





Instructions for Uploading an ePoster


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ATIV Software
Invitation to Add Content to SOT 2022 Fri 2/11
Invitation to Add Content to SOT 2022 Dear Michelle, You have been

Invitation to Add Content to SOT 2022

 ATIV Software <alerts@ativsoftware.com>
To: Michelle
Fri 2/11



 If there are problems with how this message is displayed, click here to view it in a web browser.


2022 SOT SAN DIEGO

Invitation to Add Content to SOT 2022

Dear Michelle,

You have been invited to add content to your session(s) during SOT 2022. Use the Portal Login button below to access the Speaker Portal and add the requested content to your session(s) by Mar 31, 2022 6:00 AM PDT.

Some items may be marked "Required." Uploading and recording is only supported in the latest version of the [Chrome browser](#).



If the above button does not work, please [click here](#) and paste the following URL into your web browser.

<https://eventpilotadmin.com/web/up.php?v=cb9f4d1d3aad1e9191aed617e921f710&c=SOT22&t=s&p=2412>

This email was generated by [EventPilot](#)®.

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ATIV Software
340 S Lemon Ave #4605
Walnut, CA 91789

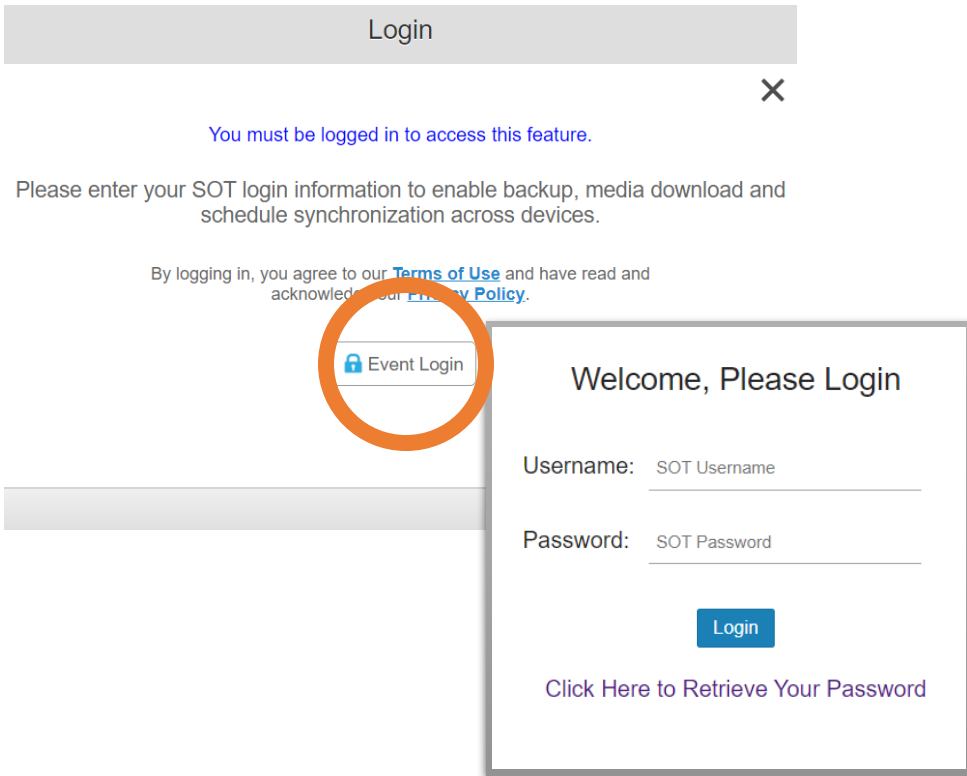
STEP 1

Look for an email from “ATIV Software” (email address: alerts@ativsoftware.com).

ATIV Software runs the [SOT Event App](#) and [Online Planner](#), which are the platforms that will host ePosters.

