

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 [here](#).

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.

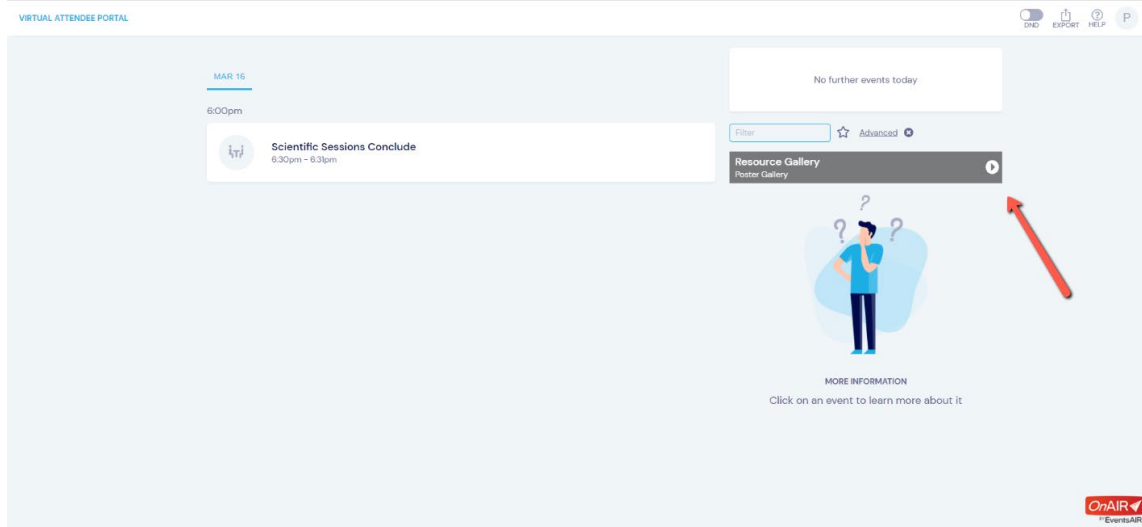
Your file can only contain **1** page.

How to Submit Your Poster

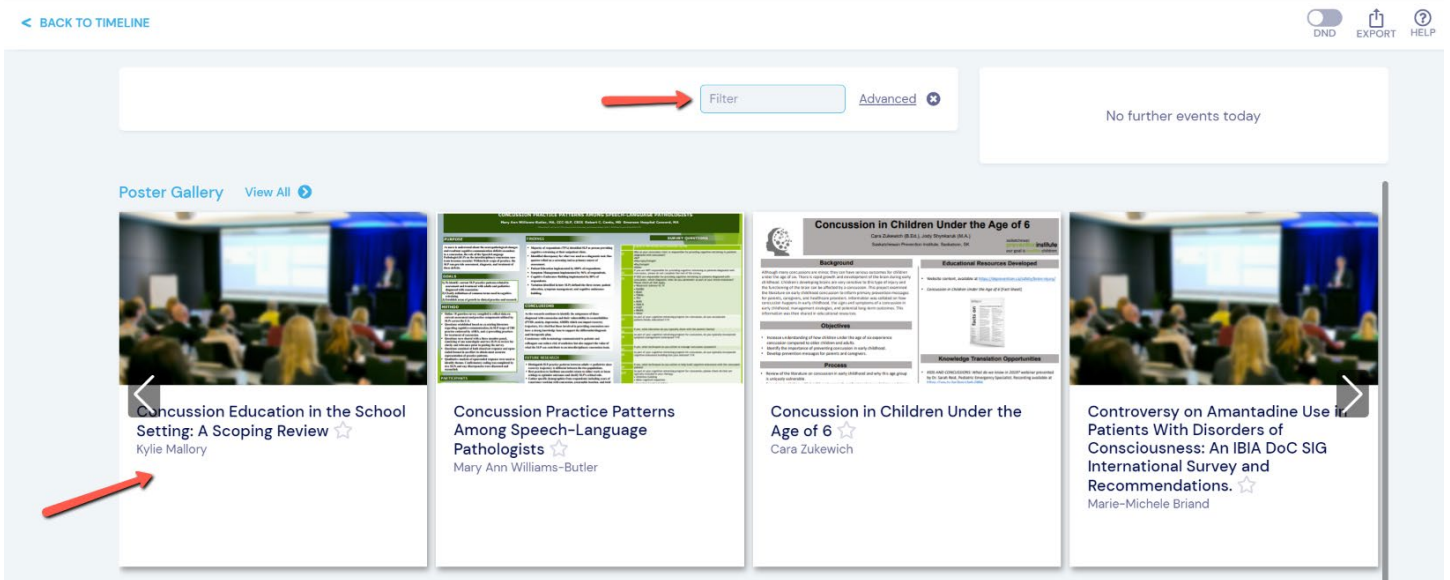
1. Confirm that you have registered to the Congress and complete payment to have access to upload.
2. Using the link that was emailed to you, confirm your virtual profile information on the site.
3. Once you have completed your virtual platform, you will be taken to your virtual attendee portal.

