

Virtual Creative Studios

Virtual Event Platform

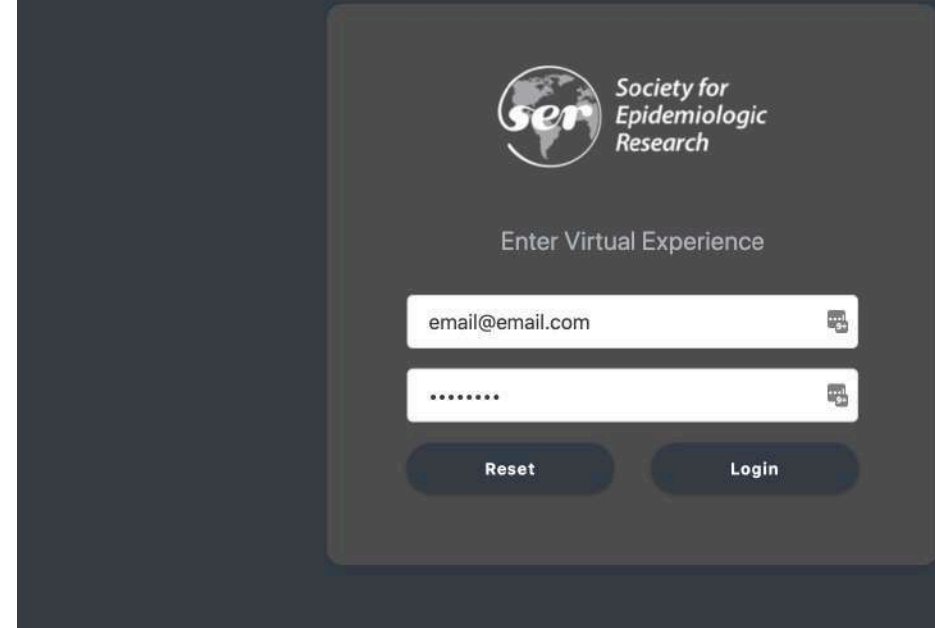
Poster Presentation Wizard

This step-by-step instructional guide will walk you through uploading your content to create your customized poster presentation.

Step 1

Log-In

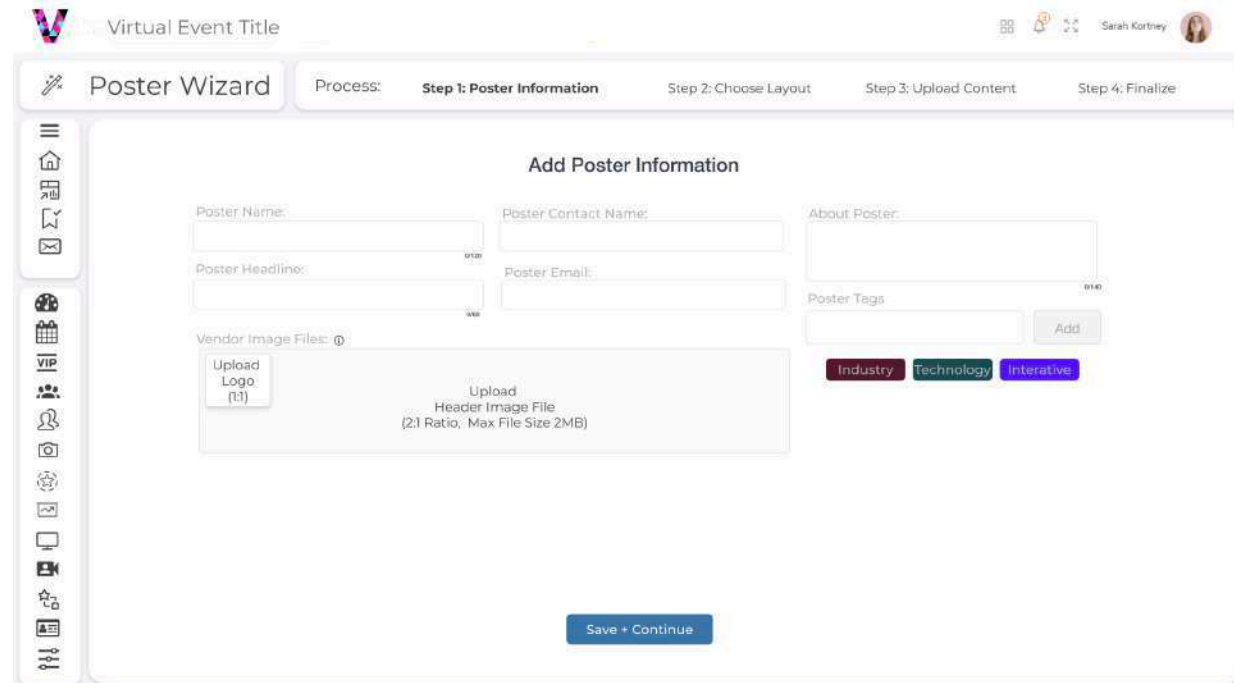
You will receive an email from [no-reply@vizzi.live](mailto:reply@vizzi.live) containing a link. Clicking this link will bring you to a log in page. You will log in with the email address where you received the link. Once logged in with the email it will ask you to create a password. This email & password combo will now be your log on credentials for any further log ins.



