

# Uploading your ePoster & Audio File

## Requirements

- There is no ePoster file size limit, but be aware larger file sizes will take longer to upload
- The ePoster must be saved as a **PDF** in order to upload to the system
- In addition to the ePoster PDF, you are required to submit a 5-minute **mp3** audio file. MP3 files are the only allowable audio file type. This will be used by judges to score your presentation

**Log-in to the ABRCMS Abstract Portal. Use the same log-in information you used to submit your abstract.**

**Step One:** Click on the “ePoster Upload” tab. Here you will see your accepted ePoster abstract title.

Visualizing a Better Future in STEM  
**ABRCMS 2020**  
THE VIRTUAL EXPERIENCE  
November 9-13, 2020

ABRCMS 2020  
Meeting Information Submissions **ePoster Upload** Messages Leah Dixon

**Uploading your ePoster and Audio File**

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**How-To Guides**

- [Uploading your ePoster PDF](#)
- [Recording an mp3 audio file](#)

Your ePoster PDF and audio file **MUST** be uploaded by **11:59 pm PT on Nov. 2**. Without these materials, your ePoster presentation will not be assigned judges and will not appear during the conference Nov. 9-13. **No exceptions will be made.**

**ePoster Abstract**

#1927 ePoster Abstract Your Role: Presenter
<b>#5 This is My Test Title-Poster</b> Your Role: Presenter
#1928 ePoster Test abstract for upload Your Role: Presenter

**Important Dates**

- Upload Deadline: November 2
- Conference Registration Deadline: November 5
- Conference Dates: November 9-13

