



## myOnvent for POSTER / STUDY – Booth set up

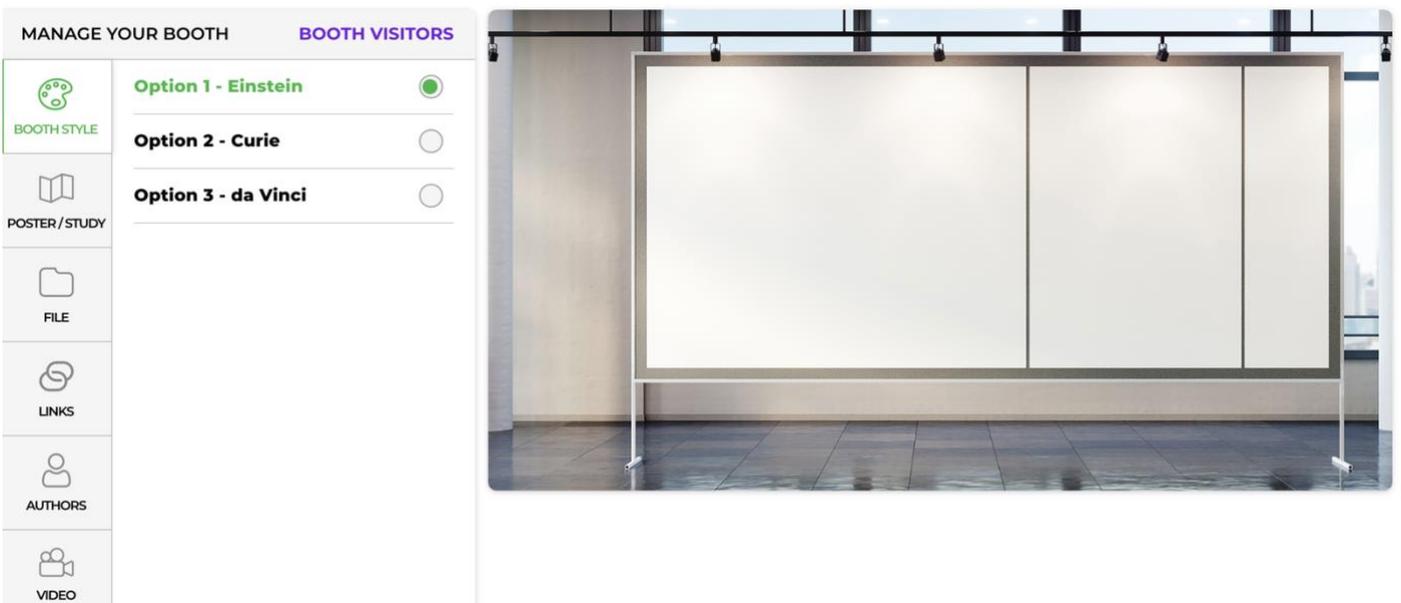
- 1. Register for the event:** \*We will provide the Registration link by June 1st\*
  - Your Poster Booth will need to be confirmed to become visible in the Poster Hall. We will verify booths by June 15<sup>th</sup>. Prior to your Booth being confirmed, you may still manage and preview it by pressing on the Booth image.
  - You must register using the tab “Join as poster / study” in order to manage your booth



