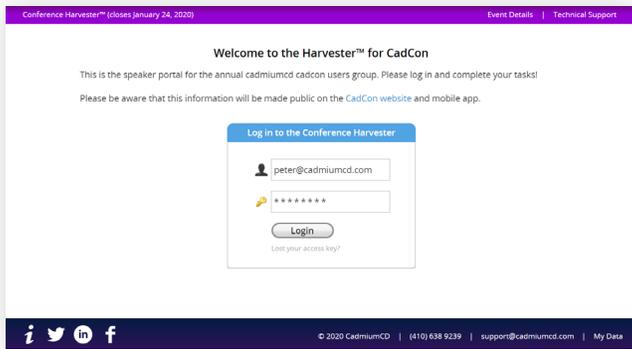


Completing the Poster Audio Task for a Poster Presenter



Completing the Poster Audio Task for a Poster Presenter

Follow the steps below to complete Poster Audio Task for your upcoming conference in which you are presenting. Please read the closing notes before beginning the recording of your audio.



1

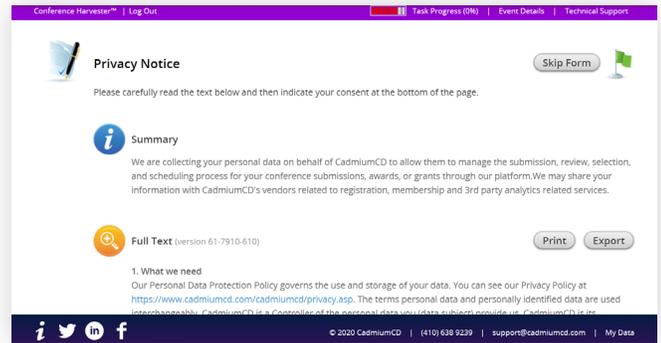
Login to the Conference Portal

You will be sent a welcoming email from your conference manager inviting you into the Event or Conference portal. That email will contain the login credentials and a link for the portal. Click on the link and enter your login credentials as seen above.

2

Complete the Privacy Notice

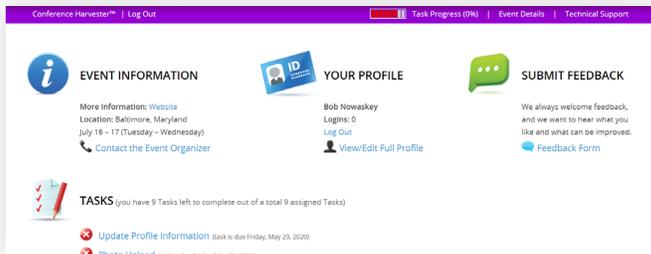
If this is your first-time logging into the Conference portal, you will need to read and sign the Privacy Notice. You will only need to complete this notice once. Anytime thereafter, when you login, you will advance directly to your task page.



3a

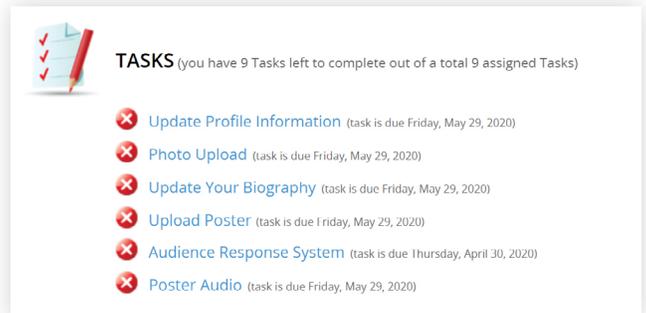
Your Task Page

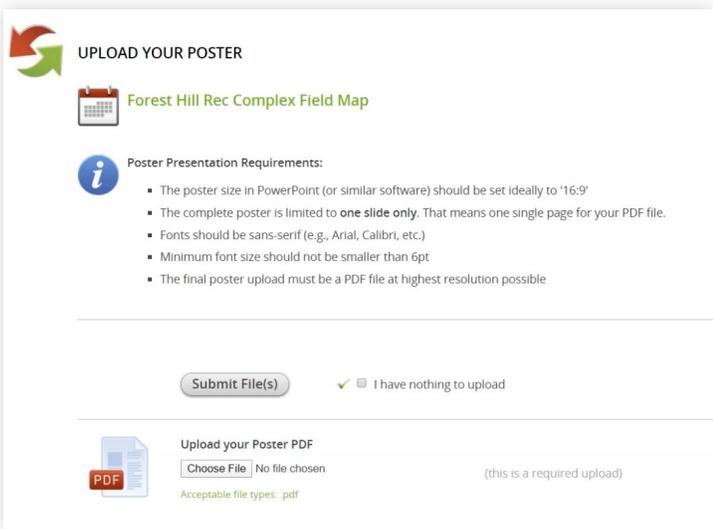
Your Task List page will define the set of tasks the conference manager has assigned to you in order to gather the information needed for this event.



3b

Before you complete or advance to Poster Audio you must first upload your poster. From the Task List page click once on the blue text indicating the task name to select the task appropriate for uploading your poster.