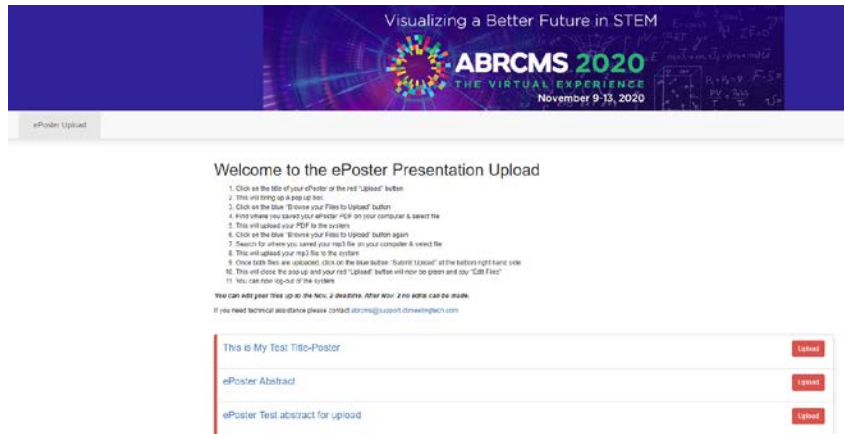
**Meeting Support**

Technical Support  
ABRCMS@support.ctimeetingtech.com  
217-398-1792

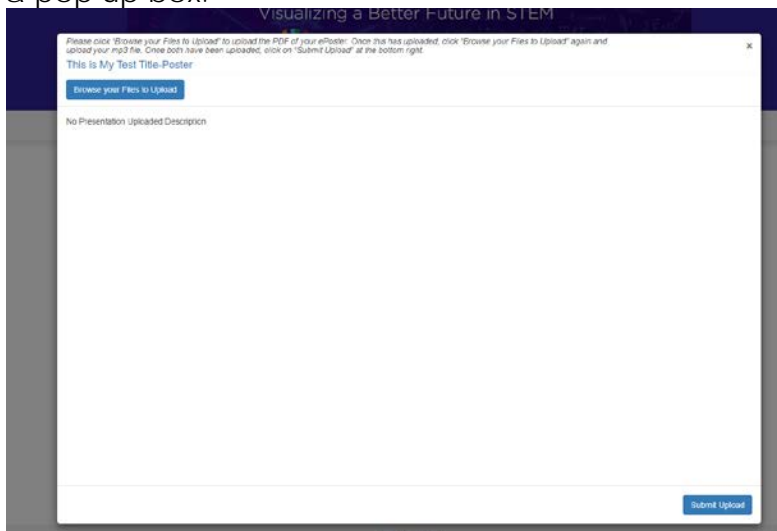
ABRCMS Staff  
Leah Dixon

**Step Two:** Click on your abstract title.

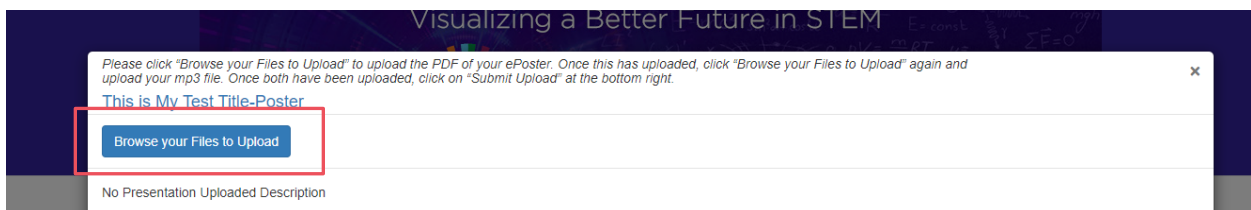
**Step Three:** You will be taken to a new website where you will, again, see your abstract title.



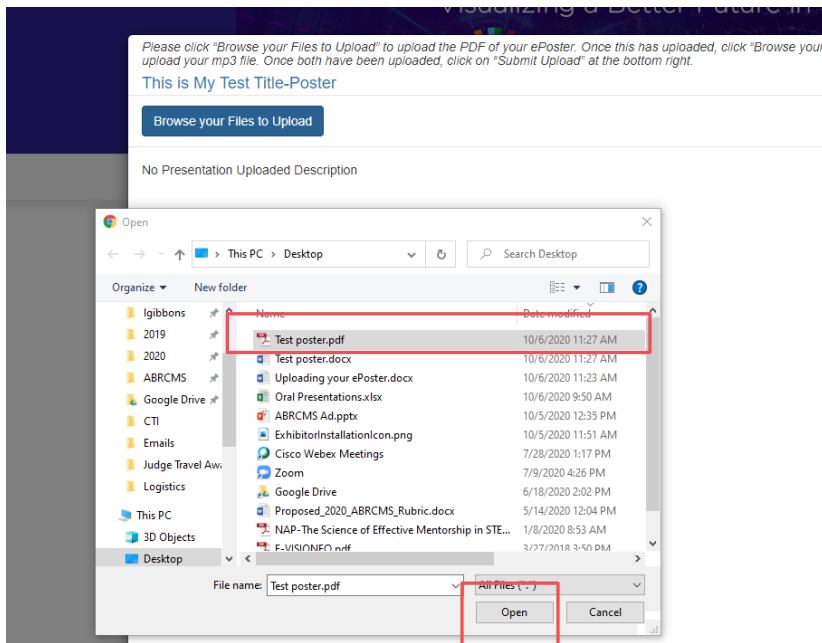
**Step Four:** Click on the title of your ePoster or the red “Upload” button. This will bring up a pop up box.



