



e-Poster Presenter Instructions

How to Make your ePoster

- Record a video of your PowerPoint presentation. This should consist of 1 slide of your poster with recording of yourself presenting. The recording should be a maximum of 3 minutes.
- Follow the steps below to make your recorded PowerPoint presentation into a video:
- Save your file in PowerPoint presentation format (. pptx) then Click File > Export > Create a Video. We recommended saving as an MP4 file.

Uploading your e-Poster to the online event platform (Whova)

- You will receive a personal link to access an online form via email. When you open it, you will see the name of the event at the top of the page and your ePoster name beneath it. No sign-in is necessary; the link will allow you to set up your page.
- You will get four sections to fill out: Poster Information, Cover Photos, Poster Presentation, and Primary Contact. Note that the abstract title can only be updated from the mobile app.

The screenshot shows a web form for the "27th National Business Owner Summit". The form title is "Recovery of Nutrients from Chicken Litter to Create a Slow-Release Fertilizer". The form is divided into two main sections: "Poster Information" and "Photos".

Poster Information

Phone: (e.g. 555-555-5555)

Website: (https://)

Address:

Description / Abstract *
 (abstract)

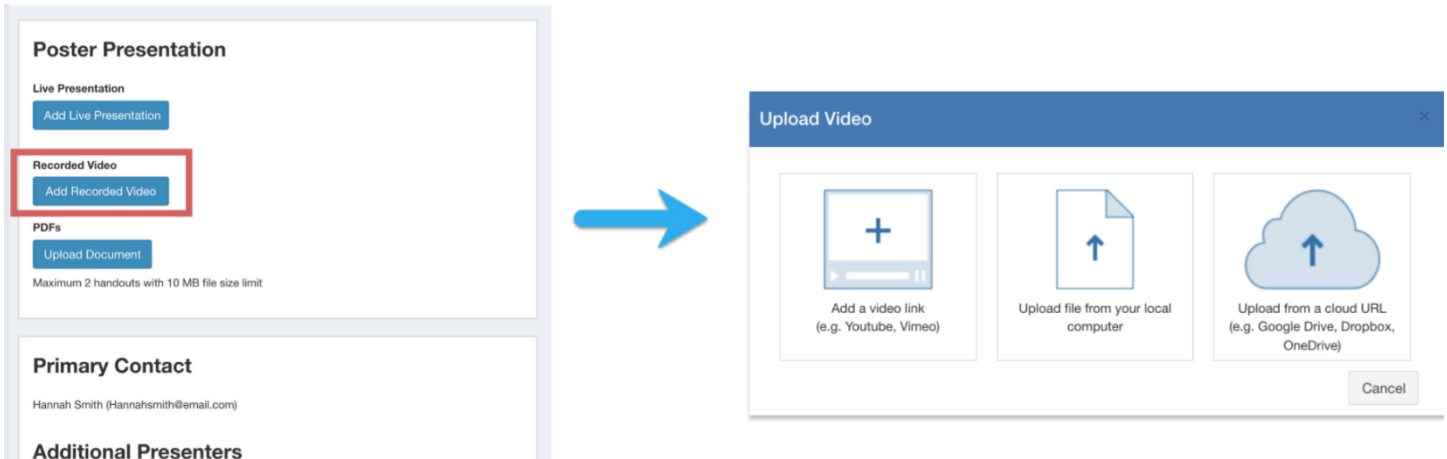
Number: (e.g. Used for Poster Number or Booth Number)

Photos

Cover Photo *
[Click to add an image](#)
Recommended image dimensions: 800px x 450px (Max 1000px x 1000px)

