# Instructions for Uploading an ePoster
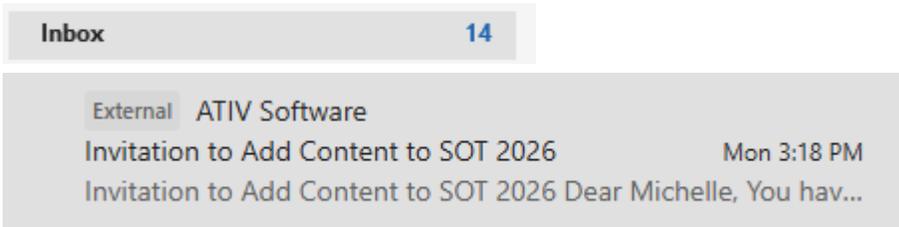
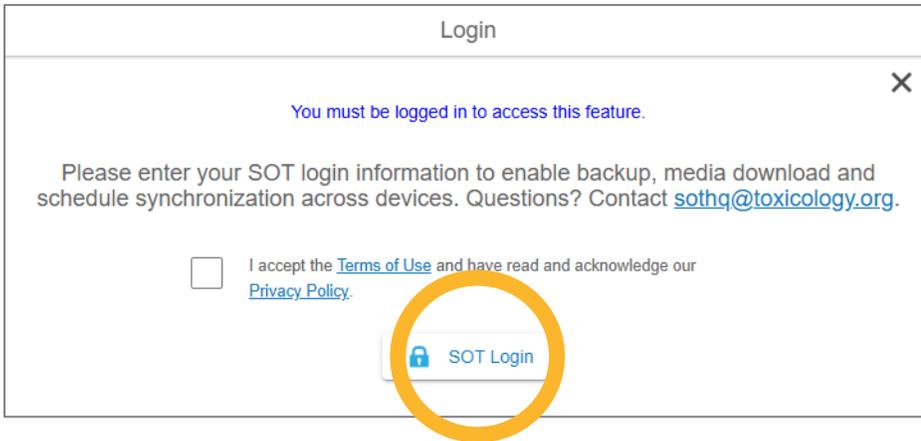| | |
|---|---|
| Inbox 14 | **STEP 1** |
| External **ATIV Software** | Look for an email from "ATIV Software" (email address: alerts@ativsoftware.com). |
| Invitation to Add Content to SOT 2026    Mon 3:18 PM | |
| Invitation to Add Content to SOT 2026 Dear Michelle, You hav… | ATIV Software runs the SOT Event App and SOT Online Planner, which are the platforms that will host ePosters. |

