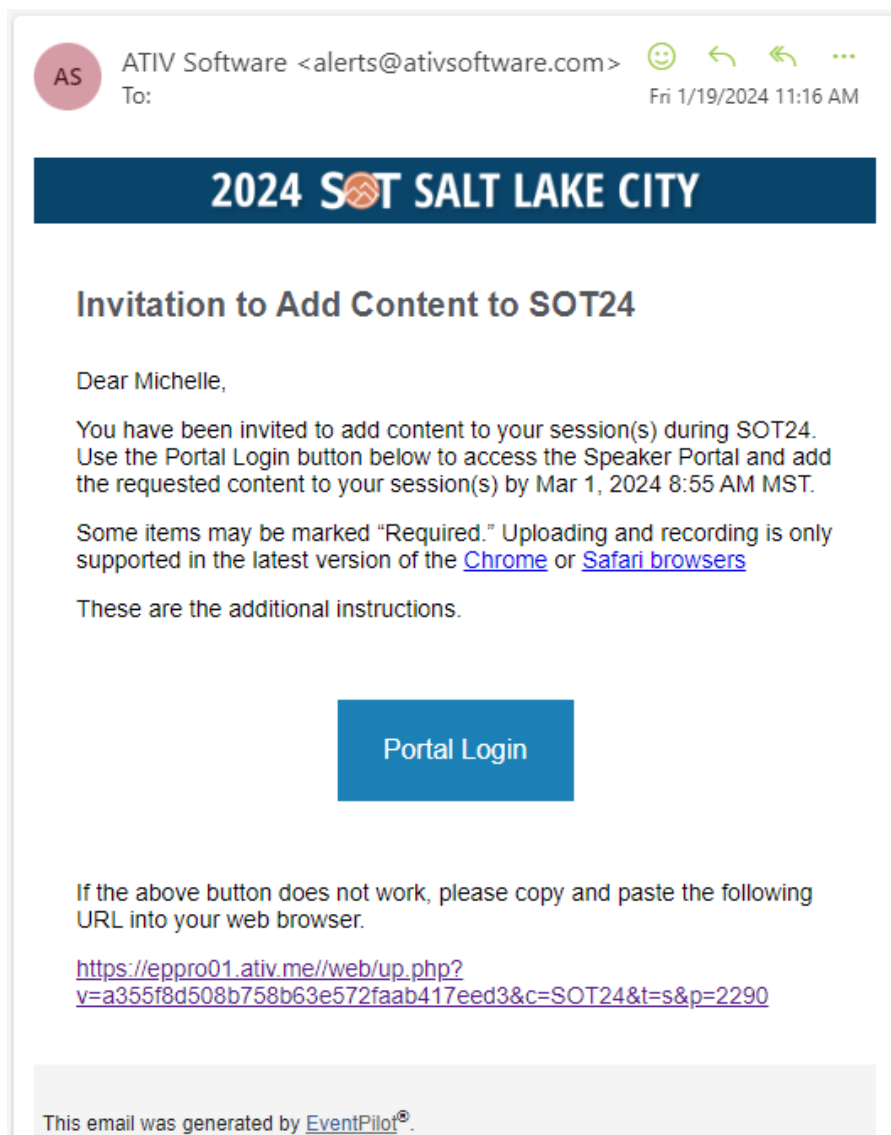# Instructions for Uploading an ePoster

STEP 1
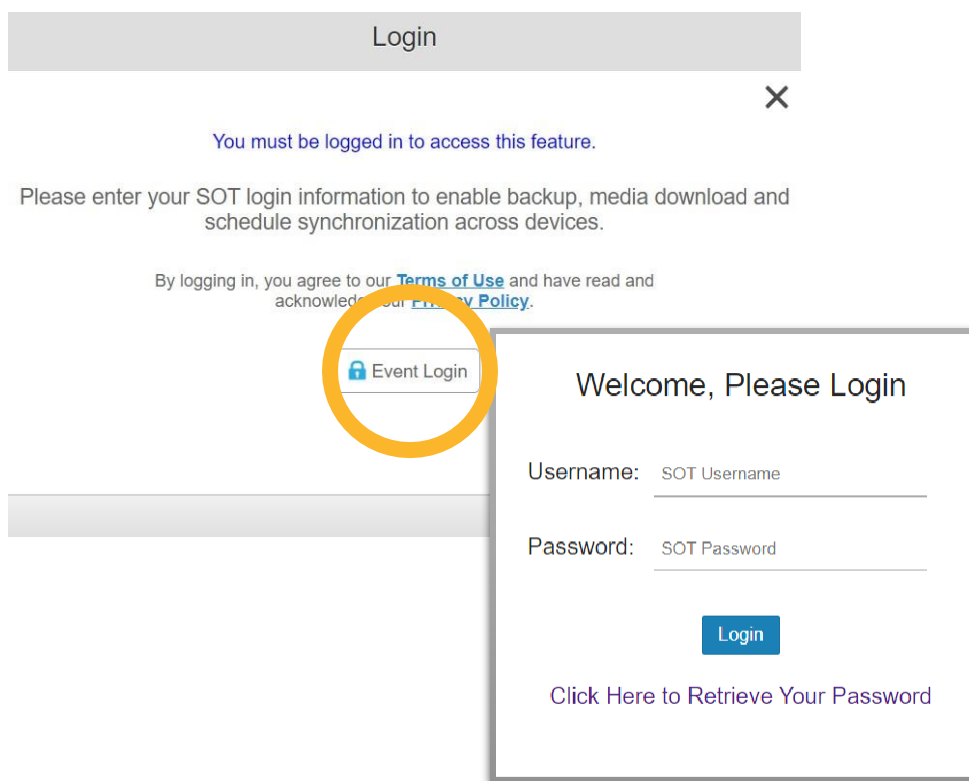
Look for an email from "ATIV Software" (email address: alerts@ativsoftware.com).

ATIV Software runs the SOT Event App and SOT 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 2023 SOT Annual Meeting and ToxExpo.

