



POSTER PRESENTER GUIDE: YOUR POSTER UPLOAD AND HOW TO HOST YOUR POSTER Q&A

Our virtual conference has two locations for posters.

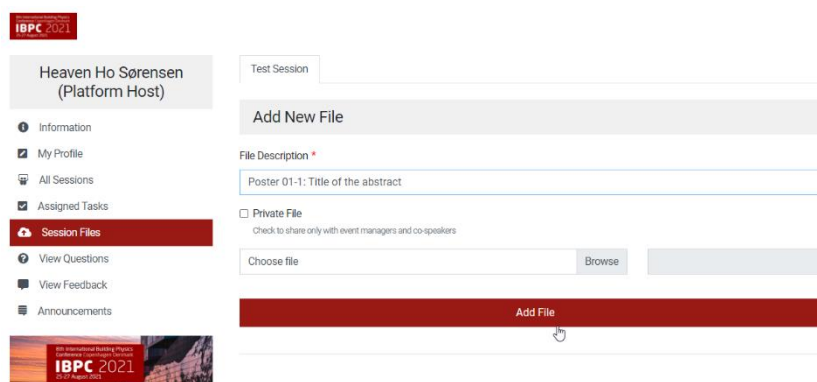
The first one is the platform's "All Sessions" room:

In the virtual conference platform, you will find a tab "All Sessions" at the menu bar. When the poster introduction session (always before the lunch break) starts, the chair will briefly introduce all the presentations and then the pre-recorded videos will start to display one by one, in the same order as the program. You will not be able to participate Live in this part of the session. However, your uploaded poster file will be visible here.

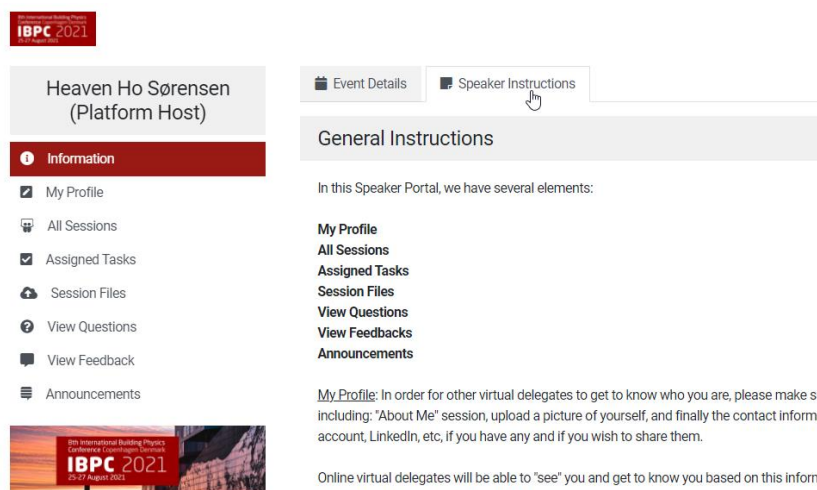
To upload your poster to "All Sessions" room, please follow the instructions below:

- Go to your speaker portal
- All poster presenters have been sent a personal invite link from our virtual platform Pheedloop to login to the Speaker Portal to upload their profiles to the virtual platform. **Note:** This login and password are for uploading posters/speaker profiles only. You will receive an Attendee login and password 5 days before the event begins from our virtual platform Pheedloop titled "IBPC – Virtual Event Portal Access ", to access the virtual platform.
- Click "Session Files" (Picture 1). You can upload the Poster file by browsing and selecting then click "Add File" – you can only upload ONE file for each poster session. Remember to name your file in a way that our attendees can easily connect it with the program. For example: Poster 01-1: Title XXX.
- Under "Information tab", you will find "Speaker Instructions" and you can find the information on how to update your speaker portal and how to upload the file. (Picture 2)

