# 2021 Virtual World Congress on Brain Injury

## **Electronic Poster Presentation Submission Instructions**

#### **Electronic Posters**

All posters should be converted into a PDF file and submitted into the OnAIR portal. You should have received an email with login information previously; if you do not have your login information, please contact us <u>here</u>.

#### Format

You must save the completed presentation as a file in PDF format.

- In PowerPoint this is done via the "Save As" menu
- In Keynote it is under the "Export" Menu
- In Word this is under "Save As"

We recommend your poster is in landscape orientation. Your file can only contain **1** page.

#### How to Submit Your Poster

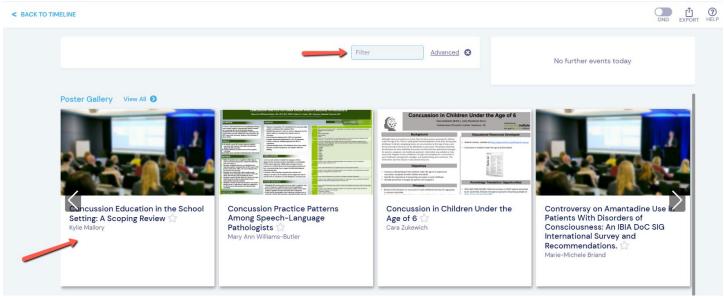
- 1. Confirm that you have registered to the Congress and complete payment to have access to upload.
- 2. Using the link that was emailed to you, confirm your virtual profile information on the site.
- 3. Once you have completed your virtual platform, you will be taken to your virtual attendee portal.

	Welcome
	We really want you to enjoy the event, but before we continue we want to make sure you can participate.         Let's quickly check everything and then you're on your way.
Enhanced Accessibility  Enable Enhanced Accessibility  (keyboard navigation, focus highlight, screen reader compatibility and high contrast colors)  Continue	Mic Access  Mic Selection  Great. Now let's make sure we're using the right mic. Select your preforred mic and click Set to continue.  Microphone Array (Intel® Smart Sound Tec  Set
	Camera Access Camera Selection Etive Video Call Check
	OnAIR  PEventsAR

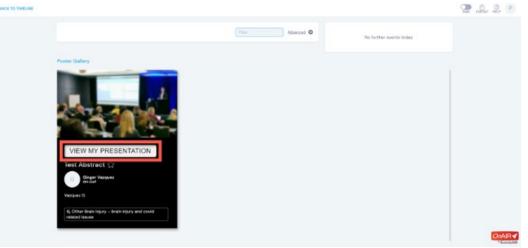
4. Select the "Resource Gallery".

VIRTUAL ATTENDEE PORTAL			DND EXPORT HELP P
	MAR 16	No further events today	
	LT) Scientific Sessions Conclude	Filter 🟠 Advanced 🛛	
		MORE INFORMATION Click on an event to learn more about it	

5. Once you are in the Poster Gallery, search for your abstract, and then select your abstract(s).



6. Click on "VIEW MY PRESENTATION"



- 7. Once you are in the respective abstract, look to your right and click the "Upload" dropdown
- 8. Select "Add" and then "Browse". A pop up of the files in your computer will open.
- 9. Please select your respective file and click on the "Open" button.
  - a. Please note that you will only be allowed to submit a PDF file.