Upon login, if you see a "File Not Available" screen or the spinning wheel just keeps spinning, simply close the window and click the "Portal Login" button from your email again. This should open the correct upload screen.
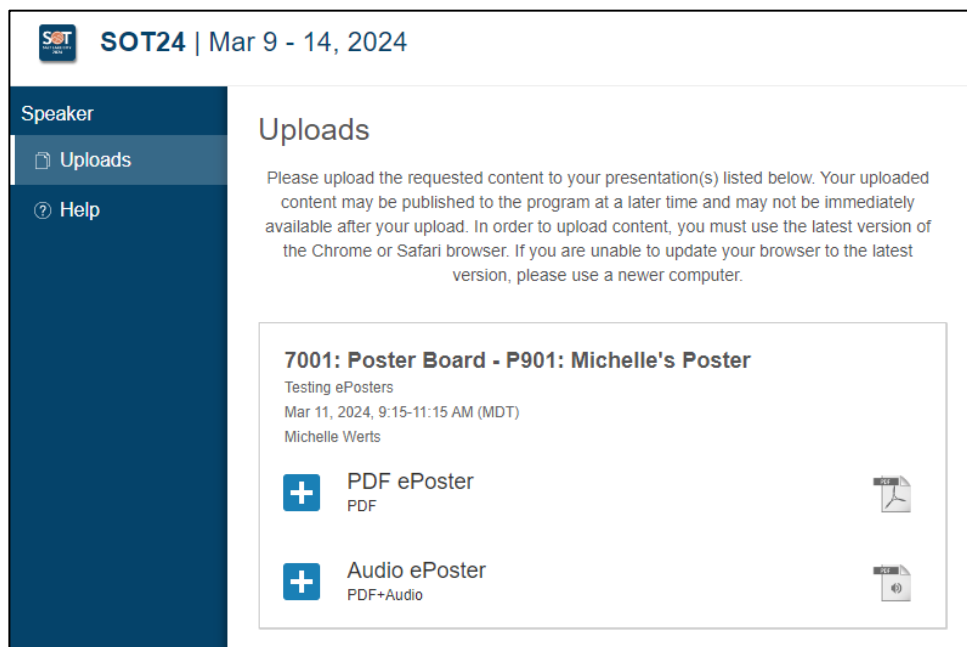
STEP 4

Prepare your ePoster as a PDF file—**note that the maximum file size is 10MB**.