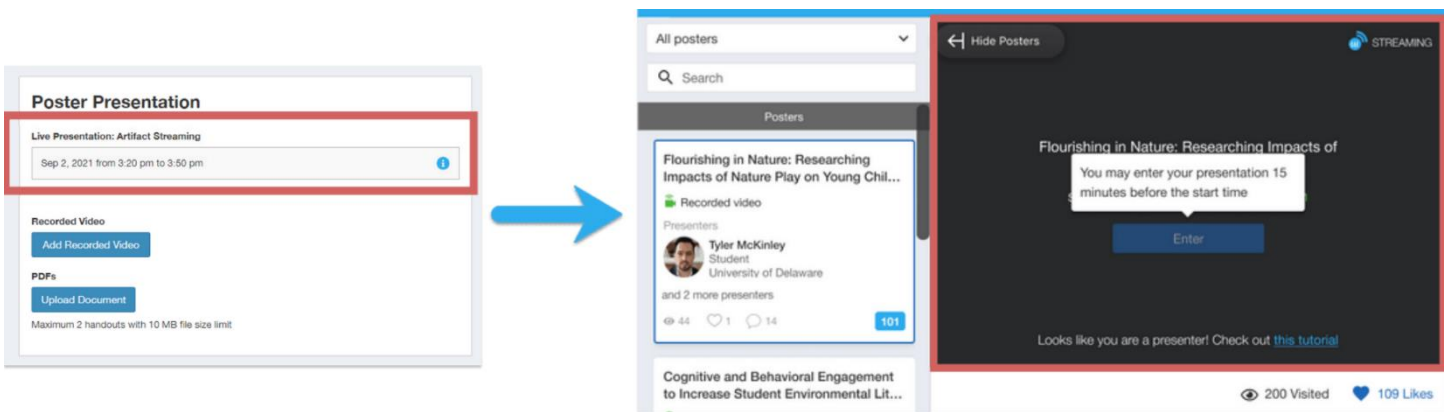
Can be used to highlight this Poster

- Once you've filled out all relevant information, agree to the Whova Terms of Service, and click Submit.
- You will then get a confirmation email from Whova that includes a link you can use to continue to update your page.
- Once you have set up your page, you can upload your ePoster as a video and up to 2 PDF files. You may want to upload a PDF of your poster for better visibility.
- Click Add Recorded Video and select the option to upload your video. Select your file and click save.
- **Please make sure your e-Poster video is uploaded by Friday, September 9, 2022. Any poster pages that do not have a video uploaded at this time may be removed from the platform.**

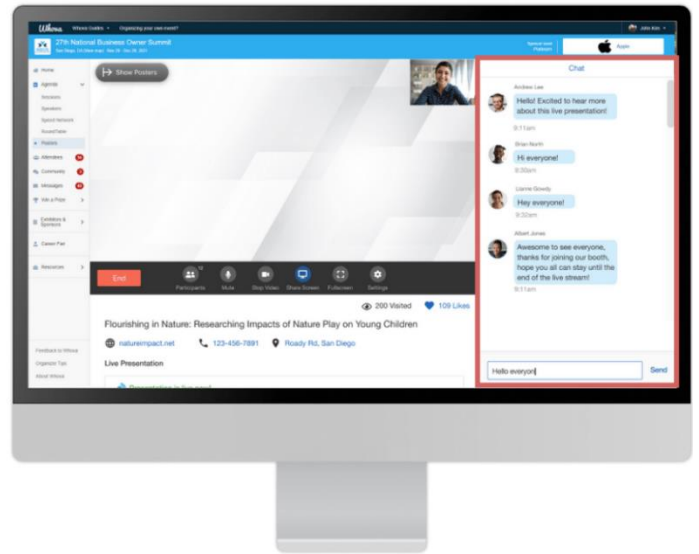
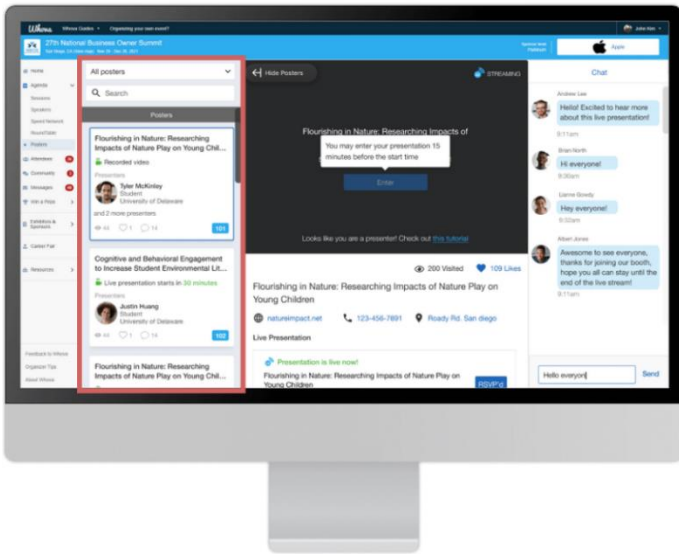


e-Poster Session

- The e-Poster session on **Tuesday, September 20, 2022, 16:00 – 18:00 MT**, will be the dedicated time for attendees to view the e-Posters. Video chat function will be available during this time, and we ask that you make yourself available.
- Attendees will have the option of joining you for a live video chat or typing in questions in the chat window.
- To join the live video chat, go to the web portal and sign in with the email you used to submit your abstract.
- Find the Poster Hall section. Click on your poster, which will be titled My Posters.
- You can join up to 15 minutes ahead of time.



- E-posters will also be available for the entirety of the conference and attendees may ask questions by contacting you directly or typing in questions into the chat box on your poster page.



e-Poster Contest

- We will be asking attendees to vote for the best e-posters and awards will be given to the Top 3 posters that received the most votes. Winners will be announced on Friday, September 23 at the CST AGM.
- e-Posters will be judged on 3 criteria: Presentation, Visual display, and Communication.