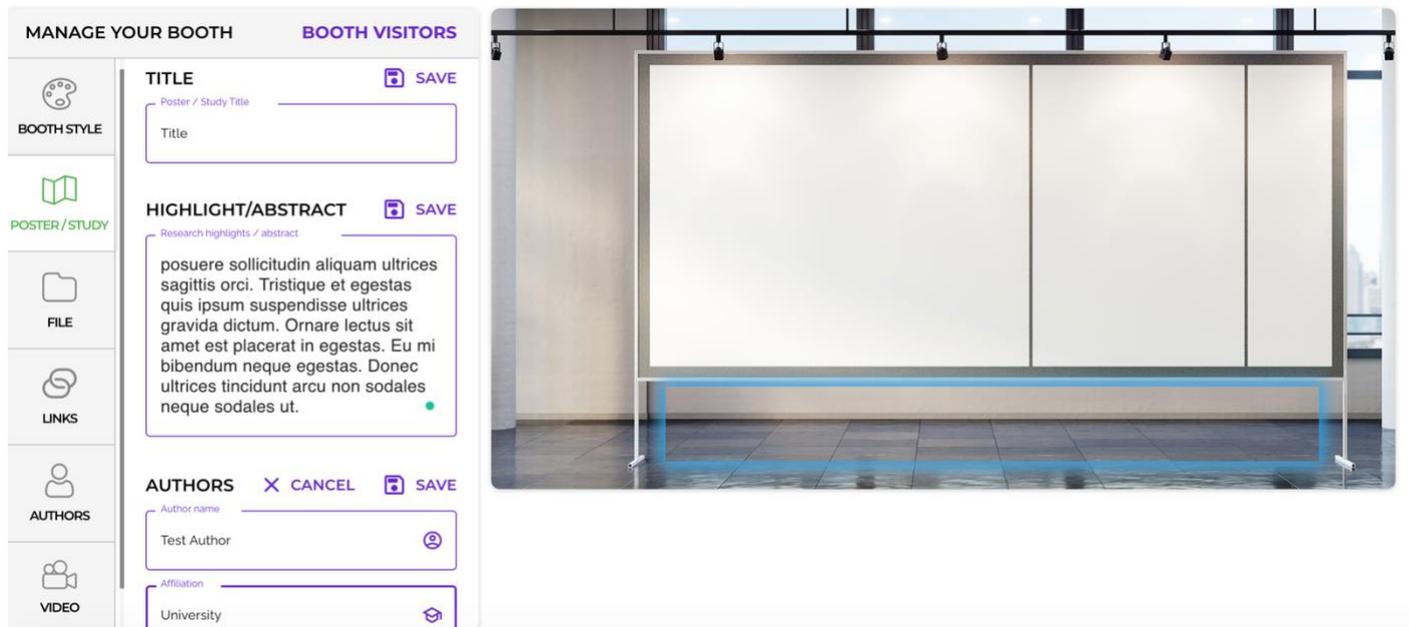
- 2. You can manage your booth under POSTER/STUDY tab on top menu**



