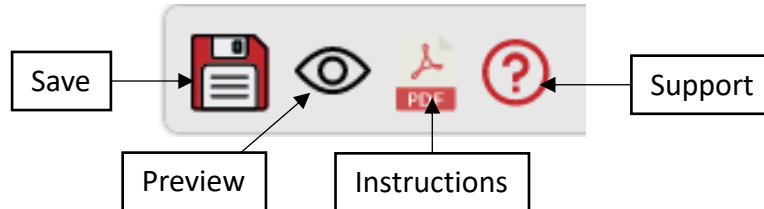


AAST 2021 ePoster Self-Service Set Up Instructions

- Click on the **ePoster Self-Service link** (you will receive in an email the week of July 12th to begin setting up your poster). The link will open a form like the example below.
- As you work on your ePoster, please remember to click the **Save icon** at the top menu. Save it again once you complete the ePoster set up.
- To preview your ePoster, click on the **Eye icon** on the top menu.
- To access these instructions at any time, click the **PDF Document icon**.
- To request support, click the **Question icon** and send a message to the Support Team.
- Click on “Template” to download the AAST 2021 ePoster template. You may also use your own template, provided it complies with the size and format requirements listed in the AAST 2021 Guidelines.
- An ePoster number will be automatically assigned to your poster, this does not affect you and is solely used for tracking purposes on the back end.
- “Title”, “Abstract”, “Keywords”, “Category” and “Authors” information has been pre-populated based on your abstract submission. These fields may be edited if needed.

TIPS: If you don't have all of the content handy, you can come back to the form and continue filling it out later, just remember to **save** it each time before closing the page. To access the form again, click on the link in your email. Look at the following pages for features and visual examples of what the ePoster will look like.



Eposter Test - ePoster Setup

Template
+ Edit Presenter Details

(* Required Field)

ePoster Number

Keyword*

 +

Title*

Category*

Abstract*

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AAST 2021 ePoster Self-Service Set Up Instructions

- “Audio File” is where you can upload up to three audio files that can be played on your ePoster page. Audio files should be no longer than 6 minutes. Video files are not permitted.
- “ePoster” is where you will upload your final PDF version of your ePoster.

Authors*

B *I* U

External Media Link

https://abc/pqr/xyz

Audio File

Choose File

Conferencing Info

B *I* U

ePoster*

Choose File

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Setting up your Presenter Profile

To set up/edit your presenter profile, click on the “edit presenter details” button at the top of your self-service page.



1. **Your profile will come with a few pre-populated fields, including First Name, Last Name, Display Name, Title, and Email. Check to be sure that the information is correct. You may make changes as needed. These 6 fields are required to be completed on your presenter profile.**
2. Please fill in or review pre-populated info in the presenter bio section and add an image of yourself under the presenter image section. You can share your Social Media links, company websites, etc., but those sections are not mandatory.
3. If you would like to include any files to be shared with attendees, please upload them and we will make them available in your session.
4. Once you have finished filling in your presenter profile, please click on the red save disk at the top left of the page.
5. To go back to your ePoster page click the blue arrow in the upper left corner.

* Please send an email to gianze@innoviapro.com if you wish to hide your contact information(email, phone, etc.) from attendees.

AAST 2021 Presenter Profile Page



(* Required Field)

*First Name

*Last Name

*Display Name

*Title

Company

*Email

Secondary Email

Phone

Time Zone

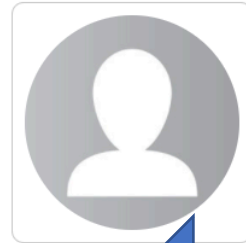
Company URL

Personal URL

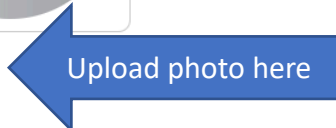
Country

Designation

Presenter Image
(Attach a high resolution profile photo, square dimensions preferred, minimum 250px by 250px. Format: jpeg,png.)



Choose File



Presenter Bio
Description of Accomplishment

B *I* U



Social Media

No results to be shown.

Click to add social media link