Step 2

Poster Information

Once you are logged in, you will be brought to the poster information page. Please complete the fields then click 'Save + Continue' at the bottom of the page.



Poster Presentation Wizard

Step 3

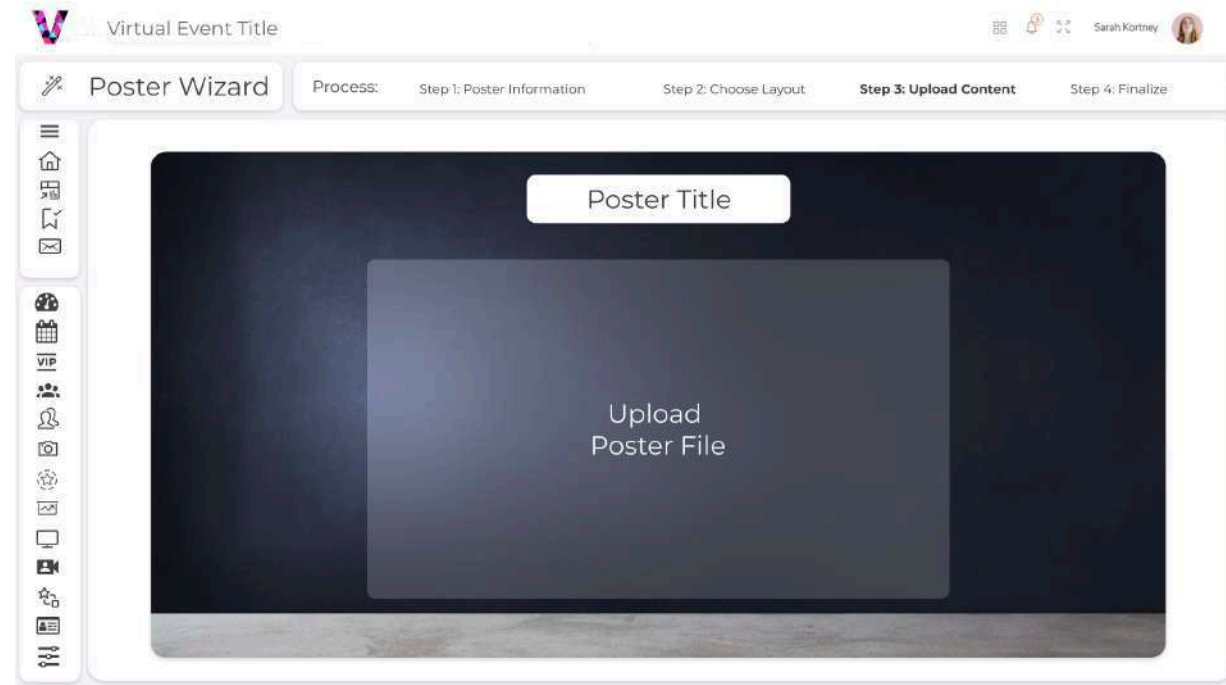
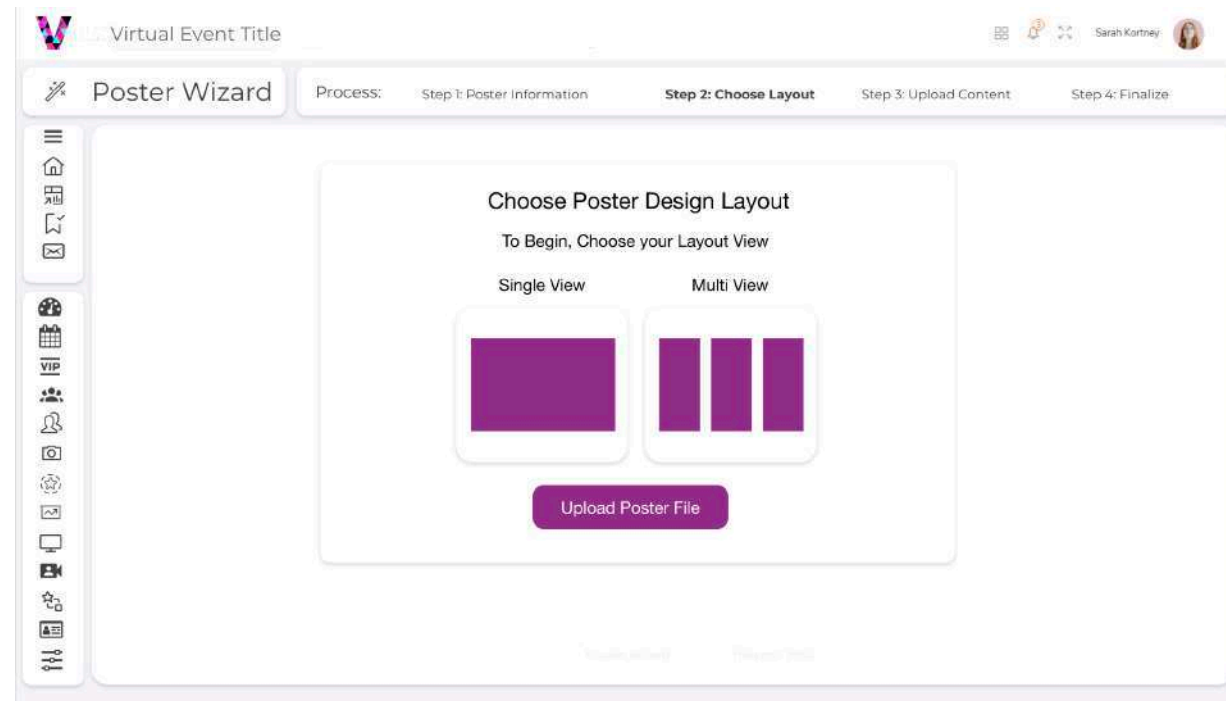
Poster Page - Type

It is now time to build your poster! Select your preferred layout type, then click 'Upload Poster File'.

Step 4

Poster Page - Uploads

Input your title and upload your poster image(s) using the wizard features. Be sure you title matches the title of your original abstract submission. To input the title, click in the title bar field and type your text. Click 'update' to save your changes. For single file poster images, we recommend uploading a PNG or JPEG file, if you poster is more than one page, we recommend uploading a PDF file containing your multiple pages. Once you have uploaded your poster select "Save changes" and then you can click the "Next" button in the lower right corner.