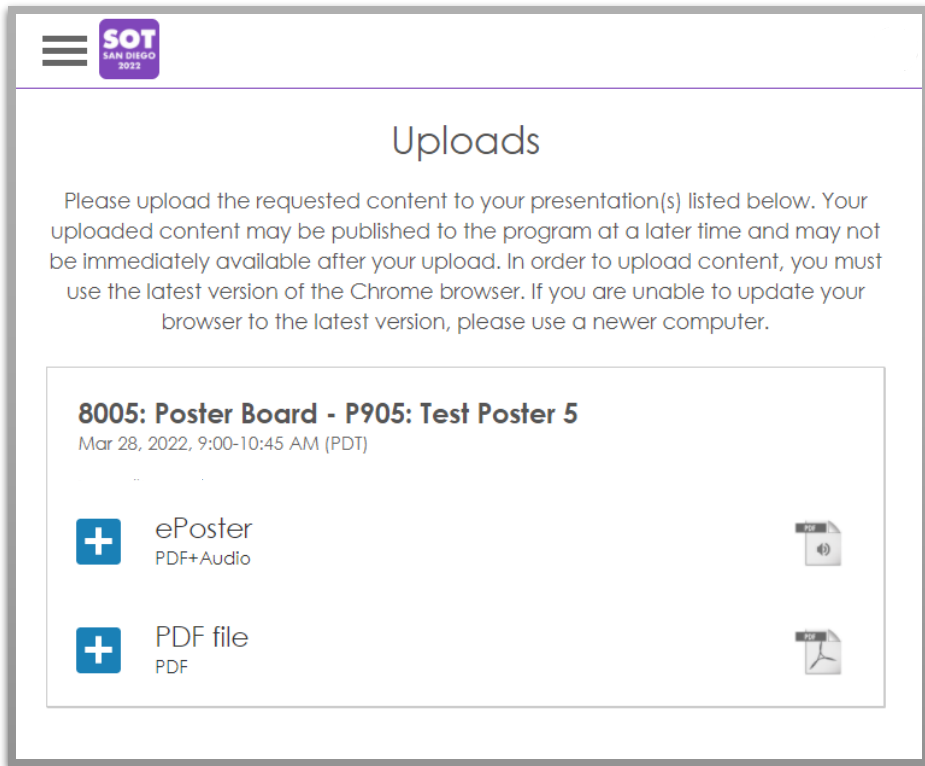
STEP 2

Click the “Portal Login” button in the email from ATIV Software.



STEP 3

Select the “Event Login” button and log in using your SOT member credentials, or if you are not a member, use the email and password that you used to register for the 2022 meeting.



STEP 4

Prepare your ePoster as a PDF file—**note that the maximum file size is 5MB.**

You have two presentation style options for your ePoster:

1. ePoster only
2. ePoster with audio narration

STEP 5

OPTION 1—ePoster Only

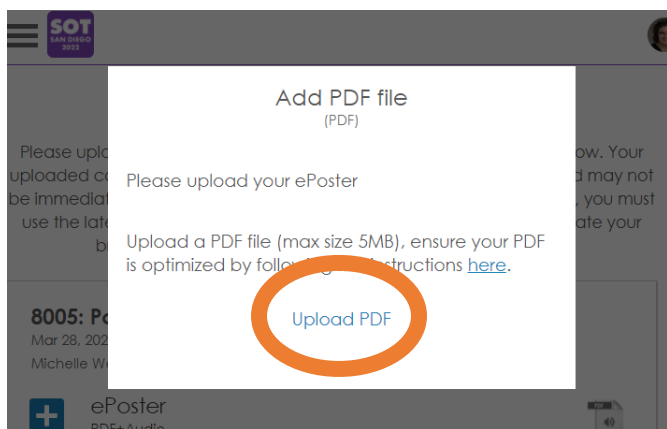


Select the “Plus Icon” next to “PDF file.”