**Step Five:** Click on the blue “Browse your Files to Upload” button.



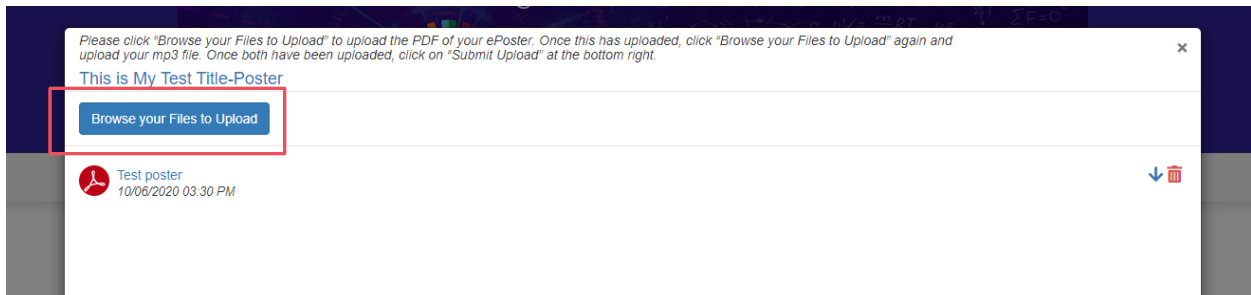
**Step Six:** Find where you saved your ePoster PDF on your computer & select the file (please note the file MUST be a PDF). Then press “Open.”



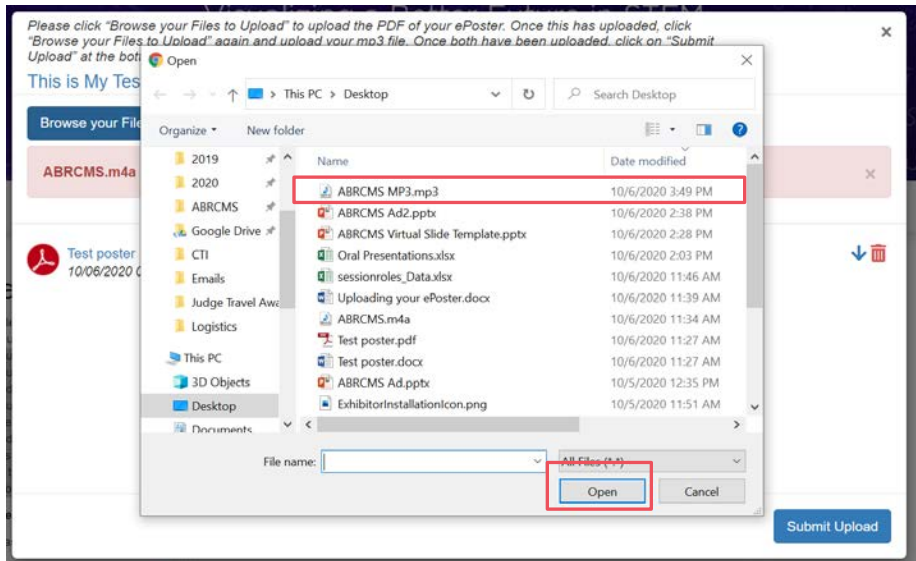
**Step Seven:** This will upload your PDF to the system.