The image displays two screenshots from the OnAIR EventsAIR interface. The left screenshot shows the 'Enhanced Accessibility' settings page, where a red arrow points to the 'Enable Enhanced Accessibility' checkbox and another red arrow points to the 'Continue' button. The right screenshot shows the 'Welcome' screen with a list of system checks: 'Mic Access', 'Mic Selection', 'Camera Access', 'Camera Selection', and 'Live Video Call Check'. A red arrow points to the 'Set' button next to the 'Mic Selection' dropdown menu. Both screenshots feature the OnAIR EventsAIR logo at the bottom.

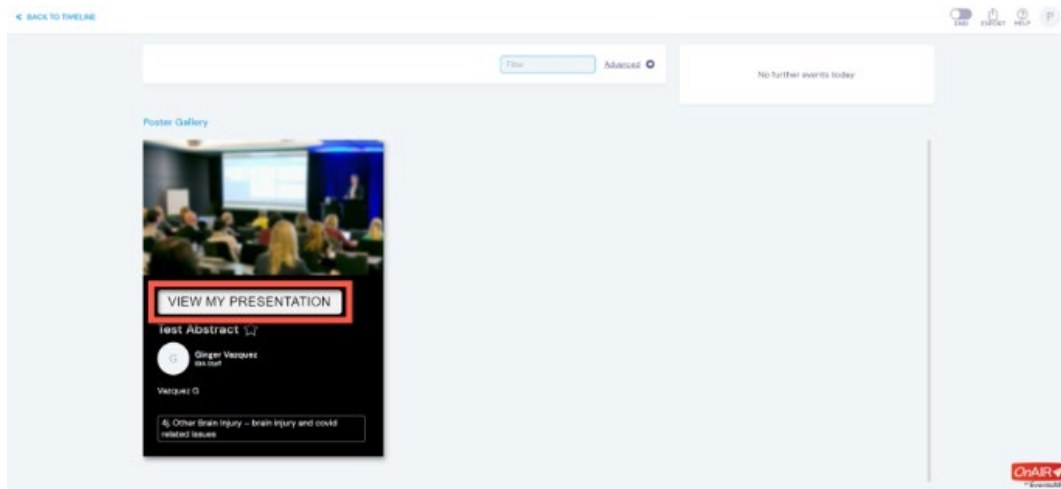
4. Select the “Resource Gallery”.



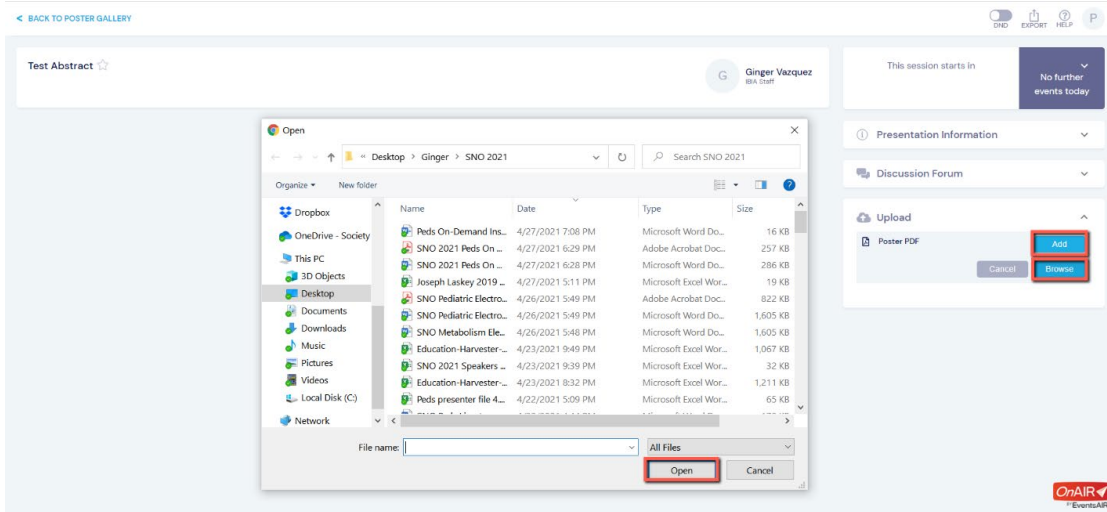
5. Once you are in the Poster Gallery, search for your abstract, and then select your abstract(s).