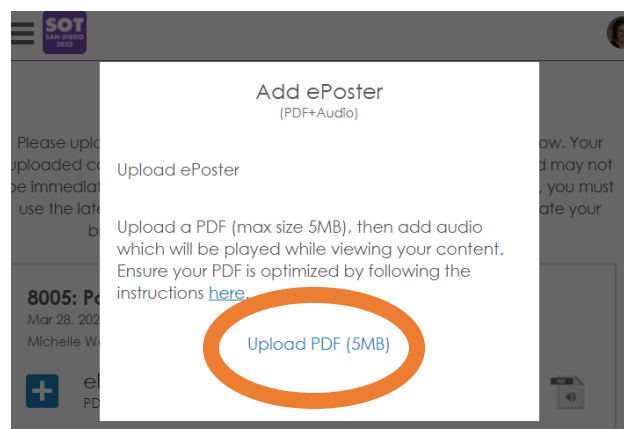
OPTION 2—ePoster w/ Narration



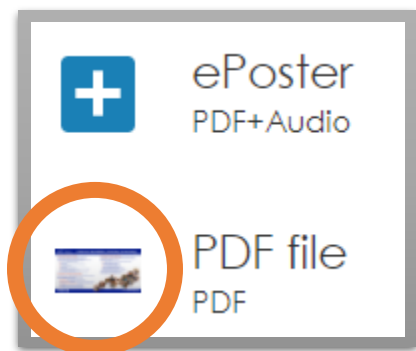
Select the “Plus Icon” next to “ePoster.”



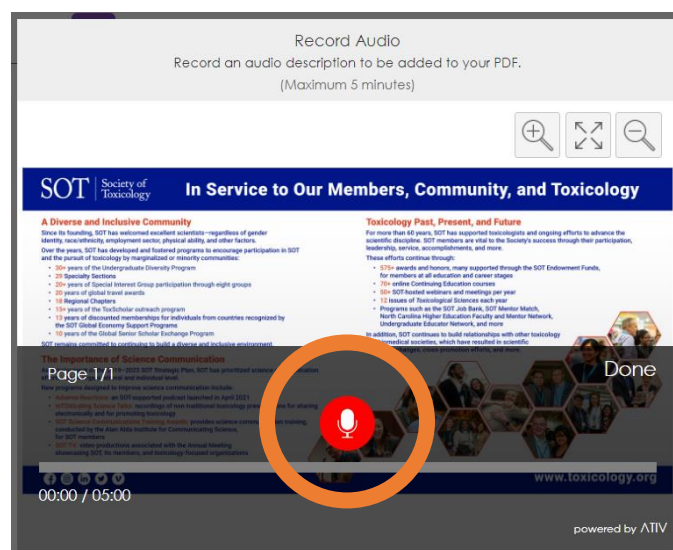
Select “Upload PDF” and choose the PDF file of your ePoster.



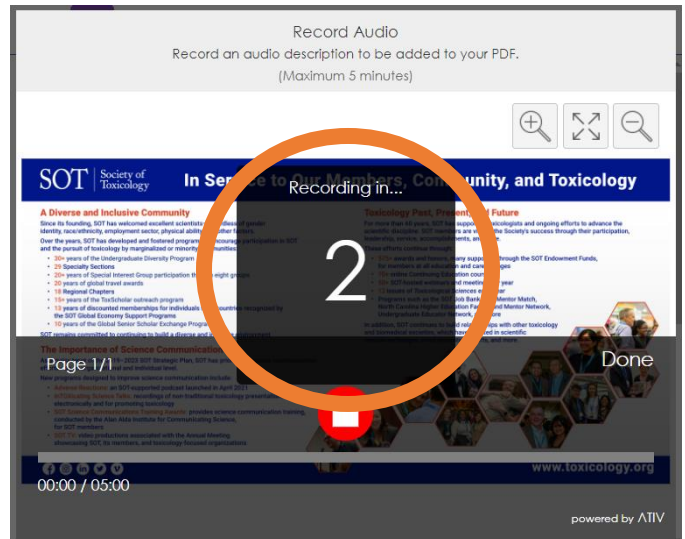
Select “Upload PDF” and choose the PDF file of your ePoster.



