



# Virtual Poster Presentations – Set-Up Information and Guidelines

## Step 1: Claim your account and set up your profile

1. All **registered** presenters will receive a personalized link to access the virtual platform. When you receive this, please click the link within the email to claim your account and set-up your profile.

**From:** Virtual FMF 2021 <[no-reply@pathable.com](mailto:no-reply@pathable.com)>

**Subject:** Poster presenter login link for Virtual FMF 2021

2. The first time you enter the virtual platform you will be prompted to set up your profile. Enter your first name, last name, email, create a password, agree to terms, and click COMPLETE PROFILE.
  - Include a headshot 300x300px
  - Include fun facts about yourself
  - Add tags for things you are interested in
  - Always remember to Save
3. You can click on your NAME on the top menu to make edits to your profile at any time.

## Step 2: Build your poster

All posters will be on display for registered participants for the duration of the conference as well as for 30 days post-event. Poster presenters are asked to periodically monitor their posters Q & A chat feed to respond to any comments or questions from viewers within 24 hours during the live event, and weekly during the on-demand event.

**All posters are to be uploaded in the Virtual FMF platform and be ready for viewing by October 8<sup>th</sup>**

**Follow these steps to set up your poster:**

1. Enter the Virtual FMF platform, select the POSTER tab on the main menu
2. Find your poster, click on it, and click the MANAGE button. You can click MANAGE anytime to edit your poster leading up to and throughout the event
3. Under MANAGE, there are 7 tabs at the top to build and manage your poster

4. Click BACK TO ORGANIZATION DETAILS to toggle back to attendee view

## Basics Tab

**Name:** This is pre-populated with the title of your poster

**Logo:** You can add an image of your poster here. Minimum 300 x 300 px size, JPG or PNG

**Header Banner:** Leave blank or upload an image. Exact size 1170 x 145 px size, JPG or PNG

**Additional Poster:** If you are presenting multiple posters, we will add a link here to access these

**Description:** Your poster details have been uploaded, please review, and update as needed. Please upload an image of your poster within the description box

**Tags:** Select from the list or create your own (attendees can search by tags)

**Links:** Can include multiple links such as YouTube, websites, etc

**Social Media:** Add links for Twitter, Facebook, Instagram

**Manage Your Team:** If any of your co-authors are **registered for FMF**, you can add them here by clicking + NEW MEMBER and search by name or email

**IMPORTANT:** Changes can be made to these tabs at any time and always remember if you make any changes to hit the SAVE button!

## Visits Tab

- Anyone who clicks your poster will appear on the visits tab

## Analytics Tab

- In this tab you have poster analytics at your fingertips
- The metrics will show information about poster visits, conversations, and content consumption
- Click the ? beside each to find out more

## Polls Tab

- Click + ADD POLL (top right corner)
- Friendly name: For your reference only, not displayed
- Question type: Multiple choice, free-text, or rate out of 5 stars
- Options: Depend on the poll type selected – please test, edit, delete as needed
- Display result as: These options also depend on the poll type
- Vote button text: Suggest VOTE or RESPOND or SHARE
- Only speakers can view poll results: Check if you DON'T want to share results
- Hide poll from attendees until session starts: Recommend leaving this unchecked
- RESULTS appear for attendees AFTER they submit an answer (unless hidden)

## Content Assets Tab

**Manage Files:** Great place to put a downloadable version of your poster!

- Click add new file to upload a file or add an external link

- Use the star to highlight 4 files on your main poster page
- Drag and drop using the = to place them in the sequence you want them to be displayed

**Manage Videos:** Click add new video to upload or add an external links i.e., YouTube, Vimeo

- Note: If linking to a video ensure the link is not set to private or it will not display
- Use the star icon to display up to 6 videos in the video carousel on your page
- Drag and drop using the = to place them in the sequence you want them to display

**Congratulations your poster is now ready to be shared with all FMF attendees!**

### **Questions?**

Contact Deanne McKay by email at [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) or by phone at 905-629-0900 ext. 473 or toll-free at 1-800-387-6197 ext. 473