



## UPLOAD INSTRUCTIONS

- 1) Upload deadline:  
**9:00AM EST on May 9, 2019**
- 2) Gather your files. Be sure to include the poster file, as well as any video files, as videos sometimes do not embed properly. Your file should be saved as **LastName.FristName.PPTX**
- 3) If you are uploading ahead of time, please go to our uploading page:  
<https://eposterboards.submittable.com/submit/136307/bwh-obesity-incubator-poster-session>
- 4) Follow the ePosterBoards Submittable link to set up your account by providing your email address and creating a password
- 5) Select the **BWH Obesity Incubator Poster Session** event form and follow the guidelines to fill out all required fields & upload your poster file. Contact ePosterBoards technical support if you have any questions.
- 6) In the "Additional Notes" section, please include any information that the ePoster staff will need to know regarding your presentation.
- 7) Once you have filled out all required fields and uploaded your file, you will have access to your submissions dashboard. In the submissions dashboard you will be able to track the life of your poster, including when your file has been reviewed. On the dashboard you are also able to message ePosterBoards with any specific question/concern.
- 8) If you need to upload a revised file, you must message ePosterBoards on your submission dashboard requesting for your file to become **Editable**.
- 9) A notification will be emailed & sent to your dashboard as your poster file is received, reviewed, denied for additional editing, or accepted.
- 10) After the review period, if your poster file has been approved, the submissions process has been completed.
- 11) For any questions or concerns, please contact ePosterBoards tech support at <http://www.eposterboards.com/support/>