



**Poster PDF
Upload Deadline:
11/29/21**

POSTER PRESENTER GUIDE - Pheedloop Poster Hall

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Pheedloop

For this virtual event, you will have the opportunity to upload your poster to be presented in a virtual Poster Hall just like in an in-person event. The process to submit your presentation is slightly different, however, so please follow the detailed instructions in this guide.

Note: The virtual platform uses the word ‘exhibitor’ as presenter; and ‘booth’ as poster.

About the Portal

Your poster will be housed in the virtual platform, **Pheedloop**, in the Poster Hall. This is where people can come to read your abstract, look at the poster pdf, watch your video, and Chat with you anytime during the meeting hours.

The **Exhibitor/e-Poster Portal** is a private area where you manage your profile, poster design, assigned tasks, and file uploads. This is where you control what others will see.

Presenter Requirement Checklist

**Note: Items in RED are REQUIRED.*

	ASSIGNED TASKS	DUE
<input type="checkbox"/>	1. Complete Profile: Upload a Photo of yourself	November 29
<input type="checkbox"/>	2. Upload PDF of single poster slide AND Upload PNG image of your poster PDF	November 29
<input type="checkbox"/>	3. Upload Video Presentation (*optional)	November 29
<input type="checkbox"/>	4. Be available for your LIVE Poster Session <i>*Authors will be assigned to a session on Wednesday & Thursday. See poster schedule for times.</i>	December 8-9

Poster Presenter Task Details

Login to the Exhibitor/e-Poster Portal

All poster presenters will be sent a **personal invite link** to login to the Exhibitor/Poster Portal to upload their presentation to the virtual platform.

Note: This login and password are for uploading posters only. You will receive an Attendee login and password 1 week before the event begins to access the virtual platform.

Please follow the steps below to login in and build your poster presentation (which is called a ‘booth’ in the virtual platform) in the Exhibitor/e-Poster Portal. [Watch this video](#) on how to build virtual ‘booth’. *Parts of this video will be specific to exhibitors, but there is very useful info on building your poster presentation too.*

Once in the portal, you will see a welcome message along with a navigation menu on the left. *See the next page for details on each section.*

1. COMPLETE YOUR POSTER PRESENTER PROFILE (under “Edit Profile” section)

Your title is preceded by your poster number – attendees can search by title or number in the system. *This cannot be edited.* The presenting authors’ name has been included in the “tagline” area (*limit 100 characters*). Please be sure that the name of your presenting author matches the profile photo and email address (same person). Proof all elements for accuracy. If you find typos you may edit. **CONFIRM THE FOLLOWING:**

- *Proof: Organization Name = Poster Number & Title (format: P#: Title)*
- *Proof: Tagline = First/Presenting Author and affiliation*
- *Proof: Organization Description = Full Abstract body including all authors, affiliations and acknowledgements. **You may want to copy/paste this information from your online submission***
- *Email – Enter email address*
- *Keywords – Proof all affiliated authors are in the Keywords section, add authors if missing.*
- *Enter Contact Info*
- *Website – link to your lab/university website or personal site if you like.*
- *Social Media – Optional, but recommended. You may also choose to include links to social media for attendees to connect with you.*
- **Click SAVE PROFILE – Important!!**

The screenshot shows a web browser window with the URL pheedloop.com/exhibitor/portal/ASRI2021/EXH9A7JQG4XJ11FCZ/profile/. The page title is "ASRI 2021 Virtual Meeting - Exhibitor Portal: P100: Placental findings in association with the SARS-CoV-2 infection outbreak". The left sidebar contains a navigation menu with the following items: Information, Edit Profile (highlighted in blue), Edit Design, Floor Plan, Assigned Tasks, Managers and Tickets, Lead Retrieval, File Uploads, and Products and Services. The main content area is titled "Organization Name" and contains the following fields:

- Organization Name:** P100: Placental findings in association with the SARS-CoV-2 infection outbreak
- Tagline:** Marie-Eve Brien
- Organization Description / Promo Text (5000 Character Limit):**

PROBLEM
The severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), a novel coronavirus, made its appearance in late 2019. Many studies have focused on the health impacts of the virus on vulnerable populations, including the elderly and those with chronic diseases. However, pregnant women and their babies have been largely ignored. The placenta is the main organ of pregnancy and any disruption in its function has important negative impact on both the mother and her infant. The few reports published so far were inconsistent in their findings and lacked adequate control groups. Our goal was to determine the effect of pandemic related stressors, exposure to maternal prenatal stress +/- SARS CoV-2 infection, as compared to historic controls.
- Email:** marieevebrien@gmail.com

Red arrows point to the Organization Name, Tagline, Organization Description, and Email fields. The "Edit Profile" button in the sidebar is also highlighted with a red arrow.