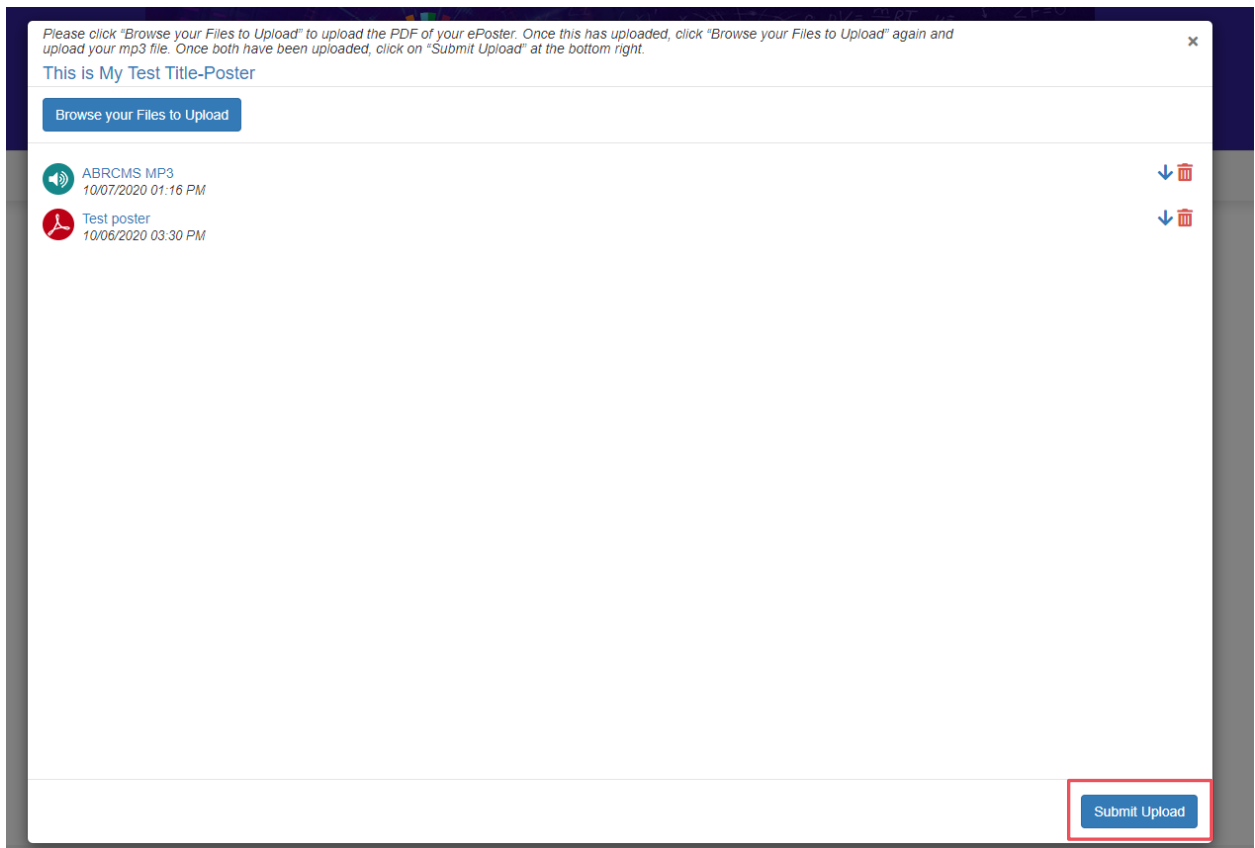
**Step Eight:** Click on the blue “Browse your Files to Upload” button again.



**Step Nine:** Search for where you saved your mp3 file on your computer & select file. This will upload your mp3 file to the system. (Please note that it **MUST** be an mp3 file. No other audio file type will be accepted).



**Step Ten:** Once both files are uploaded, click on the blue button "Submit Upload" at the bottom right hand side.



1. This will close the pop up and your red "Upload" button will now be green and say "Edit Files."

## Welcome to the ePoster Presentation Upload

1. Click on the title of your ePoster or the red "Upload" button
2. This will bring up a pop up box.
3. Click on the blue "Browse your Files to Upload" button
4. Find where you saved your ePoster PDF on your computer & select file
5. This will upload your PDF to the system
6. Click on the blue "Browse your Files to Upload" button again
7. Search for where you saved your mp3 file on your computer & select file
8. This will upload your mp3 file to the system
9. Once both files are uploaded, click on the blue button "Submit Upload" at the bottom right hand side
10. This will close the pop up and your red "Upload" button will now be green and say "Edit Files"
11. You can now log-out of the system

You can edit your files up to the Nov. 2 deadline. After Nov. 2 no edits can be made.

If you need technical assistance please contact [abrcms@support.ctimeetingtech.com](mailto:abrcms@support.ctimeetingtech.com)

## Step Eleven: Log-out of the system

For technical assistance, contact: [ABRCMS@support.ctimeetingtech.com](mailto:ABRCMS@support.ctimeetingtech.com) or 217-398-1792

For questions about ABRCMS, contact: [abrcms@asmusa.org](mailto:abrcms@asmusa.org)