**2026 SOT SAN DIEGO**
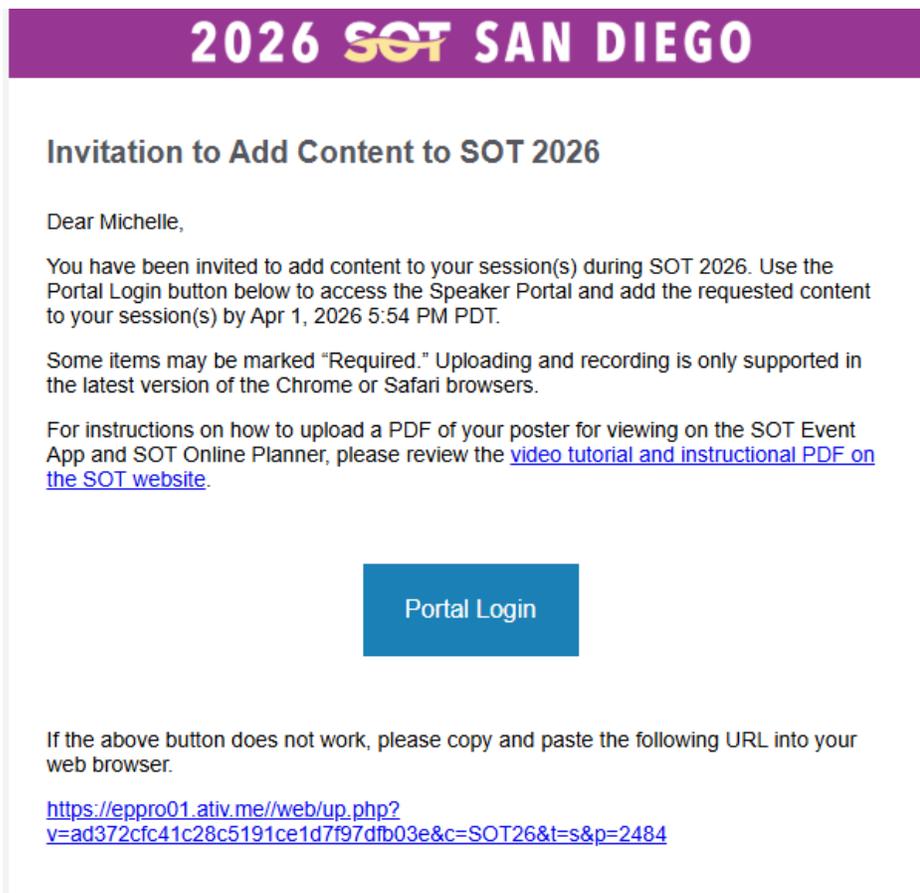
**STEP 2**

Click the "Portal Login" button in the email from ATIV Software.

## Invitation to Add Content to SOT 2026

Dear Michelle,

You have been invited to add content to your session(s) during SOT 2026. Use the Portal Login button below to access the Speaker Portal and add the requested content to your session(s) by Apr 1, 2026 5:54 PM PDT.

Some items may be marked "Required." Uploading and recording is only supported in the latest version of the Chrome or Safari browsers.

For instructions on how to upload a PDF of your poster for viewing on the SOT Event App and SOT Online Planner, please review the video tutorial and instructional PDF on the SOT website.

**Portal Login**

If the above button does not work, please copy and paste the following URL into your web browser.

https://eppro01.ativ.me//web/up.php?
v=ad372cfc41c28c5191ce1d7f97dfb03e&c=SOT26&t=s&p=2484

## STEP 3

Select the "SOT 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 2026 SOT Annual Meeting and ToxExpo.
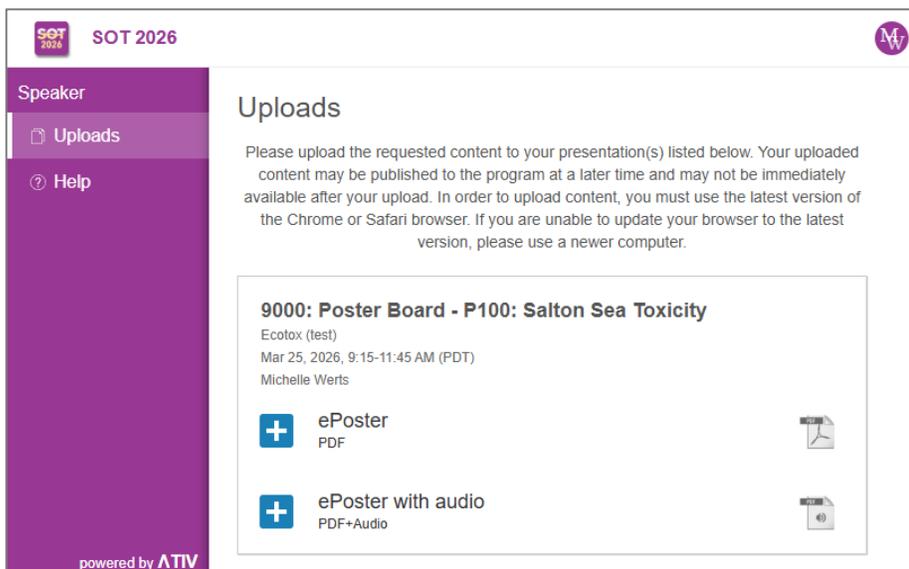
## STEP 4

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

You have two presentation style options for your ePoster:

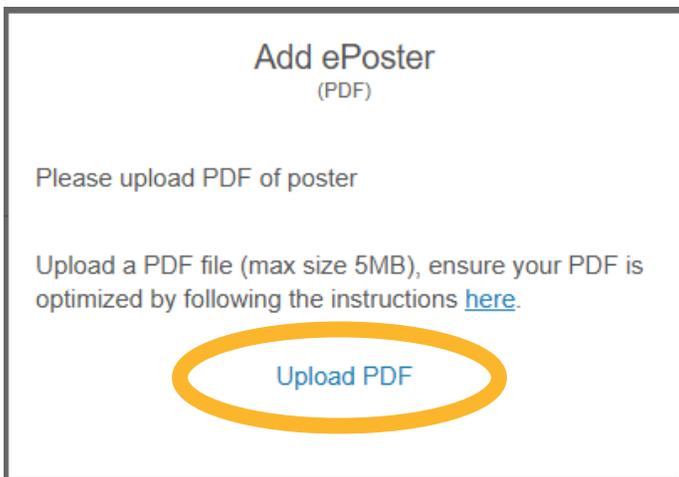> ePoster only

> ePoster with audio narration

# STEP 5

## OPTION 1—ePoster Only

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

ePoster
PDF

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

Add ePoster
(PDF)

