

Virtual Creative Studios

Virtual Event Platform



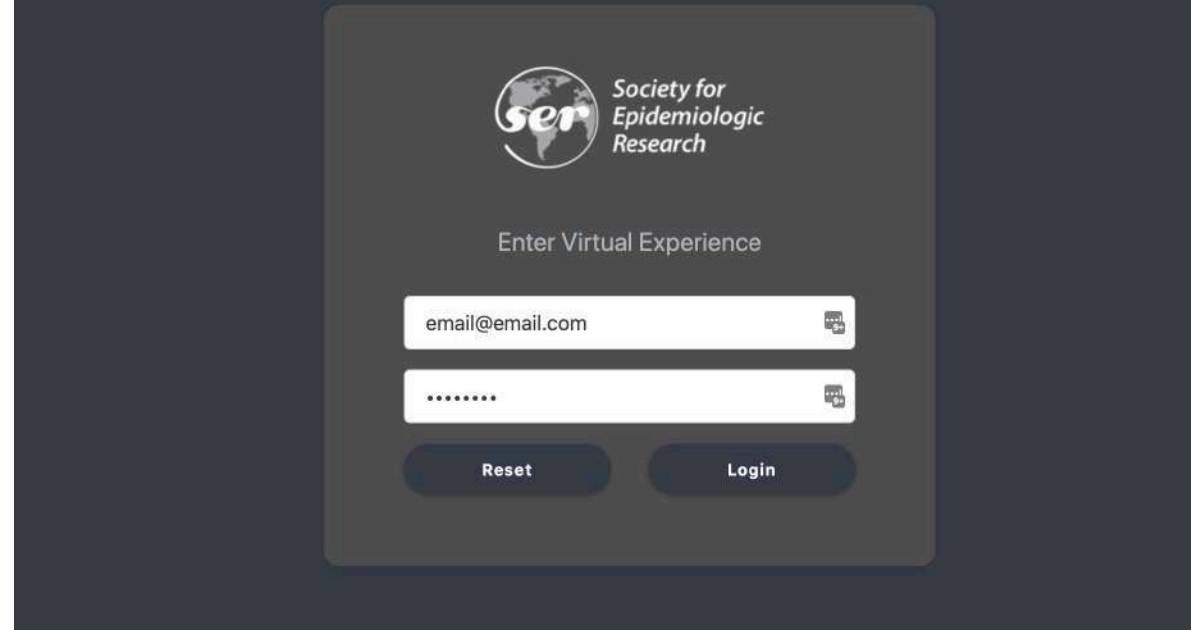
Poster Presentation Wizard

This step-by-step instructional guide will walk you through uploading your content to create your very own poster presentation!