- 3. Choose your Booth Style from 3 possible options**

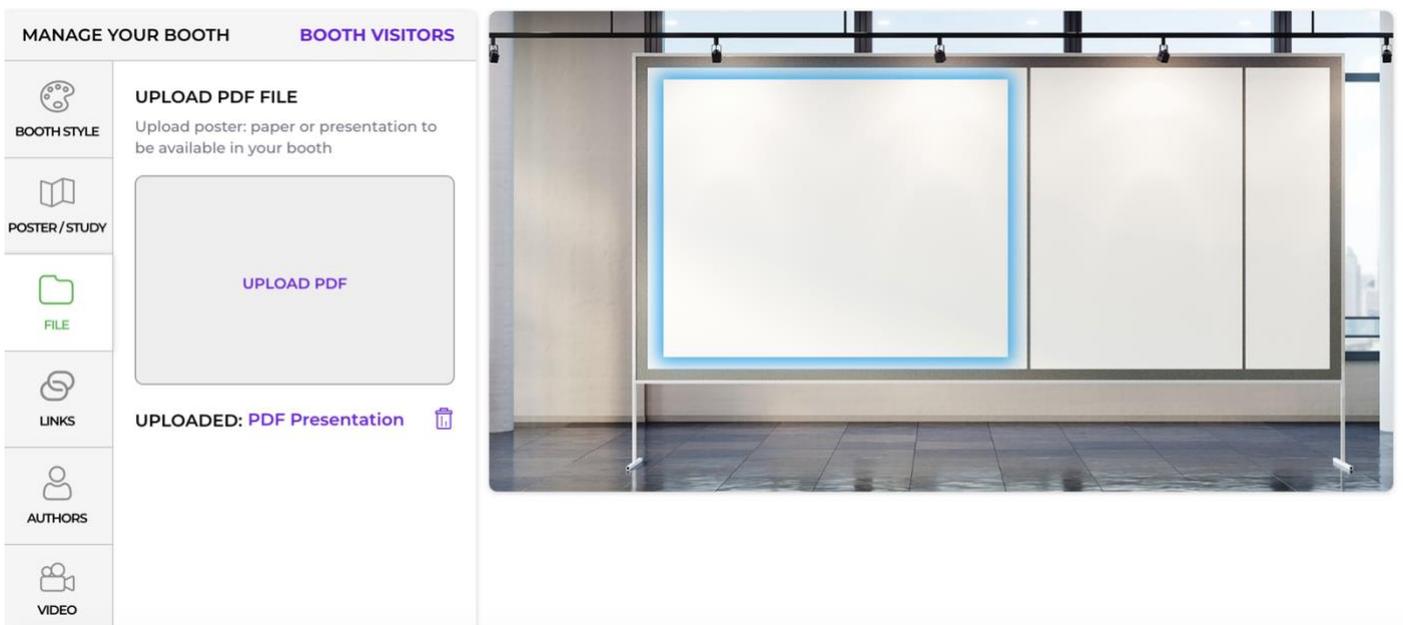


**4. Add title, Highlight/Abstract, Author(s) and Affiliation(s) for it to appear with your booth**



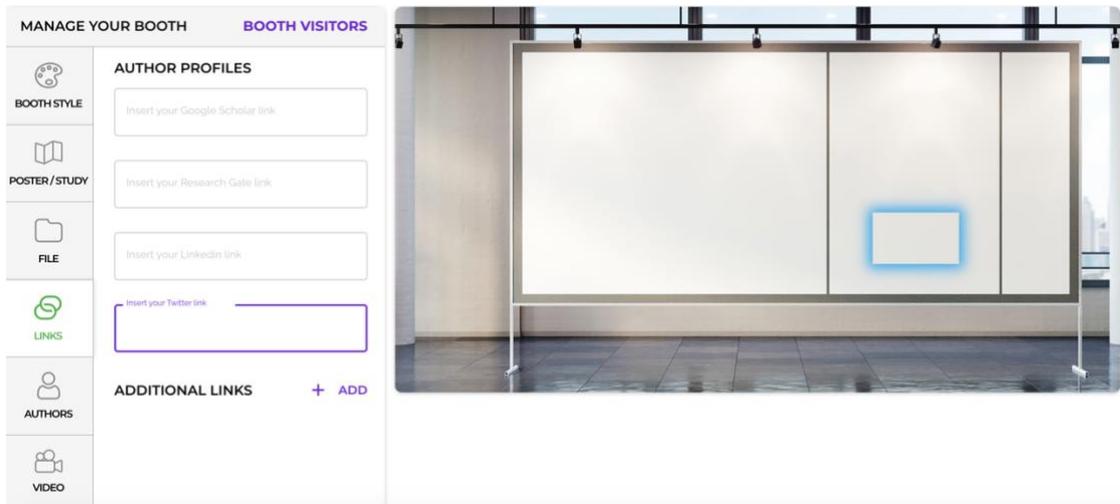
The screenshot shows the 'MANAGE YOUR BOOTH' interface on the left and a 3D rendering of a booth on the right. The interface includes a sidebar with icons for Booth Style, Poster/Study, File, Links, Authors, and Video. The main form has three sections: 'TITLE' with a 'SAVE' button, 'HIGHLIGHT/ABSTRACT' with a 'SAVE' button and a text area containing placeholder text, and 'AUTHORS' with 'CANCEL' and 'SAVE' buttons, and fields for 'Author name' (Test Author) and 'Affiliation' (University).

**5. Upload PDF file you would like to share with participants. We ask posters to be the following specifications: 60.96 cm x 91.44 cm (landscape) OR 91.44 cm x 60.96 cm (portrait). If you cannot fit your poster to this size, please upload your poster and preview for readability (you can upload 1 file, max. 20 MB).**