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Step 5

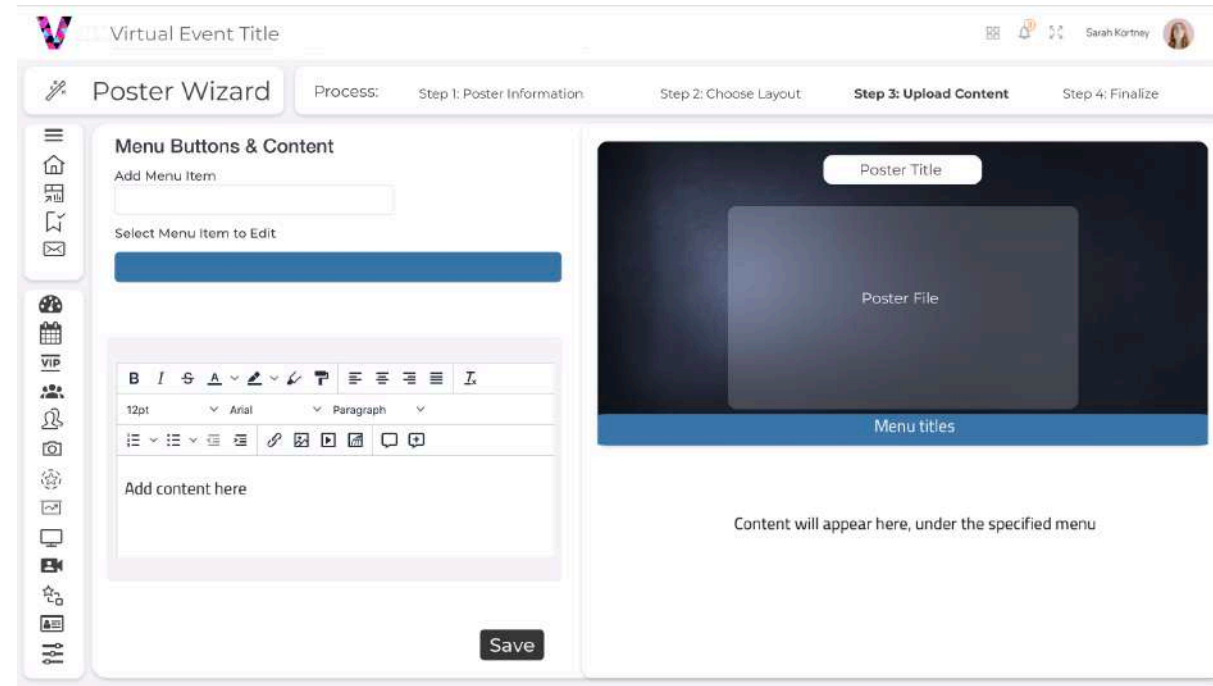
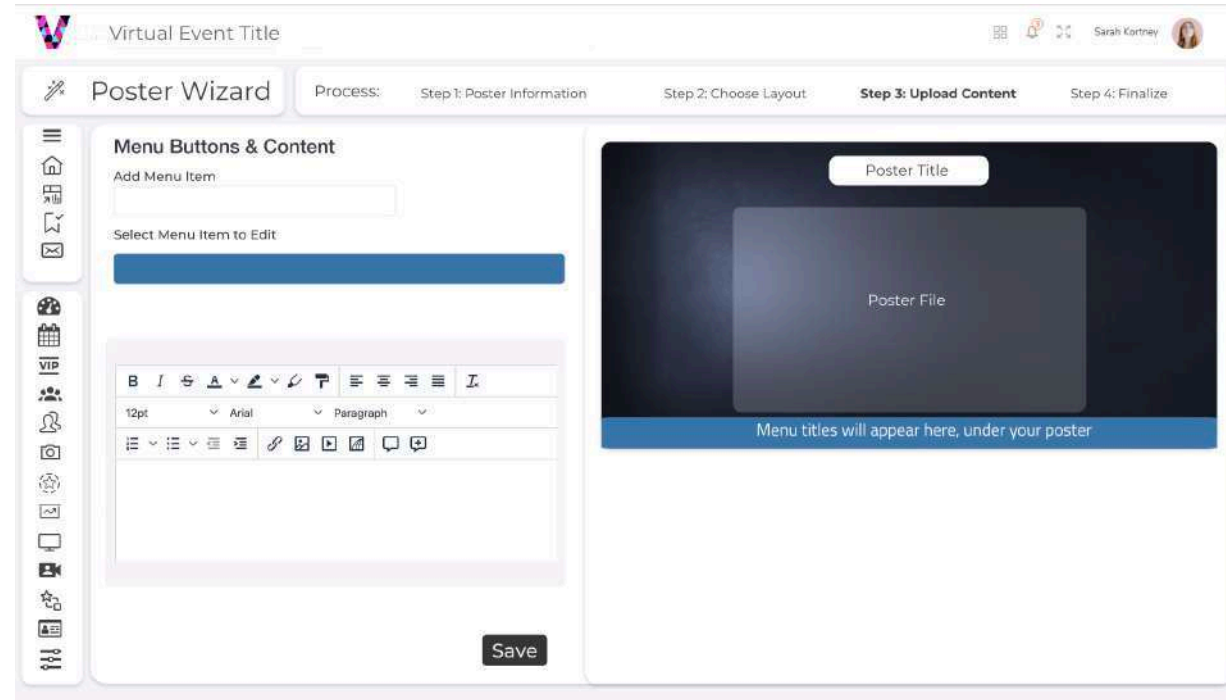
Poster Page - Menu