Picture 1



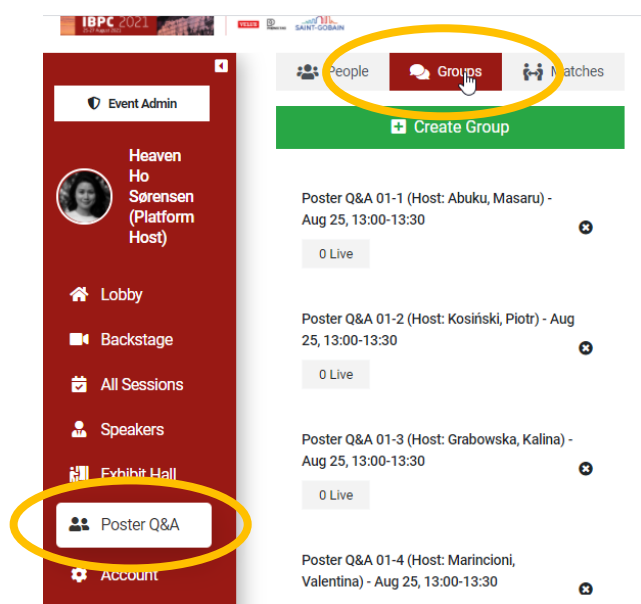
Picture 2



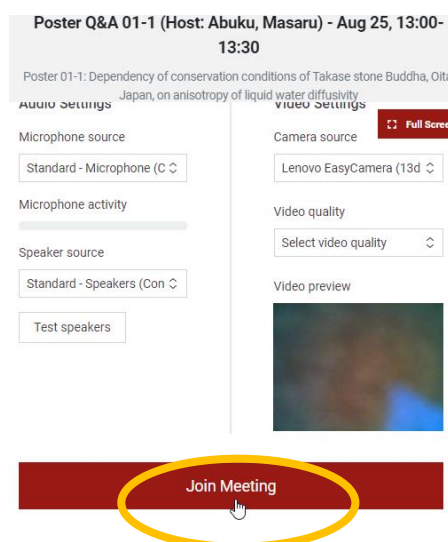
The second area is the platform's "Poster Q&A" room:

In the virtual conference platform (you will receive the login email 3-5 days before the conference starts), you will find a tab "Poster Q&A" at the menu bar (Picture 3). When your Q&A session starts, go to this session, click "Groups" then find your own Discussion Room (named Poster Q&A xx-xx: title....) and enter the room. Once you enter the room, the system's native meet & stream software will start. The screen will say "Loading PhedLoop Meet" (Picture 4). After it's loaded, click "Join Meeting" (Picture 5).