Please upload PDF of poster

Upload a PDF file (max size 5MB), ensure your PDF is optimized by following the instructions here.

Upload PDF

When your PDF has finished uploading, the "Uploads" screen will display a thumbnail of your poster instead of the "Plus Icon" next to "ePoster."
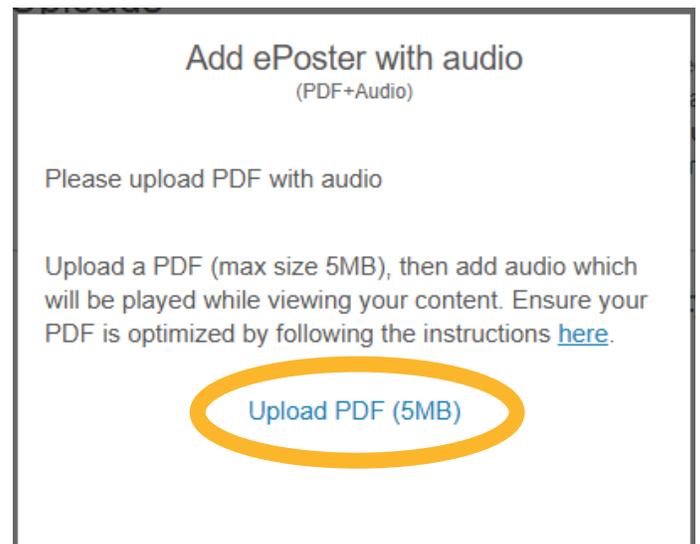
ePoster (Uploaded)
PDF

No further action is needed.

## OPTION 2—ePoster w/ Narration

Select the "Plus Icon" next to "ePoster with audio."

ePoster with audio
PDF+Audio

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

Add ePoster with audio
(PDF+Audio)

Please upload PDF with audio

Upload a PDF (max size 5MB), then add audio which will be played while viewing your content. Ensure your PDF is optimized by following the instructions here.
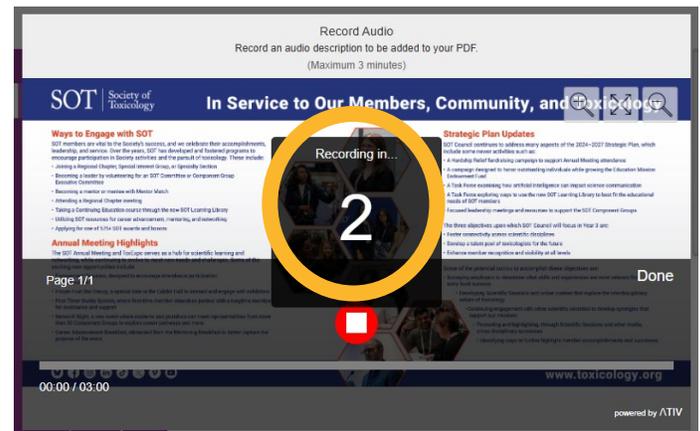
Upload PDF (5MB)

Once the PDF is uploaded, you will be asked to allow the software to access your microphone. Select "Allow while using this site."

