

Instructions for poster presenters in poster gallery (P1-P58)



**Bone Fragility
Disorders
in Children**

18-20 November 2020

Important dates and times

The platform will be open on **Monday 16 November** to upload your mandatory PDF posters and optional YouTube video to the Poster Gallery. You will be sent access details which will include your unique PIN/code to access the platform.

The deadline for uploading PDF posters and optional video presentations is **Tuesday 17 November at 18:00 CET**

Moderated poster presenters (P1-P18)

Moderated poster presenters will need to provide:

- a **PDF of the poster** (see 'uploading a PDF poster' on page 2)
- a **3-minute video poster presentation with audio**

You will be sent a link for uploading the video to our platform. This video file need to uploaded by no later than **Friday 13 November at 23:59 CET**.

The video presentation can also be added to the poster gallery if required but will need to be uploaded a second time (see *uploading an optional video poster presentation* on page 2)

All other posters (P19-P58)

All other poster presenters only need to provide a **PDF of the poster** (see 'uploading a PDF poster' on page 2)

There is also the option to add a **3-minute video poster presentation with audio** however this is not essential (see *uploading an optional video poster presentation* on page 2).

Please remember all PDF posters (and optional video poster presentations) must be uploaded by no later than **Tuesday 17 November at 18:00 CET**

Attended posters (P1-P58)

There will be three 15 minute Attended Poster sessions on both Thursday and Friday – see schedule below. We ask that all poster presenters click onto their poster during these dedicated times to answer any questions recieved from other attendees through the Q&A panel.

ATTENDED POSTER SESSION TIMES (within the poster gallery)

Thursday 19 November: ODD posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

Friday 20 November: EVEN posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

In case of any queries at all please
do not hesitate to contact us at
iccbh@brightelm.co.uk



For more
comprehensive
instructions please
check out the
[ICCBH Poster
Presenter Training
video](#)

Poster presenter and moderated poster presenter summary:

	PDF poster in poster gallery	3-minute video in poster gallery (via YouTube link)	3-minute video uploaded for moderated poster sessions	Online to answer Q&A at moderated poster session	Online to answer audience questions at ODD or EVEN poster sessions
Moderated poster (P1-P18)	REQUIRED*	OPTIONAL	REQUIRED	REQUIRED	REQUIRED
Poster only (P19 onwards)	REQUIRED	OPTIONAL	NOT REQUIRED	OPTIONAL (as attendee)	REQUIRED
DEADLINE	Tuesday 17 November 18:00 CET	Tuesday 17 November 18:00 CET	Thursday 12 November (midnight)	As per programme	As per programme

*If you have a moderated poster (P1-P18), please also view [‘Instructions for invited speakers, oral communication presenters, and moderated poster presenters’](#)

Uploading a PDF poster

To upload a poster, log in to the Event platform using the link supplied and go to the timeline page.

Click on ‘Poster Gallery’ at the bottom of the right-hand column which will take you to a list of all posters. Use the search function to find your poster.

When you hover over your poster title a dropdown panel appears, click on ‘View My Presentation’ and that will take you to your poster page. At the bottom of the right hand column is a dropdown panel marked ‘Upload’. Click on ‘add’ and select the PDF file on your computer. Your PDF poster file will then upload and become available for all attendees to view.

Uploading an optional video poster presentation

If you wish to support your PDF poster with an optional 3-minute video presentation, first upload your video to YouTube [\(see guide\)](#)

Whilst still in YouTube copy the video link which will start with: *https://youtu.be/...* Go back to the Upload section on your poster page and click ‘add’ in the video presentation section, paste the video link then click on ‘Save’

Click here for more comprehensive instructions on uploading PDFs and videos

In case of any queries at all please do not hesitate to contact us at iccbh@brightelm.co.uk