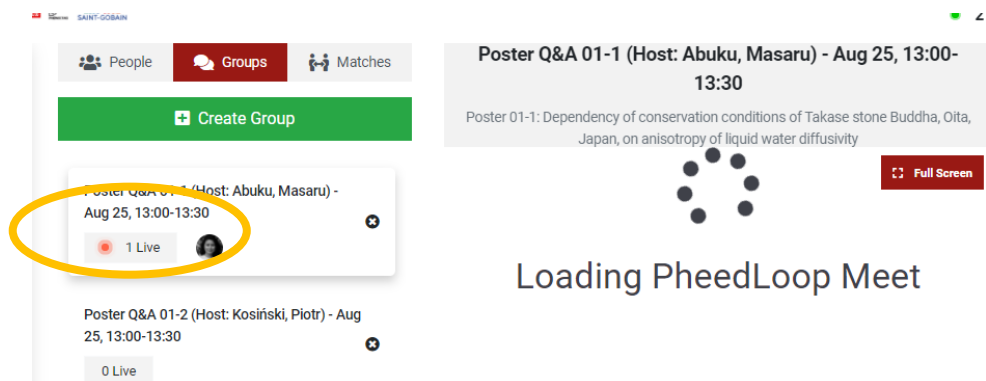
Picture 3



Picture 5



Picture 4

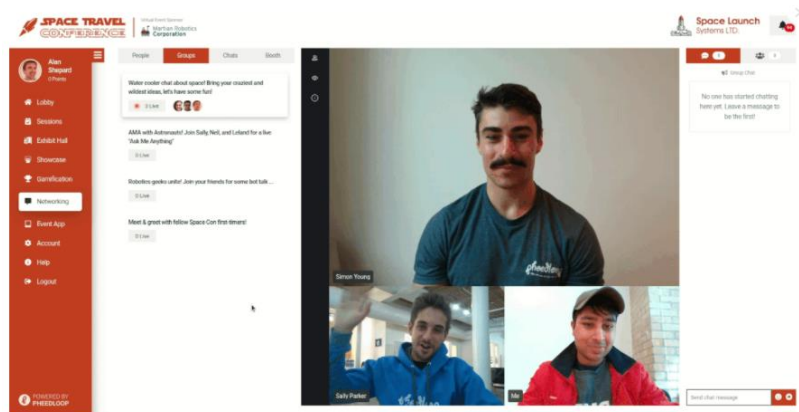


From here, everything will work as any regular virtual meeting platform, where you should remember to turn on the camera/microphone and you will be able to see all the attendees who join you in your discussion room. (Picture 6). The number of guests in the room can also be found here. (Picture 4 – it shows "1 Live", meaning 1 person is online).

If you would like to post your Poster on the screen, please use "share screen" function to share your poster on the screen.



Picture 6



Please note that maximum 25 people are allowed to join the discussion room. Among these 25, 16 will be able to join by video and the rest of the 9 will be joining by audio. Every time one person leaves the room, a new person will be able to allow in, with the maximum capacity of 25.

If your Q&A session is scheduled to be at 13:00-13:30, then your discussion room is in principle ready for you from the morning 09:00 until 13:30. If your Q&A session is scheduled to be at 13:30-14:00, then your discussion room is in principle available for you from 13:30 until 17:30. (*Please allow few minutes delay at around 13:30 as we need to change the entire discussion rooms*). You are welcome to be in that room during the available time and have your poster uploaded (by share screen). Audiences may come to visit you/join the discussion anytime they wish.

Presenter Requirement Checklist

- 1. Complete Profile
- 2. Upload the file of your poster in Speaker Portal
- 3. Upload Video Presentation for the Poster Introduction Session
- 4. Be available for your LIVE Q&A session

There are 2 places where you can have your poster uploaded. View above introduction for the details.

1. Upload it at your Speaker Portal. This file will be downloadable in your Poster Introduction Session.
2. Share the screen when you are in your Poster Q&A group room.

If you have any issues during the session, feel free to find any of our Event Host and send a private chat message.

* All speakers have been sent a personal invite link to login to the Speaker Portal to upload their profiles to the virtual platform. Note: This login and password are for uploading posters/speaker profiles only. You will receive an Attendee login and password few days before the event begins, to access the virtual platform.

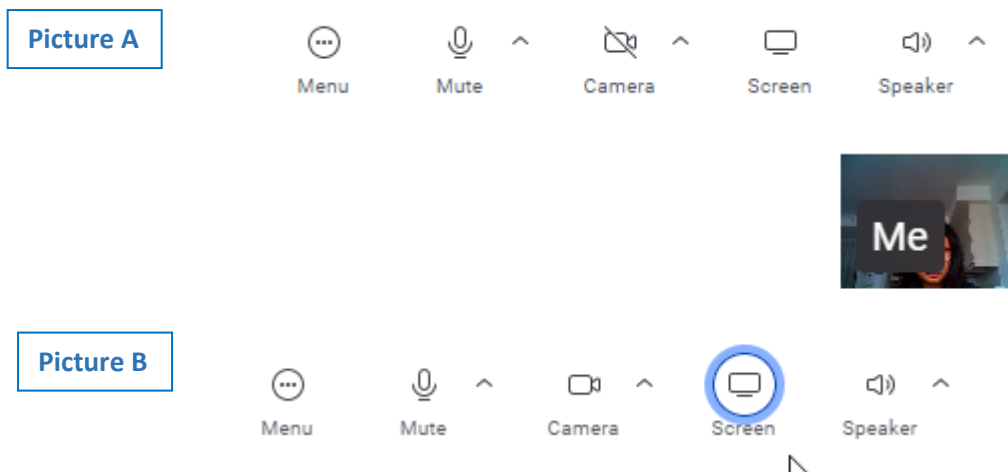


Below you find general tips for live streaming yourself as a speaker.