Step 1

Log-In

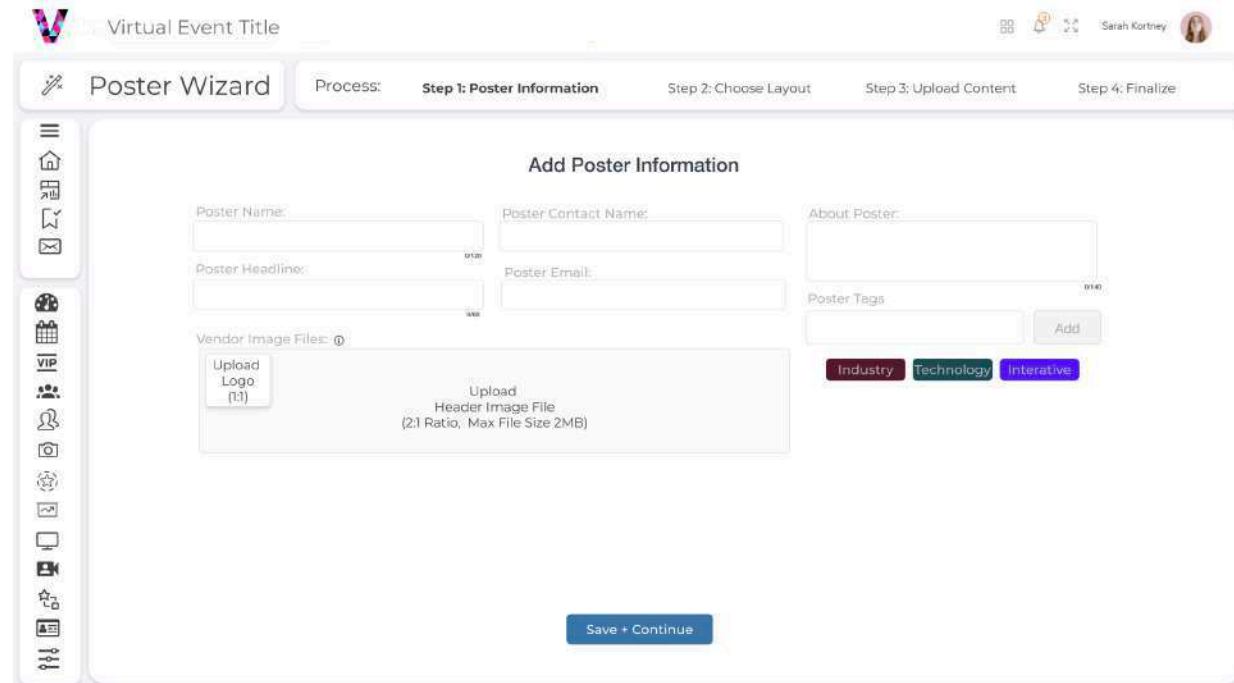
You will have received an email containing a link. Clicking this link will bring you to a log in page. You will log in with the email address where you received the link. Once logged in with the email it will ask you to create a password. This email & password combo will now be your log on credentials for any further log ins.



Step 2

Poster Information

Once you log in you will be brought to the Poster Information page. Here you can enter your Poster information. Once you have filled in the fields, please click "Save + Continue" at the bottom of the page.