You have two presentation style options for your ePoster:
1. ePoster only
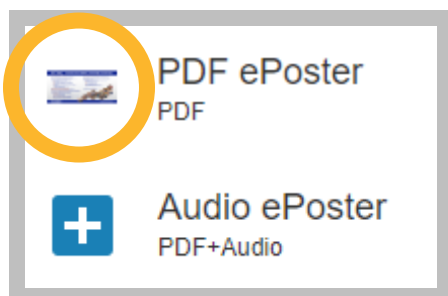2. ePoster with audio narration

STEP 5

OPTION 1—ePoster Only

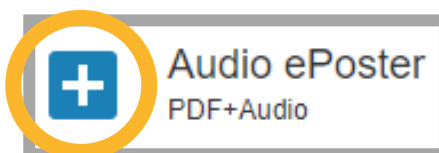Select the "Plus Icon" next to "PDF ePoster."

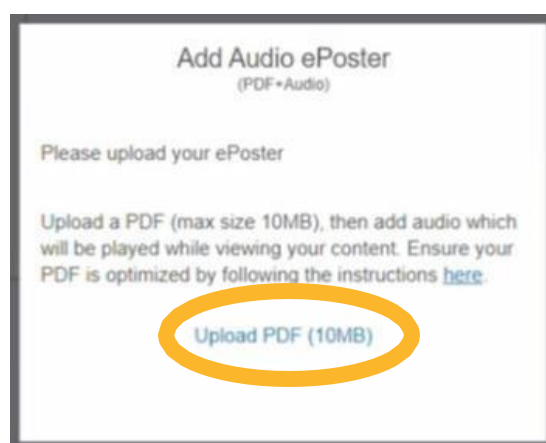
Select "Upload PDF" and choose the PDF file of your ePoster.

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."
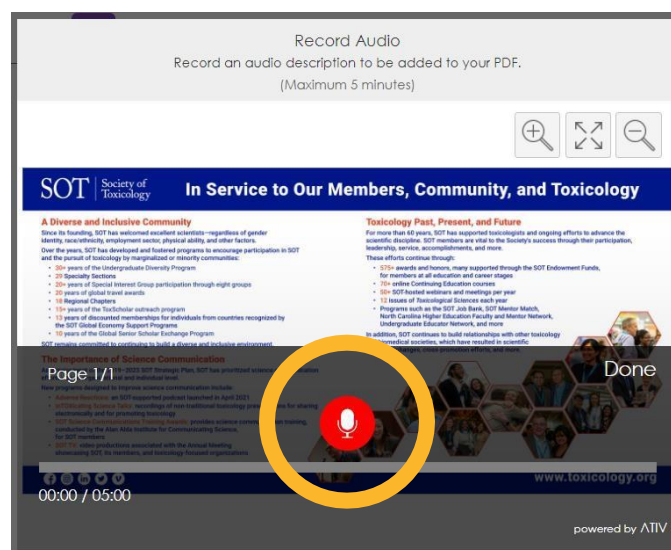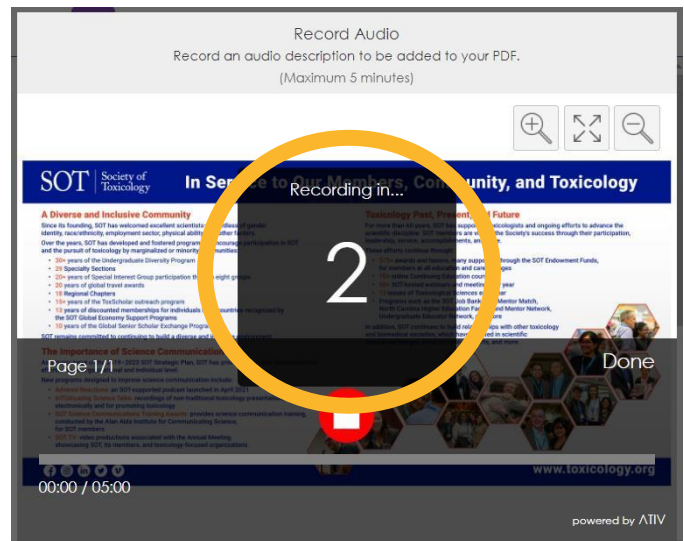
OPTION 2—ePoster w/ Narration