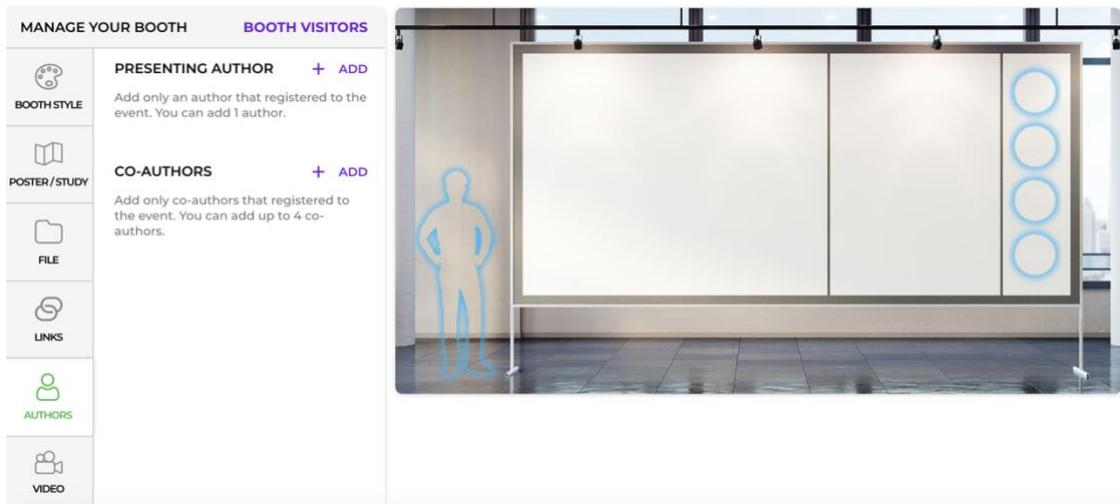


The screenshot shows the 'MANAGE YOUR BOOTH' interface on the left and a 3D rendering of a booth on the right. The interface includes a sidebar with icons for Booth Style, Poster/Study, File, Links, Authors, and Video. The main form has an 'UPLOAD PDF FILE' section with instructions: 'Upload poster: paper or presentation to be available in your booth'. Below this is a large 'UPLOAD PDF' button. Underneath, it says 'UPLOADED: PDF Presentation' with a trash icon. The 3D rendering shows the booth with a large display screen displaying a PDF presentation.

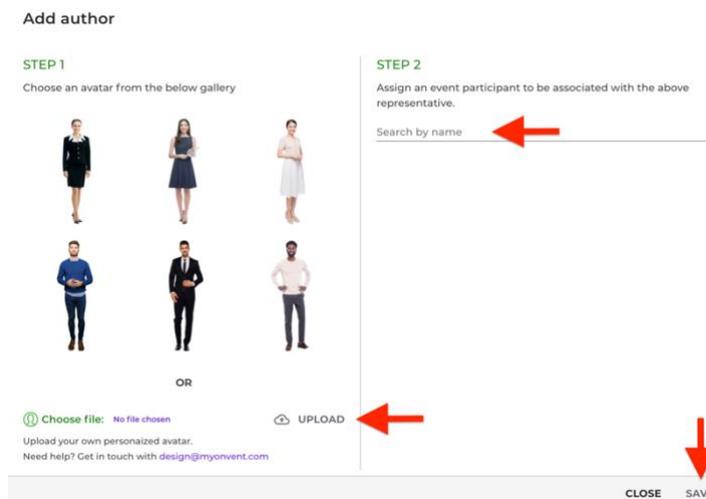
## 6. Add links to your Booth



## 7. Add your presenting author and co-authors to your Poster Booth



Press +ADD next to “presenting author”, choose from our gallery or upload your own picture.





- A few suggestions for a picture in the Booth to look better:
  - a. use an image without a background (you can remove a background from your picture by using a free online tool: <https://www.remove.bg/>);
  - b. we would suggest using a full body and a good resolution image (up to 2 MB).