Poster Presentation Wizard

Step 3

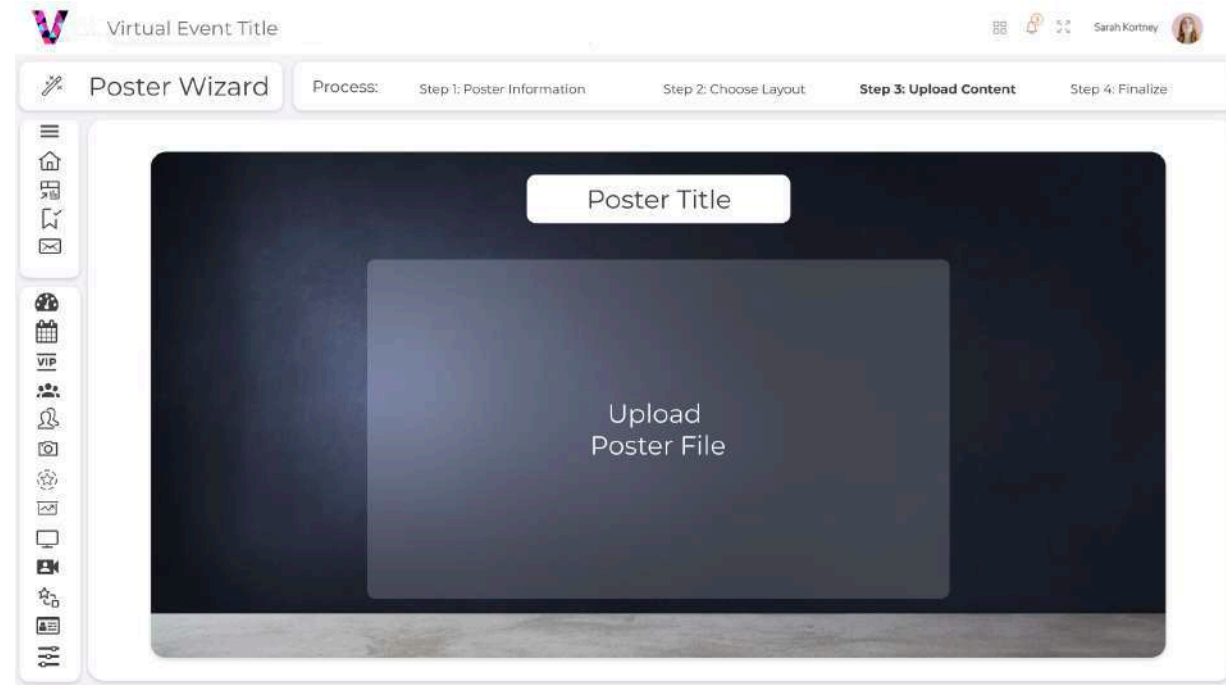
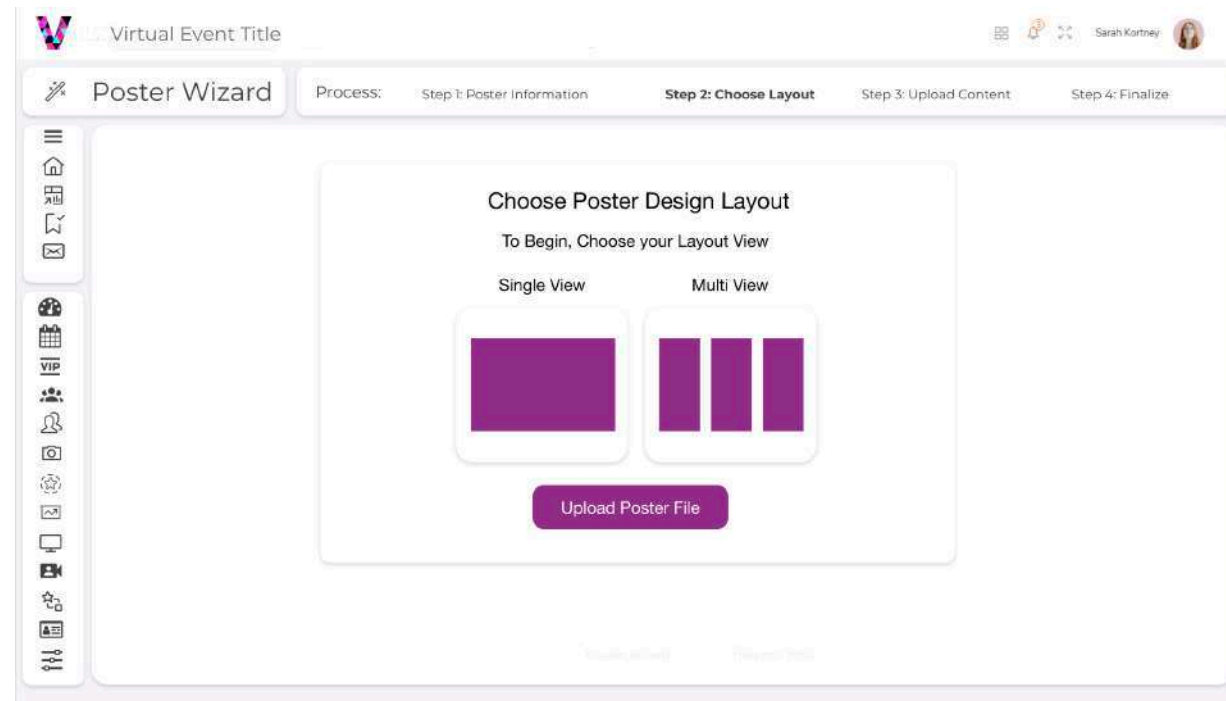
Poster Page - Type

You will then be brought to the main poster builder page. You will be prompted to choose your layout type, for posters, we find it is most common to upload one single graphic using the single view option. Once you choose your type, select "Upload Poster File".

