

We hope you are looking forward to the conference! You may upload your poster and optional video short starting today, May 7. For detailed information about the format of your poster and video, please review the [virtual poster guidelines](#) and [video short guidelines](#) before uploading your final files.

▶ **All uploads must be received by 11:59 PM Eastern on Sunday, May 16. If a PDF of your poster is not uploaded by that time, your poster may be canceled.**

▶ **Only the presenting author listed above will be able to upload materials. If someone else should be listed as presenting author, please contact us immediately with their name and email address.**

▶ **The presenting author must be registered for the convention to be able to upload materials.**

Please follow these instructions to upload a file:

1. Visit the [Poster and Exhibit Booth Setup](#) page and click “Enter Setup.”
2. You will be asked to log in to your [ABAI portal account](#) if you are not already logged in.
3. Ensure “47th Annual Convention” is the selected conference.
4. Click “Poster presenter.”
5. Select the poster you would like to upload materials for.
  - a. If you are presenting author on only one poster, that will be the only one available to select.

**Poster Setup**

Please select your poster from the list below. Your poster must be in PDF format to be displayed correctly during the conference. The file must be named SUBID\_PRESENTER LAST NAME. If you chose to create a video short to accompany your poster, please include the complete YouTube URL.

If you have more than one poster, please ensure you are uploading the correct file to the correct poster.

Select Poster: Please Select...

Upload File: Please Select...

Save File

71858 TEST POSTER FOR TESTING PURPOSES

71865 TEST EXPO FOR EXPO PURPOSES

Save YouTube URL

6. Click “browse” (Firefox) or “choose file” (Chrome).

Select Poster: 71858 TEST POSTER FOR TESTING PURPOSES

Upload File: Browse... No file selected.

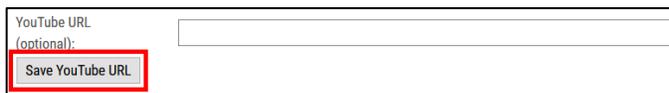
7. Navigate to the file you would like to upload and select it.
8. Click “Save File.”



- Copy and paste the YouTube URL for your poster short (optional). **NOTE: URL must be the full YouTube URL. Do not use a URL that is shortened, one that contains “&feature,” or one that includes a start time timestamp. We suggest clicking the “share” button, then copy/pasting the URL found there.**



- Click “Save YouTube URL.”



- Click “Preview Document” or “Preview Video” to ensure you uploaded the correct file(s). If not, click “Remove” and repeat steps 5-10. Click “Preview Poster” to see what things will look like inside the poster session.

Submission Title	Document		
TEST POSTER FOR TESTING PURPOSES	Preview Video	Preview Poster	Remove
TEST POSTER FOR TESTING PURPOSES	Preview Document	Preview Poster	Remove

- Close your browser when you are done.

### Troubleshooting tips:

- Only the presenting author of a poster will be able to upload a file via their portal account.

- Only one PDF and one YouTube link are allowed per poster.
- If, after uploading, you make changes to your poster, you can follow step 11 below.

Finally, the presenting author photo that will be displayed during the poster session is the photo that appears in your ABAI portal profile.



Please take the following steps to ensure an **accurate and appropriate photo** is displayed:

1. Log in to your [ABAI portal account](#).
2. You will see the photo currently associated with your profile or a “no photo available” icon.
3. Click “browse” (Firefox) or “choose file” (Chrome).
4. Navigate to the photo you would like to upload and select it.
  - a. A square photo will display best.
5. Click “save profile image.”
6. Your photo will appear on your profile page.