4a

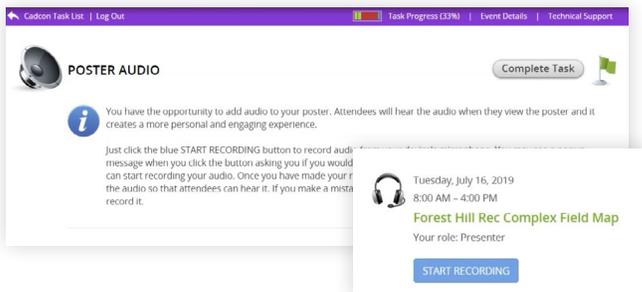
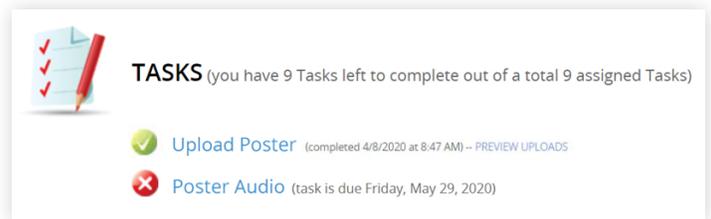
Upload Your Poster

Once the page refreshes be sure to read the informational text. To upload your poster, click on the 'Choose File' button to locate your poster PDF file on your computer. Once your file has been selected, click the 'Submit File(s)' button to complete the upload. Depending on the size of your poster, you may see a progress bar display until your file has been uploaded completely.

4b

Once your poster has been uploaded, it typically takes about 5 minutes for your poster to process before you can begin to add audio via the Poster Audio task.

Once enough time has elapsed, return to your task list and click on the blue text of the Poster Audio task.



5a

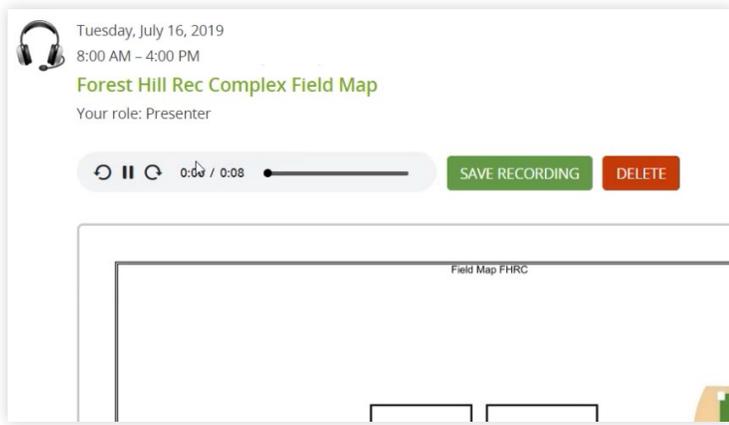
Record Your Poster Audio

Once the page refreshes be sure to read the informational text. The poster you are presenting will be displayed at the bottom of this page. To start recording, click on the blue 'Start Recording' button.

5b

When you begin the recording for your poster, the 'Start Recording' button is replaced with a 'Stop Recording' button, a time indicator counting backwards showing how much recording time you have left, and a reminder showing the maximum recording time you are 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 showing green as you are speaking ensure your microphone is turned on.



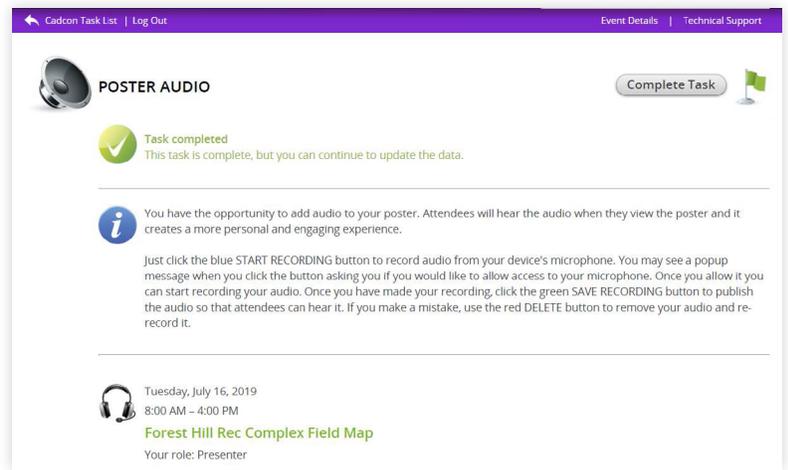


5c

When you are finished recording, click the 'Stop Recording' button. This button will immediately be replaced with audio controls, a 'Save Recording' button and a 'Delete' button. You can play back what you just 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 record process again.

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

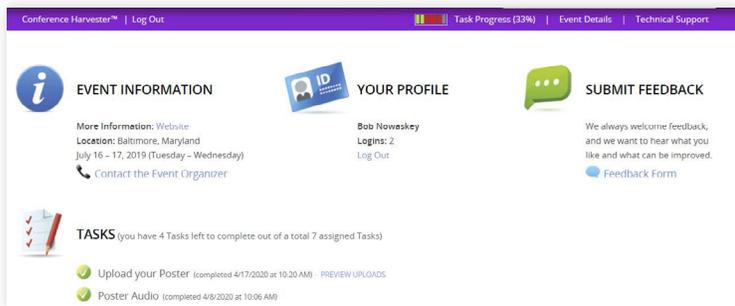
5d



6

Task Completed

This will return you to your task list. You can continue with other tasks or log out.



Closing Notes

- Starting this process requires a welcoming email from your conference manager for your conference.
- The email you will receive should include both the login page link and your login credentials.
- The poster must be one side only, single page PDF file.
- 16:9 aspect ratio and landscape orientation are preferred.
- The device from which you are recording your audio will need a functioning microphone. This can be an integrated microphone (one that comes included with your laptop/desktop) or one that can be connected externally.
- Once the poster file and audio has been submitted, the poster and your audio will be immediately available in the eventScribe Website and/or eventScribe App associated with your conference.
- If you should replace your poster for any reason, please be prepared to re-record the audio associated with it.