6. Click on “VIEW MY PRESENTATION”



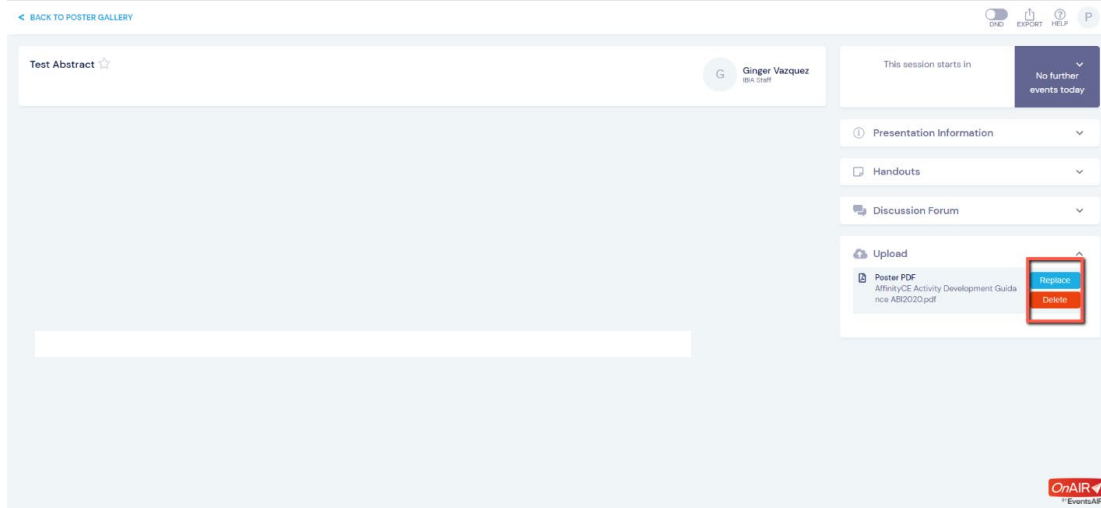
7. Once you are in the respective abstract, look to your right and click the “Upload” dropdown
8. Select “Add” and then “Browse”. A pop up of the files in your computer will open.
9. Please select your respective file and click on the “Open” button.
 - a. Please note that you will only be allowed to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



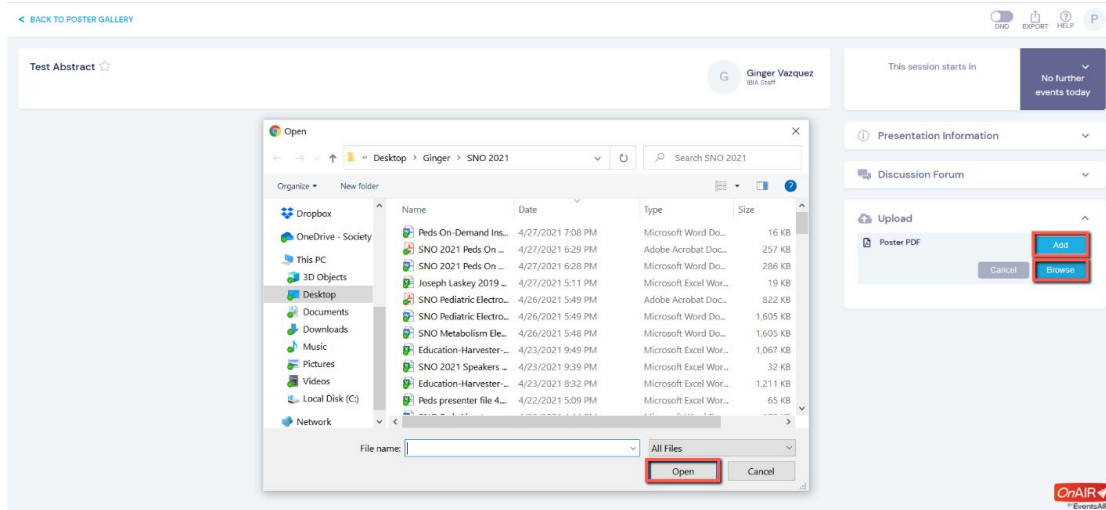
10. Once you click on “Open” and the poster has been successfully uploaded, your poster will be available on the right side of the screen for you to view.

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”.



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.
 - 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.