Step 4

Poster Page - Uploads

Once you have selected your layout type you will be brought to this page where you are able to create your title and upload your poster image. To create your title, simply click the title bar and once you have finished entering your title, click "Update". For single poster images, we recommend uploading a PNG or JPEG file and for multi-page documents you can upload a PDF. Once you have uploaded your image select "Save changes" and then you can click the "Next" button in the lower right corner.



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Step 5

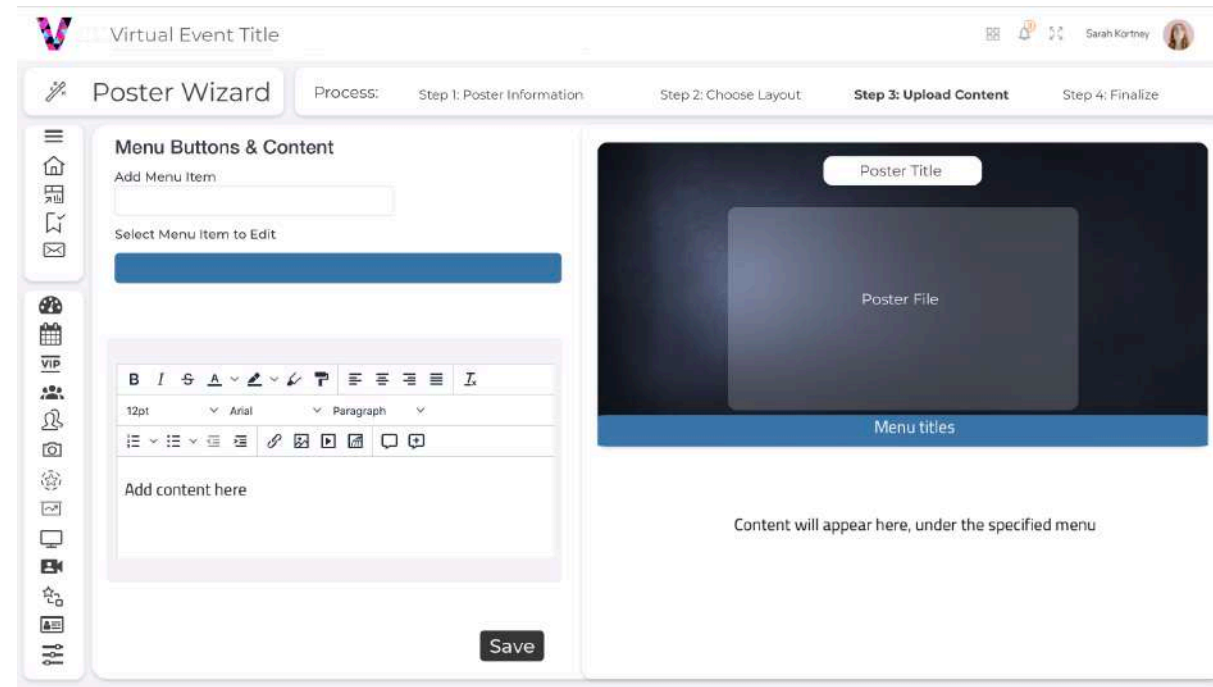
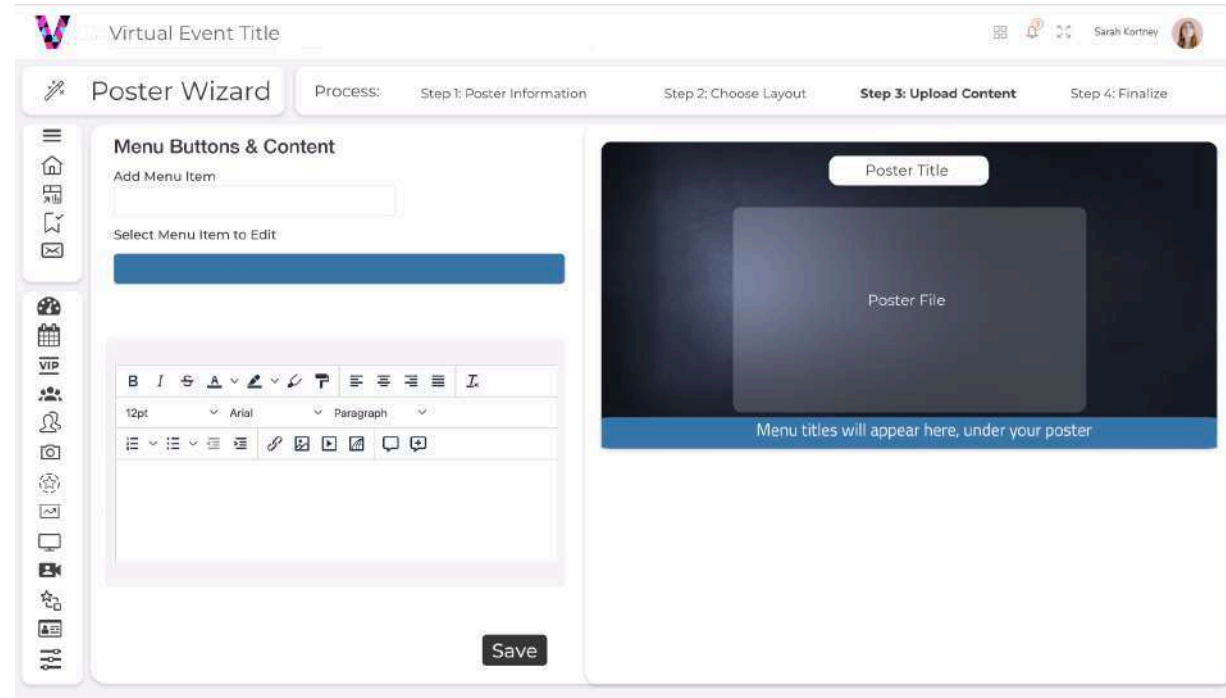
Poster Page - Menu