(A) Before the live streaming:

1. Make sure all the unused apps, software, URLs, Outlook are all logged off and turned off. Keep only the app/software (such as PowerPoint or MP4 Film Display) open, as well as 1 browser with Pheedloop virtual platform opened. The virtual platform log-in information is to be sent to you 2-3 days before the conference starts.
2. Make sure all materials and the display method you will be using to support your presentation are ready: for example, PowerPoint file is **opened**; video is ready and **open to display (only paused)**.
3. Make sure your camera and speaker are turned on and ready to receive signal.

(B) Remember that there are functions such as Camera, Speaker, etc... need to be properly set. The “Screen” function is for you to share your screen (such as your presentation). Remember to turn on your camera and speaker. There will be a mini-screen at the Backstage so you will have a good idea how it works. (See Picture A and B)

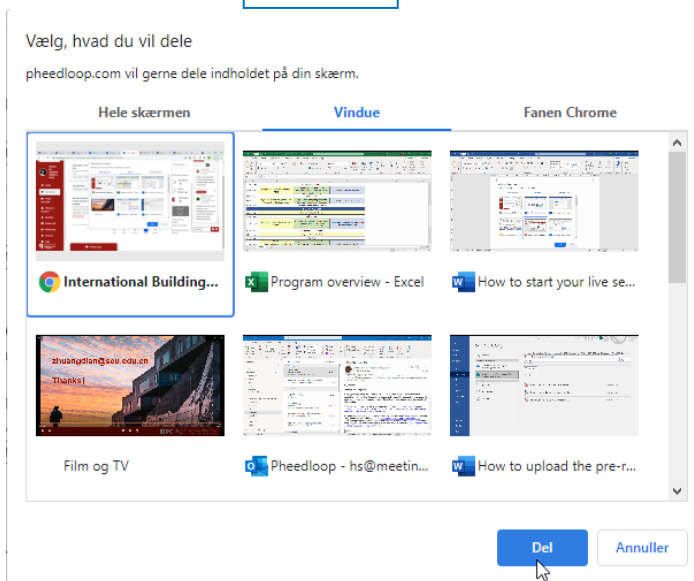


(C) If you want to share your screen – this is how you share the PowerPoint or video:

- a. Click on “Screen” (Picture B).
- b. A screen will come up to ask how you would like to share your screen (often shown in the language you installed as the default language in your computer). Click “Window” and select the window you wish to share (if you follow the guideline, there should only be the materials that you will be using available here for you to pick). Pick it and click “Share” (Picture C). Note – you are “sharing the screen”. You cannot open the file through this function.
- c. You will then see the material on your screen – what you see/hear is exactly the screen/sound your audiences will see/hear. (= You will be looking at your PowerPoint at this stage – but not looking at the virtual platform backstage.) If you want to display a video, make sure that the video is playing with the sound on in good volume. From now on, you do exactly as what you would do when you do your Q&A session: such as, start the Slide View of the PowerPoint, make it to be “full screen” or tick “Play” to show the video.
- d. Once you finish this particular material, press “Esc” (anything to exit the full screen), go back to your PheedLoop page (browser) and click “Stop Sharing” (Picture D).

- e. As soon as you stop the sharing, you will return to the main screen and the audience will see you in front of the camera. You can repeat to share different screens and return to the main stage multiple times during your session.
- f. In principle, this works exactly as most of the virtual meeting functions.

Picture C



Picture D