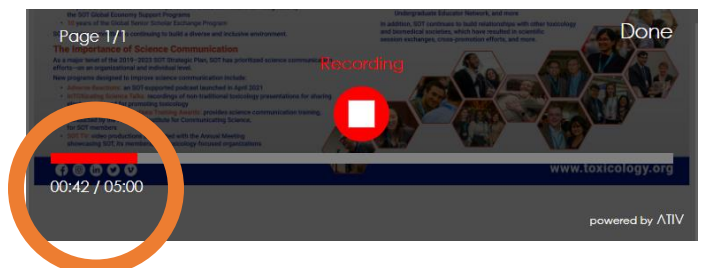
When your PDF has finished uploading, the “Uploads” screen will display a thumbnail of your poster instead of the “Plus Icon” next to “PDF file.”



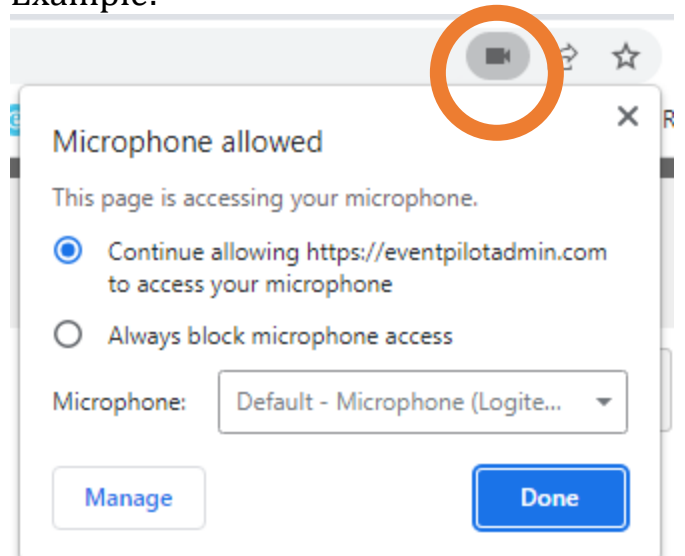
Select the “Microphone Icon” to start recording your narration.

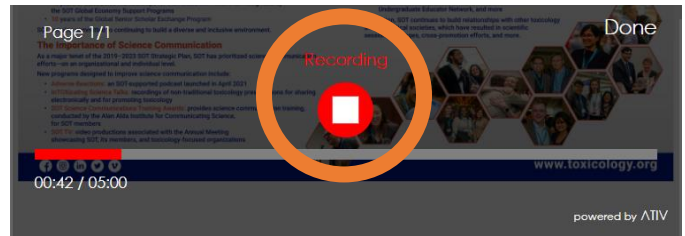


When the countdown ends, begin speaking. **Five minutes is the maximum length allowed for a narration.**

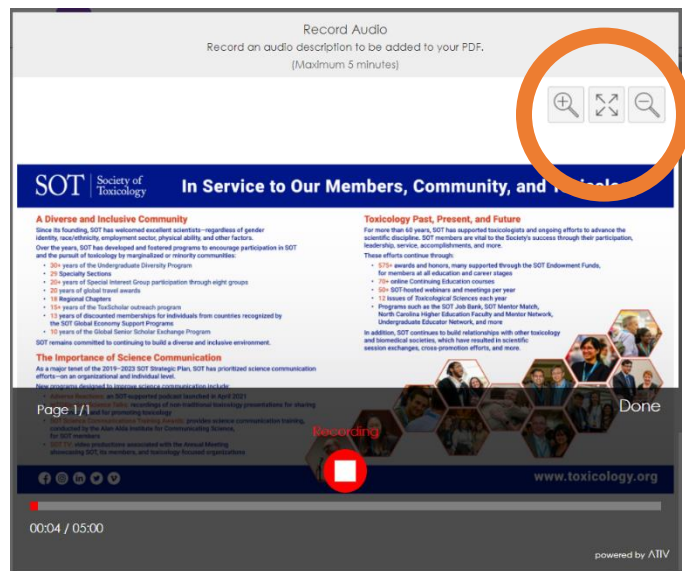


Make sure that the counter is progressing while recording your audio. If it is not, check that you have given permission to your browser to access your microphone. Example:

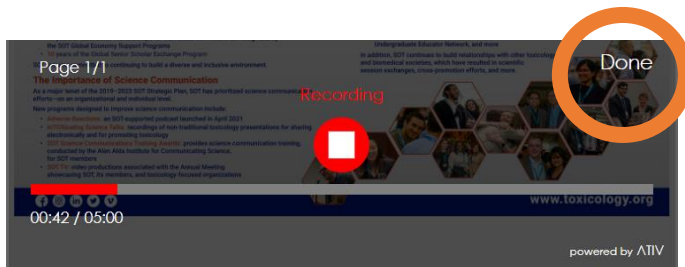




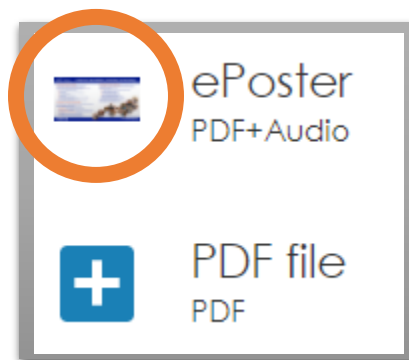
When done with your narration, select the “Stop Icon.” **Note that there is no pause option while recording.** If you select “Stop” and then the “Microphone” again, you will record over anything that you previously recorded.



During your narration recording, you can zoom in, zoom out, and drag your poster around the screen by using the tools in the upper-right corner of the screen.

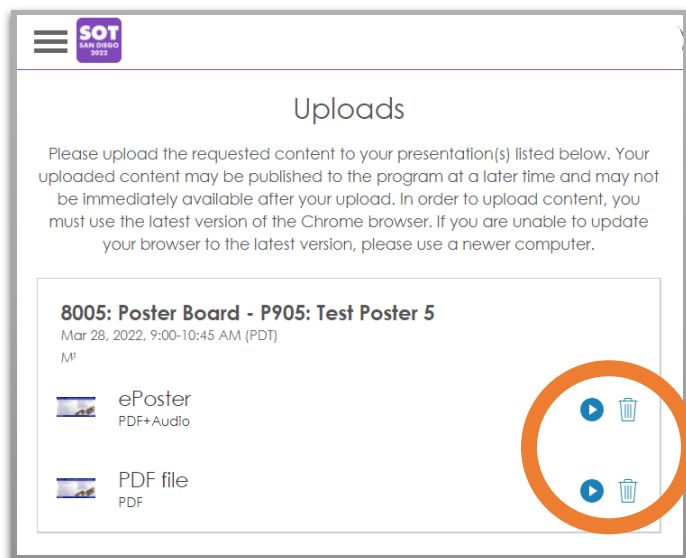


When you are ready to finalize your recording, select “Done.”



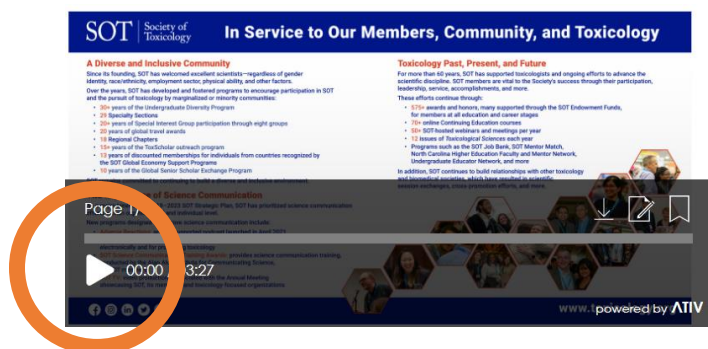
After selecting “Done,” the “Uploads” screen will display a thumbnail of your poster instead of the “Plus Icon” next to “ePoster.”

STEP 6



To review your ePoster, regardless of whether you recorded narration, select the “Play Icon” from the “Uploads” screen. Note that selecting “Play” will open your ePoster in a new window.

To delete a poster, select the “Trashcan Icon.”