Now that you have your poster image(s) uploaded you can add in your menu and content tabs. This feature is not required but available if you wish to add more content to your poster. To add content, click 'Add Menu Item' and title the content you wish to add. You may add as many menu items as you would like.

Step 6

Poster Page - Content

You can now upload your content into the menu item. Content could be text, informational pdf files, images, videos, or references you may want to share with attendees. Any additional attachments you add should be less than 2MB in size. Once you have uploaded your content to each menu item, click 'Save'.



Step 7

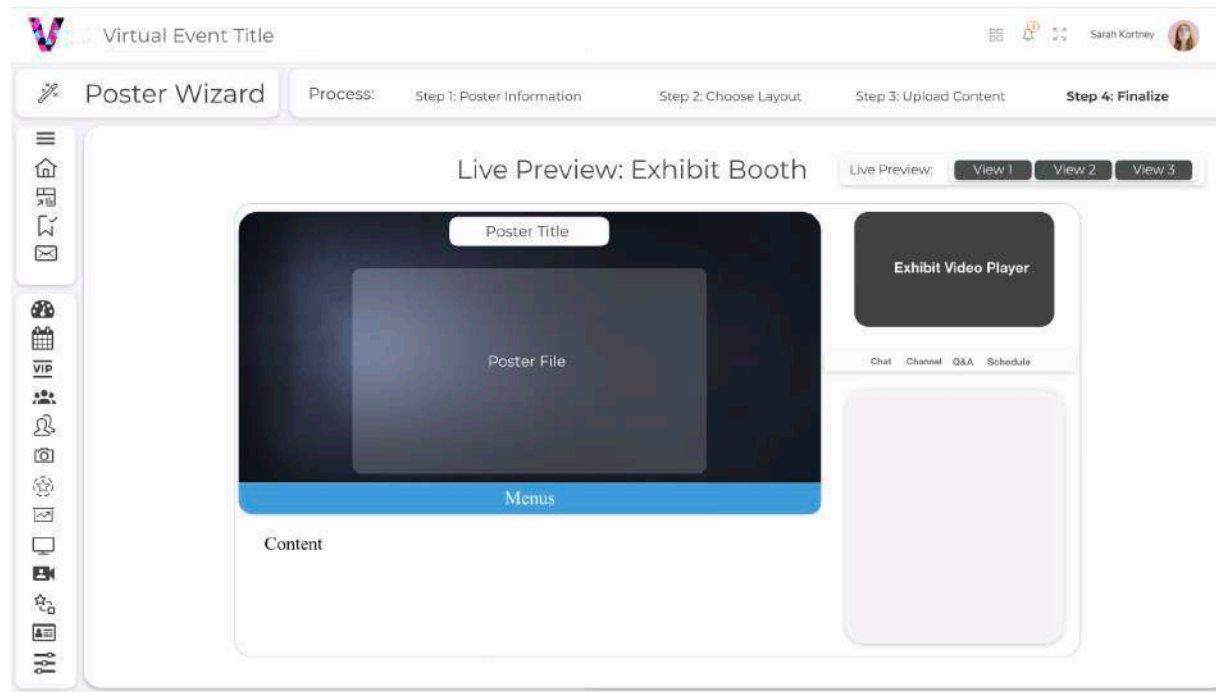
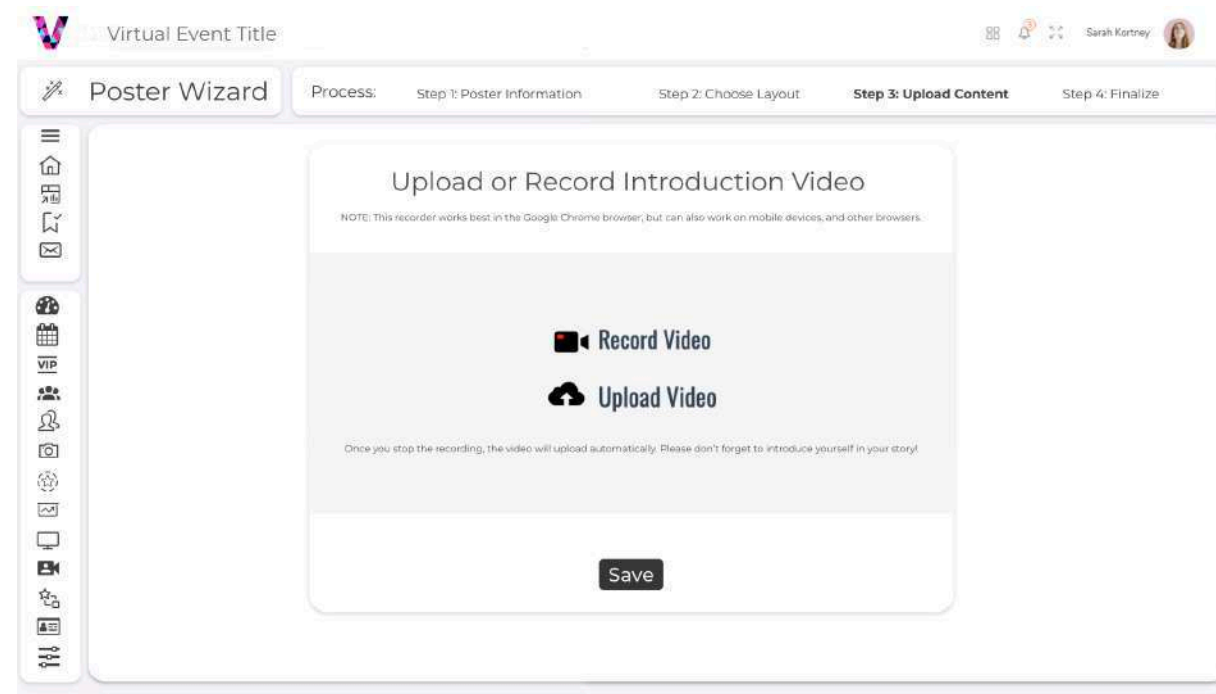
Poster Page - Video Upload

You have the option to upload a short video or record a video through the wizard to give attendees a sneak peek at your poster. This video can be used to walk attendees through your poster or just welcome them to your poster. Time allotment for video recordings will be listed on the upload page.