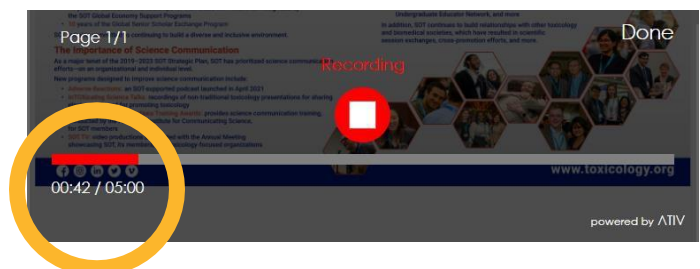Select the "Plus Icon" next to "Audio ePoster."

Select "Upload PDF" and choose the PDF file of your ePoster.

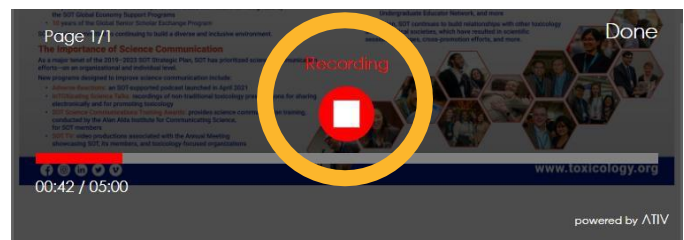Select the "Microphone Icon" to start recording your narration.