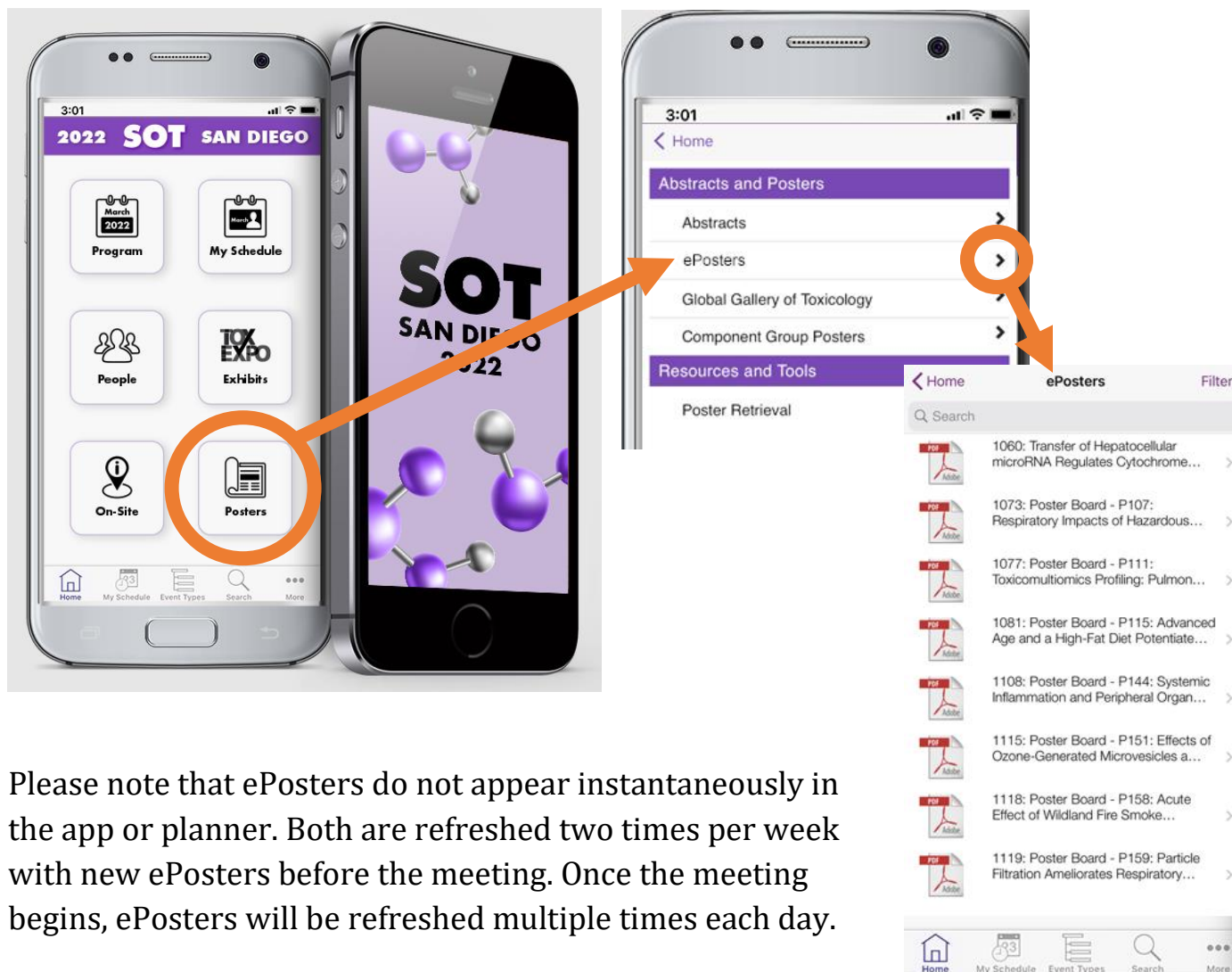


If you are viewing a poster with audio narration, the narration will not automatically play, so you will need to select the “Play Icon” in the new window to listen to your narration.

STEP 7

If you are happy with the appearance of your ePoster and/or your audio narration, no further action is needed.

Your ePoster will be viewable in the SOT Event App and Online Planner.



Please note that ePosters do not appear instantaneously in the app or planner. Both are refreshed two times per week with new ePosters before the meeting. Once the meeting begins, ePosters will be refreshed multiple times each day.

NEED ADDITIONAL ASSISTANCE?

Contact David Rossé:
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703.438.3115