Step 8

Poster Page - Preview

Great, you have uploaded all your information! You can now view what your completed poster will look like. If you are not happy with your content, continue to edit until June 4, 2021 when the wizard will close. Please note, viewers will be able to see your poster layout as you see it here but in addition, they will be able to click on the images to enlarge each section for easier reading and viewing.



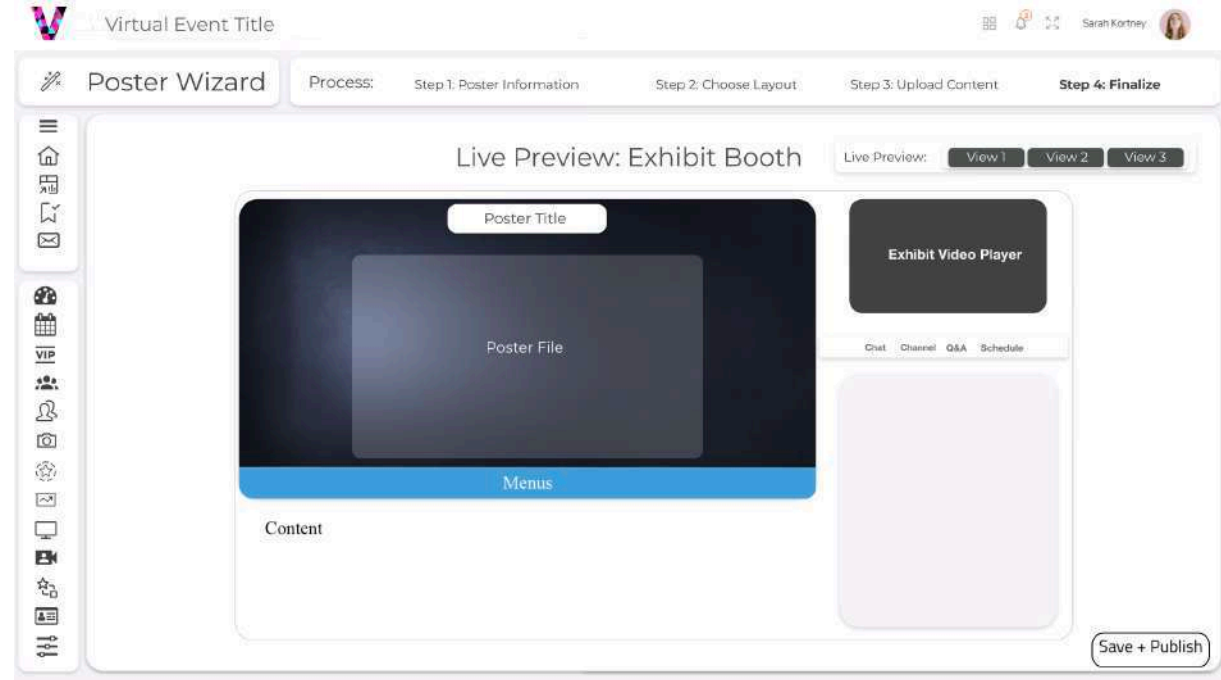
Step 9

Poster Page - Publish

If you are happy with what you see in the preview page, you will be able to publish your poster. This will let our team know that your poster is ready for review so that it can be approved and added to the event. Should we notice any issues we will reach out to you directly regarding the poster.

Assistance

Should you need any technical assistance with uploading your poster, please reach out to Help@VirtualCreativeStudio.com and our team will respond to you within 24 - 48 business hours.



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