st Abstract 🏠				G	Ginger Vazquez IBIA Staff	This session starts in	No furthe events toda
	Open	© Open X					
	← → < ↑ 💄 « Desi	ktop > Ginger > SNO 2021	~ O	, Search SNO 2	021		
	Organize      New folder			[E]	• • •	👦 Discussion Forum	
	😻 Dropbox 🔷	Name	Date	Туре	Size ^	🚯 Upload	
	OneDrive - Society	Peds On-Demand Ins SNO 2021 Peds On		Microsoft Word Do Adobe Acrobat Doc	16 KB	D Poster PDF	Add
	💄 This PC	SNO 2021 Peds On		Microsoft Word Do	237 KB 286 KB		
	al 3D Objects	Joseph Laskey 2019		Microsoft Excel Wor	19 KB	Cancel	Browse
	🧾 Desktop	SNO Pediatric Electro		Adobe Acrobat Doc.	822 KB		
	Documents	SNO Pediatric Electro		Microsoft Word Do.,	1,605 KB		
	🤳 Downloads	SNO Metabolism Ele	4/26/2021 5:48 PM	Microsoft Word Do	1,605 KB		
	Music	Education-Harvester	4/23/2021 9:49 PM	Microsoft Excel Wor	1,067 KB		
	F Pictures	SNO 2021 Speakers	4/23/2021 9:39 PM	Microsoft Excel Wor	32 KB		
	Julieos 🦉	Education-Harvester	4/23/2021 8:32 PM	Microsoft Excel Wor	1,211 KB		
	🐛 Local Disk (C:)	Peds presenter file 4	4/22/2021 5:09 PM	Microsoft Excel Wor	65 KB		
	🔷 Network 🗸 🗸	<			>		
	File nar	ne:	2	~ All Files	~		

10. Once you click on "Open" and the poster has been successfully uploaded, your poster will be available on the right side of the screen for you to view.

### How to Update a Presentation/Poster with an Updated File

- 1. To replace your presentation/poster with an updated file, please follow the steps 1-6 above and
- 2. Select "Delete" or "Replace".

< BACK TO POSTER GALLERY			MELP P
Test Abstract 🏠	G Ginger Vazquez		lo further ents today
		() Presentation Information	~
		D Handouts	~
		Discussion Forum	*
		🙆 Upload	Ĵ
		AffinityCE Activity Development Guida	Replace Delete

- 3. Select "Add" and then "Browse". A pop up of the files in your computer will open.
- 4. Please select your respective file and click on the "Open" button.

Test Abstract 🏠					G	Ginger Vazquez		This session starts in	No further events today
	💿 Open	© Open X						Presentation Information	
	← → ~ ↑ 💄 « Des	sktop > Ginger > SNO 2021	~	U		021			
Organize • New folde	Organize • New folder				(68)	• • •	Discussion Forum	Discussion Forum	2
	Cropbox ^	Name	Date	Ту	pe	Size ^		Upload	
	neDrive - Society	Peds On-Demand Ins	4/27/2021 7:08 PM	M	icrosoft Word Do	16 KB			_
		🛃 SNO 2021 Peds On	4/27/2021 6:29 PM	A	dobe Acrobat Doc	257 KB	0	Poster PDF	Add
		SNO 2021 Peds On	4/27/2021 6:28 PM	M	icrosoft Word Do	286 KB		Cancel	Browse
	a 3D Objects	Joseph Laskey 2019	4/27/2021 5:11 PM	M	icrosoft Excel Wor	19 KB			
	5 Desktop	SNO Pediatric Electro	4/26/2021 5:49 PM	A	dobe Acrobat Doc	822 KB			
	Documents	SNO Pediatric Electro	4/26/2021 5:49 PM	M	icrosoft Word Do	1,605 KB			
	Downloads	SNO Metabolism Ele	4/26/2021 5:48 PM	M	icrosoft Word Do	1,605 KB			
	a Music	Education-Harvester	4/23/2021 9:49 PM	M	icrosoft Excel Wor	1,067 KB			
	F Pictures	SNO 2021 Speakers			icrosoft Excel Wor	32 KB			
	a Videos	Education-Harvester			icrosoft Excel Wor	1,211 KB			
	Local Disk (C:)	Peds presenter file 4	4/22/2021 5:09 PM	M	icrosoft Excel Wor	65 KB			
	🔷 Network 🗸 🗸	<				>			
	File na	me:		~	All Files	~			

a. Please note that you will only be allowed to submit a PDF file.

5. Once you click on "Submit File" and the presentation/poster has been successfully uploaded, it will be available on the right side of the screen for you to view.

Technical/Upload Questions? Please contact Ginger Vazquez at gvazquez@internationalbrain.org.