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:*
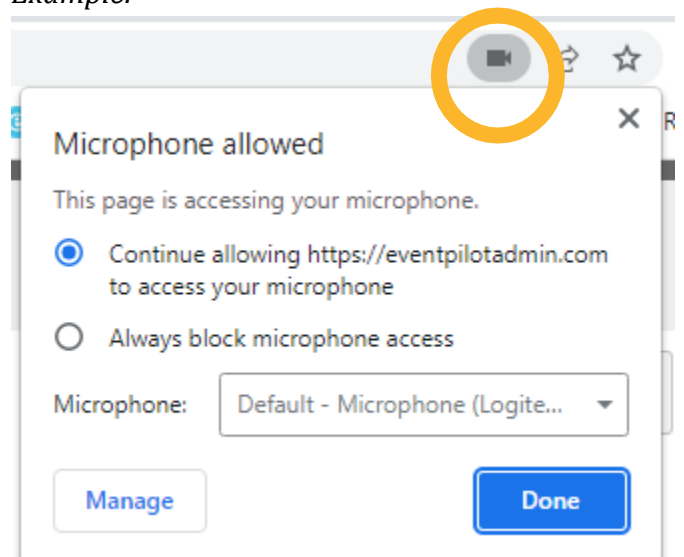
When done with your narration, select the "Stop Icon." **Note that there is no pause option while recording.** If you select "Stop" and then the "Microphone" again, you will record over anything that you previously recorded.
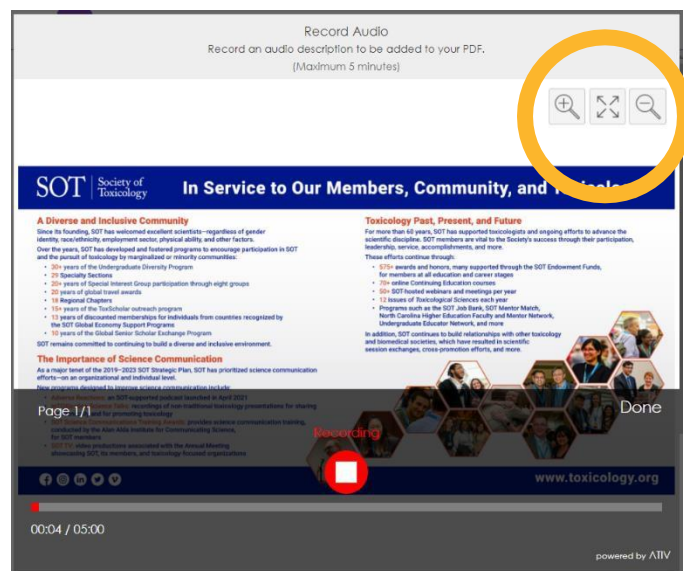
During your narration recording, you can zoom in, zoom out, and drag your poster around the screen by using the tools in the upper-right corner of the screen.
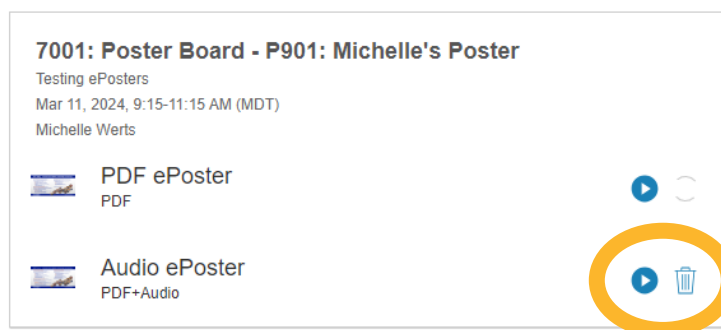

When you are ready to finalize your recording, select "Done."
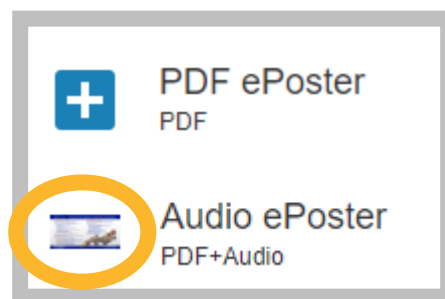
After selecting "Done," the "Uploads" screen will display a thumbnail of your poster instead of the "Plus Icon" next to "ePoster."

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.
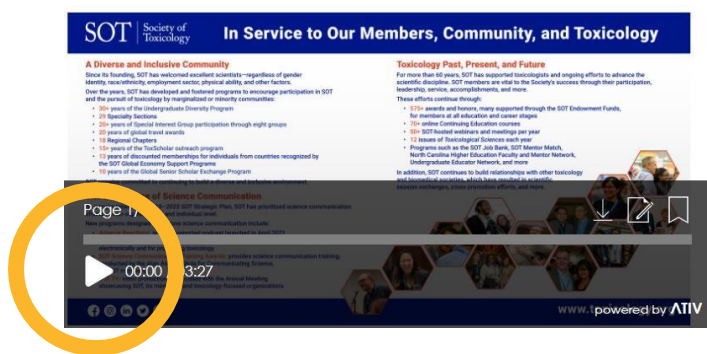
STEP 7

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 SOT Online Planner.

Please note that ePosters do not appear instantaneously in the SOT Event App or SOT Online Planner. Both are refreshed two times per week with new ePosters before the meeting. Once the meeting begins, ePosters will be refreshed twice per day.

NEED ADDITIONAL ASSISTANCE?

Contact David Rossé:
davidr@toxicology.org
703.438.3115