

INSTRUCTIONS FOR E-POSTERS

HOW TO PREPARE A POSTER PRESENTATION

- Posters for virtual display must be prepared in **PORTRAIT** style (please **DO NOT** prepare a landscape poster) in **PDF format**.
- The maximum format of the poster is **A0 one page** (i.e. 841 x 1 189 mm).
- Do **NOT** exceed the overall dimensions of the format.

TECHNICAL PRE-REQUISITES

For correct function of the online Congress platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device.
- Latest Chrome and Microsoft Edge internet browsers (*other browsers are not fully supported*).
- Noise cancelling headphones with microphone to reduce background noise are recommended.
- Stable Internet connection (minimum 10/10Mbps is recommended).

HIGHLIGHTS

- Login to the virtual platform and complete your personal profile at your personal page.
- Upload your e-Poster (PDF) to the virtual platform at your personal page.
 - Please upload your e-Poster before **August 16th**.
- Visit the platform regularly during the conference and answer questions under your e-Poster

LOGIN

To attend the Virtual Conference, please visit the live congress website (<https://edtnaerca21.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.



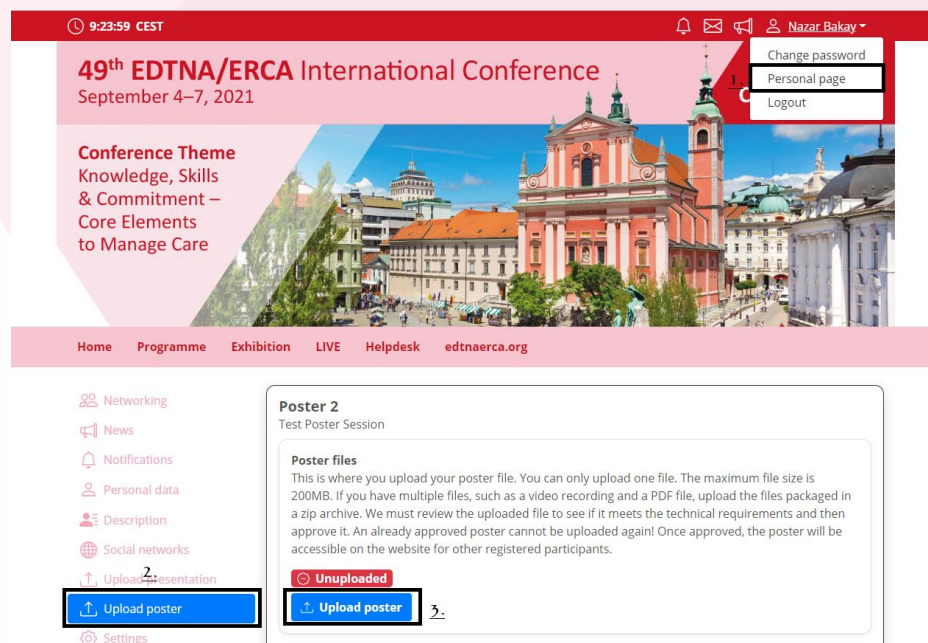
The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*the e-mail address you were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@qcon.me*).
- You can change your password under your profile (top right corner of the page).

The access to the virtual platform will be available from August 3rd.

HOW AND WHERE TO SUBMIT YOUR PRESENTATION

- After log-in please go to your personal page
- Use the **button Upload poster** and then upload your poster.
- Technical support will check the poster and once the e-Poster is approved the button *Unuploaded* change to green with title approved.
- In case there is a problem with your poster, the technical support will contact you.



The screenshot shows the user interface of the EDTNA/ERCA virtual conference website. At the top, there is a navigation bar with the time 9:23:59 CEST, user name Nazar Bakay, and a dropdown menu with options: Change password, Personal page, and Logout. Below the navigation bar, the main header displays the conference title and dates, along with the conference theme: Knowledge, Skills & Commitment – Core Elements to Manage Care. A navigation menu includes Home, Programme, Exhibition, LIVE, Helpdesk, and edtnaerca.org. On the left, there is a sidebar with various menu items: Networking, News, Notifications, Personal data, Description, Social networks, Upload presentation, Upload poster (highlighted in blue), and Settings. The main content area shows a 'Poster 2' section with a 'Test Poster Session' and a 'Poster files' instruction. Below the instructions, there are two buttons: 'Unuploaded' (red) and 'Upload poster' (blue, highlighted).

e-POSTER AWARD

The EDTNA/ERCA Executive and Scientific Board decided to organize the Best Poster Award during the 49th EDTNA/ERCA Virtual Conference. The submitted e-Posters will be review by the committee and the Best e-Poster Award will be announced during the conference.

The Awards are:

1st Place – 250EUR

2nd Place - certificate + 1 year free membership (for the main or presenting author of the e-Poster).

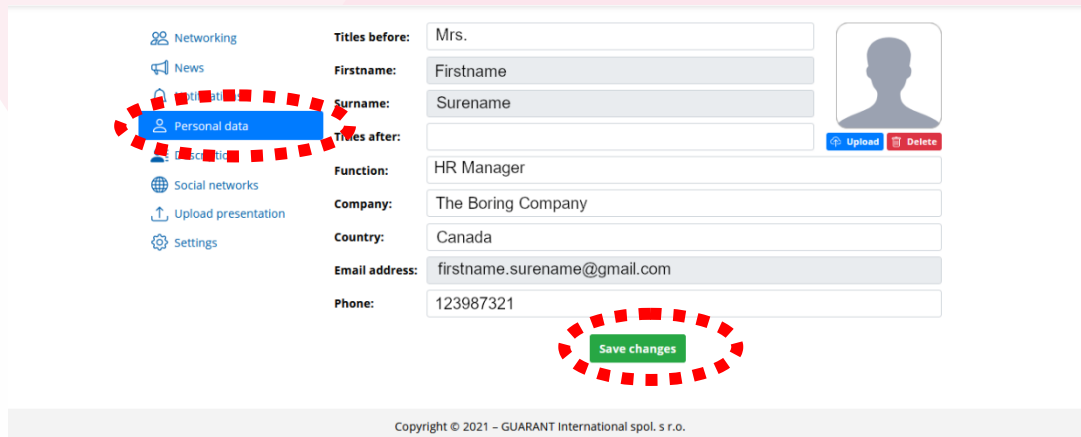
Committee will evaluate the e-Poster before the conference. All e-Posters authors are kindly ask to submitted their e-Poster to the virtual platform before **August 16th** in order to be evaluated for the e-Poster Award.

MANAGING YOUR ACCOUNT

To increase your virtual experience, you can fill-in your personal account info, picture or description:

- You can **find and change** your personal data, description and social sites in the **right upper corner “name” menu**
- Then click on **Personal page**
- Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
 - Don't forget to save your changes by green **Save changes** button

- On the other tabs you can change **Description** and **Social media profiles** that will be shown on your profile
 - Also don't forget to **Save changes**
 - The **Social media profiles** could be in both formats: **URL (link)** or **Username**



HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted within the platform.