2. UPLOAD POSTER VIDEO & IMAGES

(under “*Edit Design*” section)

All poster presenters must upload a PDF version of their poster.

- Logo – *Do not place anything here*
- **Thumbnail** – Upload a headshot photo of you. Recommended size: 500 x 500 (**Required**)
- **Banner** – *you can include your university logo if you wish.* Used in various promotional areas, and shown at the top of your profile pages. Recommended size: 1000w x 400h PNG or JPEG, no white-space.
- **Promotional Video (Optional)** – This is where you will upload your Poster Video. The platform supports a single MP4 file up to 100 MB (duration of video depends on resolution, usually 5 - 10 minutes of HD quality), typically 16:9 aspect ratio. **Not Required but Highly Recommended.*
- **Click SAVE DESIGN – Important!!**

The screenshot shows a web browser window with the URL `phedloop.com/exhibitor/portal/ASRI2021/EXH9A7JQG4XJ11FCZ/design/`. The page is titled "ASRI 2021 VIRTUAL MEETING". On the left, a sidebar menu includes "Information", "Edit Profile", "Edit Design" (highlighted in blue), "Floor Plan", "Assigned Tasks", "Managers and Tickets", "Lead Retrieval", "File Uploads", and "Products and Services". The main content area is divided into three sections: "Banner" (with a "Choose file" button and a "Browse" button), "Promotional Video" (with a "Choose file" button and a "Browse" button), and "PROBLEM" (with a text area containing "The severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), a novel coronavirus, made its apparition in"). A large blue "Save Design" button is at the bottom. Two red arrows point to the "Browse" buttons in the "Promotional Video" section and the "Save Design" button. The Windows taskbar at the bottom shows the time as 2:22 PM on 4/5/2021.

VIDEO presentations must be uploaded under “**Promotional Video**”. Promo videos will play automatically within the system when attendees click on your e-Poster. **Do NOT upload it in the file section, or attendees will have to [download the file to view it](#). You may also choose to link to a longer, more in-depth file by adding a YouTube link in the ‘edit profile’ section.*

Note: Join Live and Request Info in the Virtual Booth Preview are for Exhibitors only and do not apply to posters

3. UPLOAD YOUR POSTER PDF FILE

(under “File Uploads” section)

- **Click Add New File**- This is where you upload your poster PDF file.
 - PDF Filename Protocol Example(s): **PDF_Posters_LastNameFirst.pdf**
 - **Do NOT** check the box “private file” or it will not be visible
 - Must be **ONE** slide only, and **horizontal** (landscape) view.
 - Standard File Size: Letter: 8.5" x 11" (21.6 × 27.9 centimeters)
 - The maximum size for files uploaded in the File Upload section is 25MB.
- **Click ADD FILE- Important!!**

Note: Ignore any element not described above (Floor Plan, Managers & Tickets, Lead Retrieval, etc.)

4. UPLOAD A PNG (IMAGE) OF YOUR PDF FILE

To facilitate the virtual poster sessions in **SpatialChat**, we are asking all poster presenters to send us a **POSTER PNG (Image) file no later than November 19, 2021.**

Requirements:

- **PNG (image) Filename Protocol Example(s): Poster#_PNG_LastName.PNG**
- PNG must be **ONE** slide only and **horizontal** (landscape) view.
- Standard File Size - Letter: 8.5" x 11" (21.6 × 27.9 centimeters).
- You can create your poster as a PDF and convert the PDF to PNG free here: <https://www.freepdfconvert.com/pdf-to-png#>
- Make sure to convert and save your PNG it in high resolution. This allows attendees to be able to zoom in on your poster.
- **Please place/upload your Poster PNG (image) into our Dropbox here:** <https://www.dropbox.com/request/A6zqU4QK5UrXg0C3CHAs>

5. BE AVAILABLE FOR YOUR LIVE POSTER SESSION

Poster Sessions will be scheduled on Wednesday and Thursday. Posters will be assigned and submitting authors will be notified in advance. All presenting authors are expected to be available during their assigned poster session. Live sessions will allow attendees to interact with you as you present your poster in real-time, just as you would during an in-person event.

Poster Schedule

<u>Session</u>	<u>Date</u>	<u>Time</u>
Poster Session A	Wednesday, December 8, 2021	6:15 PM - 8:15 PM (CET)
Poster Session B	Thursday, December 9, 2021	5:45 PM - 7:45 PM (CET)