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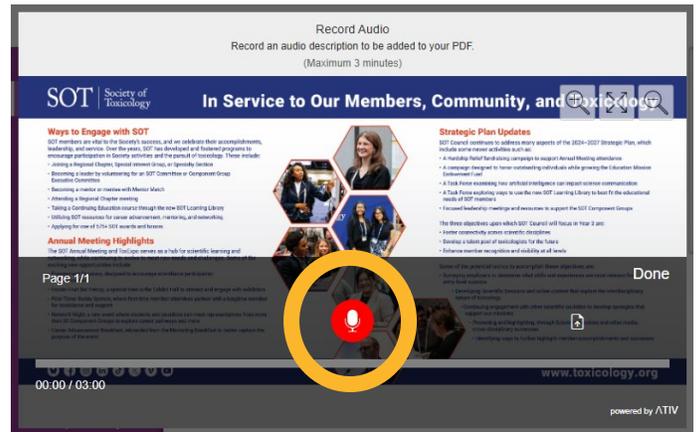


When the countdown ends, begin speaking. **Three minutes is the maximum length allowed for a narration.**

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.
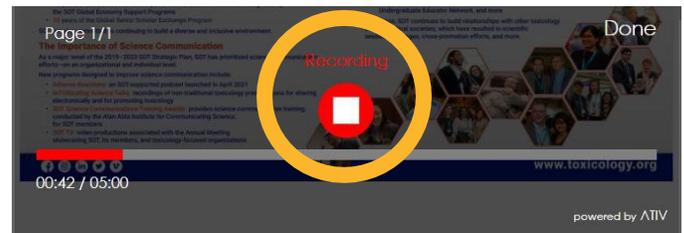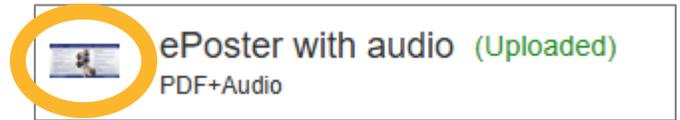


During your narration recording, you can zoom in, zoom out, and drag your poster around the screen by using the tools in the upper-right corner of the screen.



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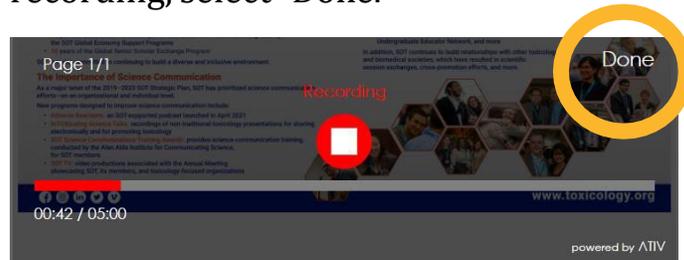
After selecting "Done," the "Uploads" screen will display a thumbnail of your poster instead of the "Plus Icon" next to "ePoster."


ePoster with audio (Uploaded)
PDF+Audio

# STEP 6


9000: Poster Board - P100: Salton Sea Toxicity
Ecotox (test)
Mar 25, 2026, 9:15-11:45 AM (PDT)
Michelle Werts

ePoster (Uploaded)
PDF

ePoster with audio (Uploaded)
PDF+Audio

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."


Preview Audio PDF

Page 1/1
00:00 / 00:34

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.
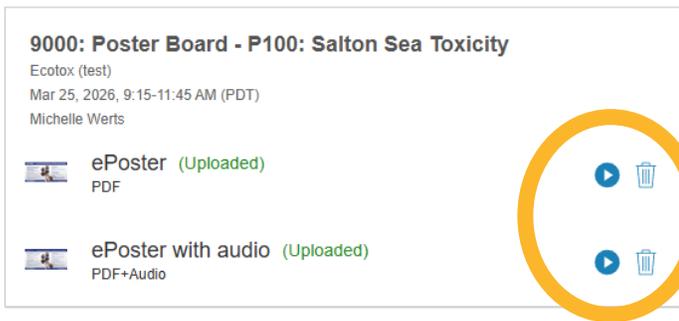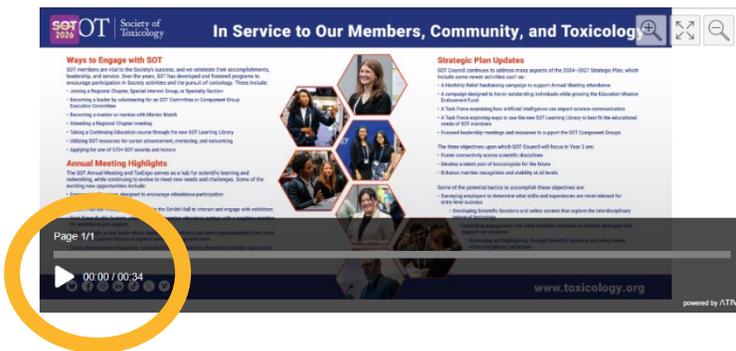
# STEP 7

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