Now that you have your poster image uploaded you will be brought to the Menu and Content tab. We know that some presentations may not have any menus at all and that some may want to have several, so you can add as many or as few as you would like with the "Add Menu Item" text bar.

Step 6

Poster Page - Content

Once you have created a menu title, this is where you are able to upload any content related to each menu, such as text, informational PDF's, images, videos, or references that you may want to share with your viewers. Once finished uploading content to all of your menus, click "Save".



Step 7

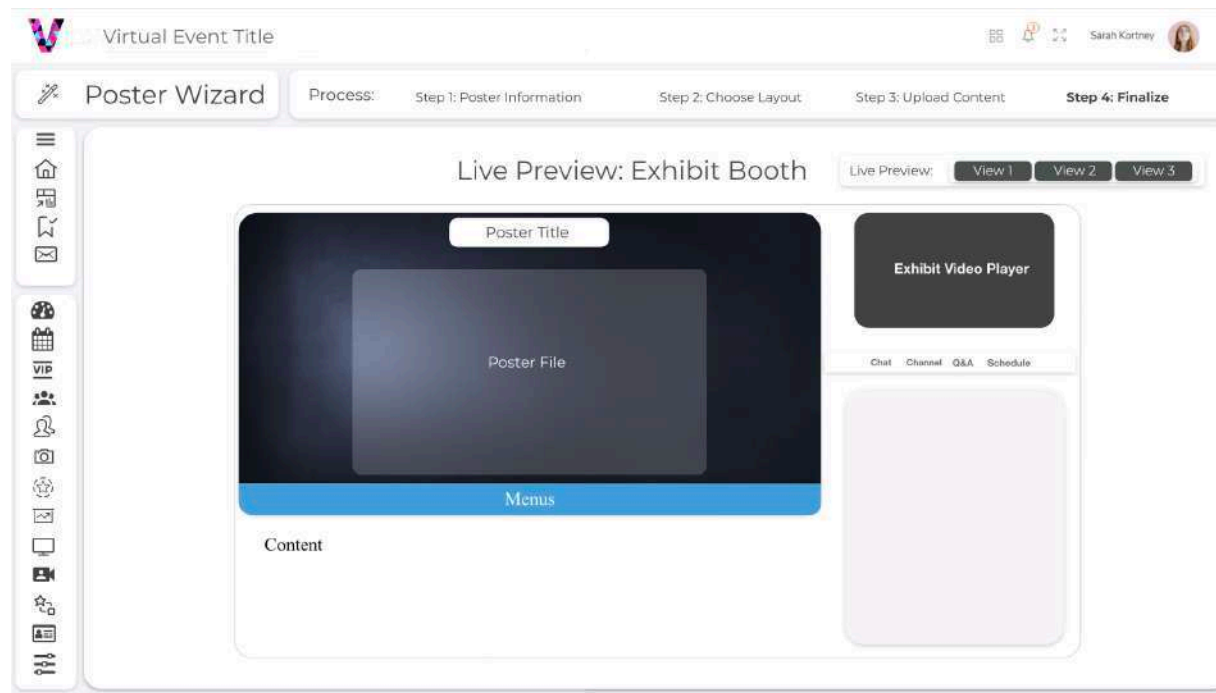
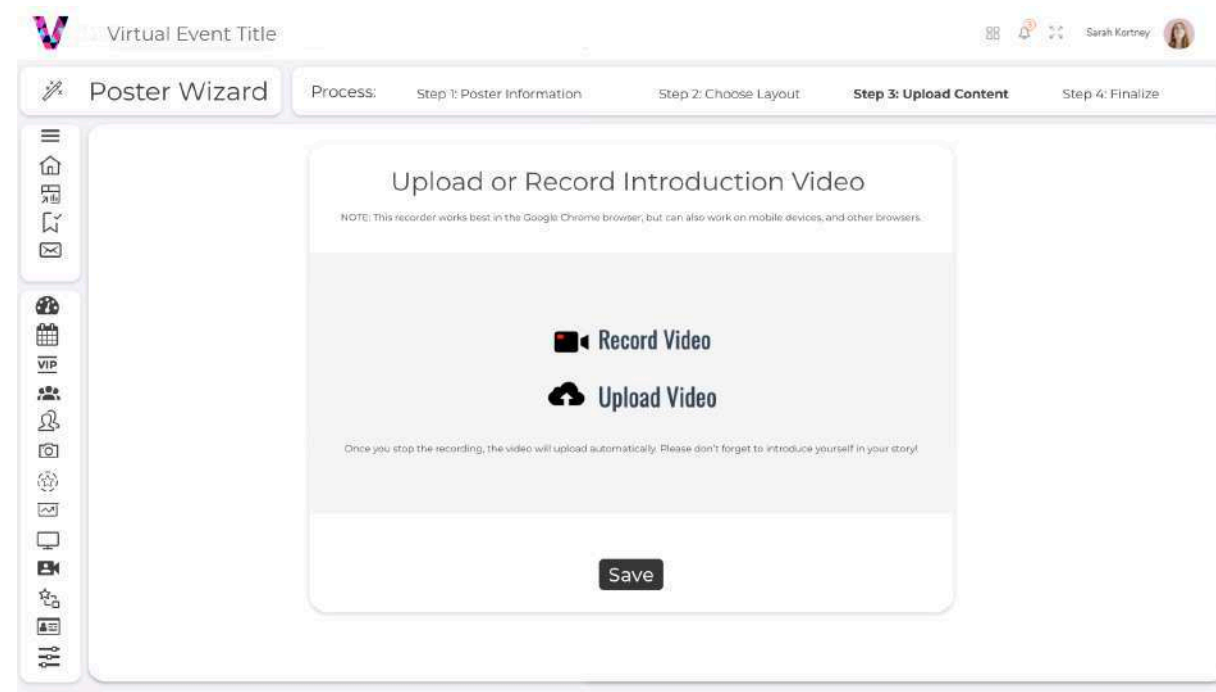
Poster Page - Video Upload