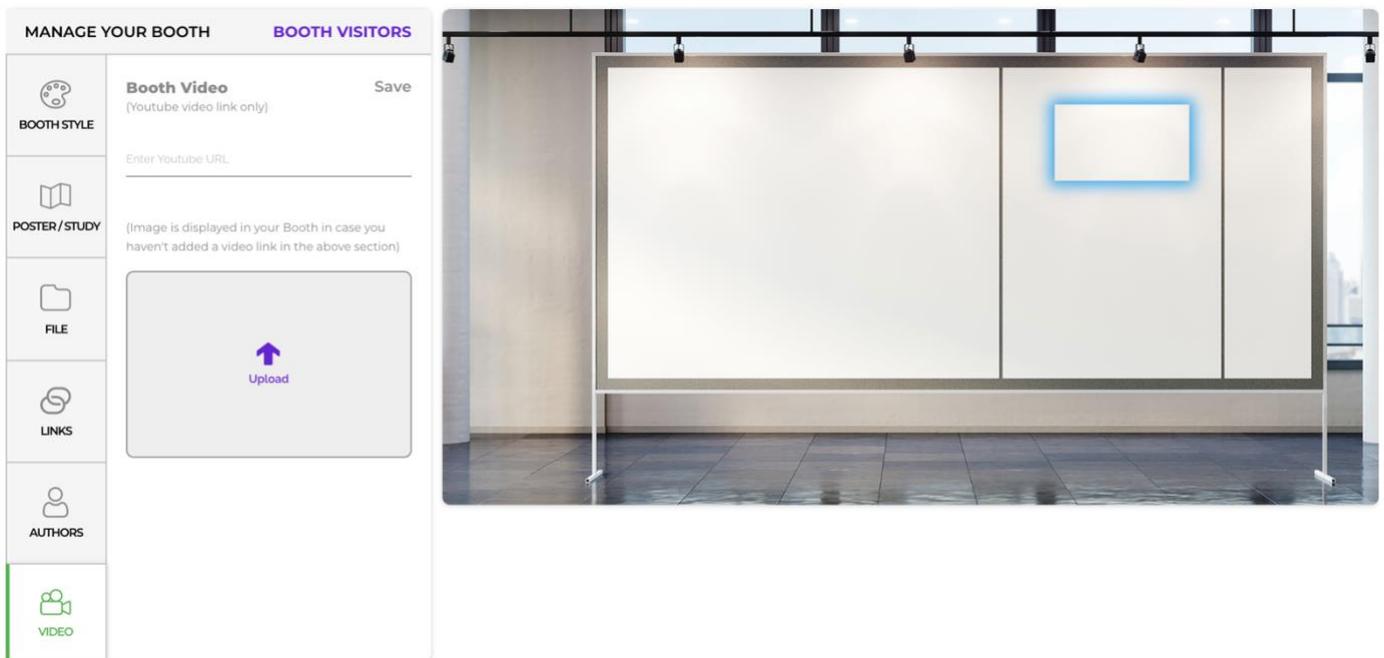
### Add a Co-Author

Note: you can add up to 4 co-authors and they must be registered for the event already as a Participant.

- Presenting Author and co-author(s) will receive a Chat message each time a visitor will press on your Avatar or co-authors profile picture on the side of the billboard. If you are not logged in at the time, you will receive an email notification and will be able to review the messages next time you will enter the event platform.

### 8. Add a YouTube video link or an image to the Billboard

All videos must come from YouTube. You can upload the video to your YouTube account and mark it as “Unlisted” so it would not appear to others on YouTube, just in your Booth. If you do not wish to insert a video you may use any image you’d like in this section.



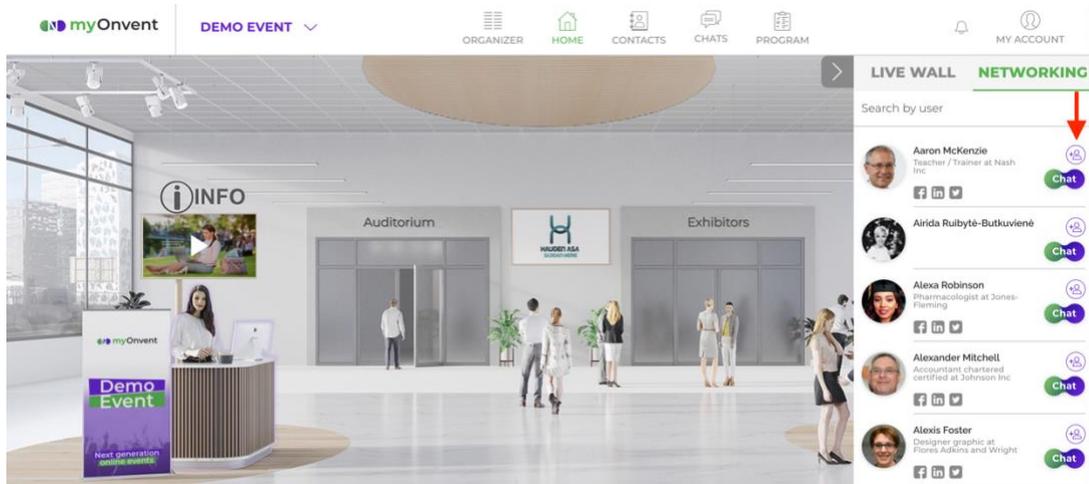
### 9. You are welcome to engage with the Participants

Each Exhibitor has a dedicated “Booth wall” visible to all Participants who will visit the booth. We recommend sharing a short message, inviting visitors to ask questions by pressing on your Avatar. You can create “Group Chats” (Chats->New Chat) or have a 1on1 video call with any other registered attendee.



**10. Find all registered Participants at the NETWORKING section in the Lobby.**

You can add participants to your Contacts by pressing an icon next to the Name or send a private message by pressing a “Chat” icon.



**11. Schedule a Meeting with a user.**

Start a CHAT with a user and click on MEETING. Check your Meetings by Clicking on the “Meetings” tab.