Once you have input all of your content, you will have the option to record or upload a video where you can discuss your poster. This video can be used to walk attendees through your poster, review references, or discuss any potential follow up work needed.

Step 8

Poster Page - Preview

Great, You have uploaded all of your information! Now you will be able to preview a sample of what your completed poster presentation will look like. Please keep in mind that the platform background images and color schemes may change closer to your event, as the event branding and design is finalized but your content will remain exactly as you see it! Please keep in mind during the event, attendees will have the option to enlarge your poster for easier reading and viewing.



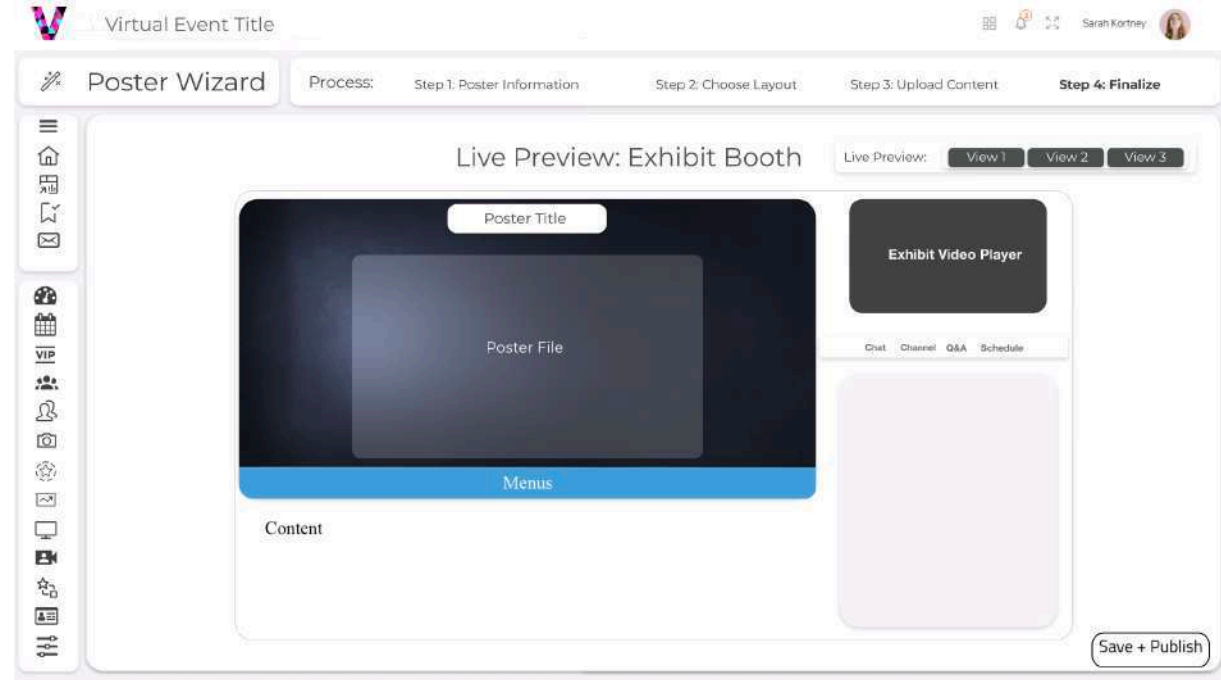
Step 9

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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