

CREATING YOUR **POSTER SESSION** IN ACCELEVENTS:

REQUIRED FIELDS:

- **UPLOAD LOGO IMAGE**
- **EXHIBITOR DESCRIPTION**
- **UPLOAD POSTER SESSION RESOURCES WITH SHORT EXPLANATION**



OPTIONAL FIELDS:

- **SHORT DESCRIPTION - WHAT IS YOUR SESSION ABOUT (IN 160 CHARACTERS)**
- **LINKS TO YOUR SOCIAL MEDIA**
- **UPLOAD EXPO CARD IMAGE**



Creating Your Poster Session in Accelevents:

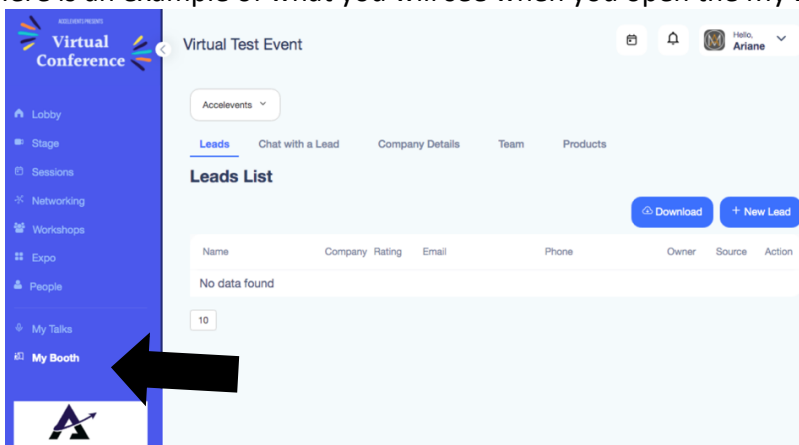
This document will outline how to update your Poster Session booth in Accelevents for both the required and optional fields.

- Please note that you are **required** to fill in the following information:
 - Upload your Logo Image
 - Add an Exhibitor Description
 - Upload poster session resources with short explanation

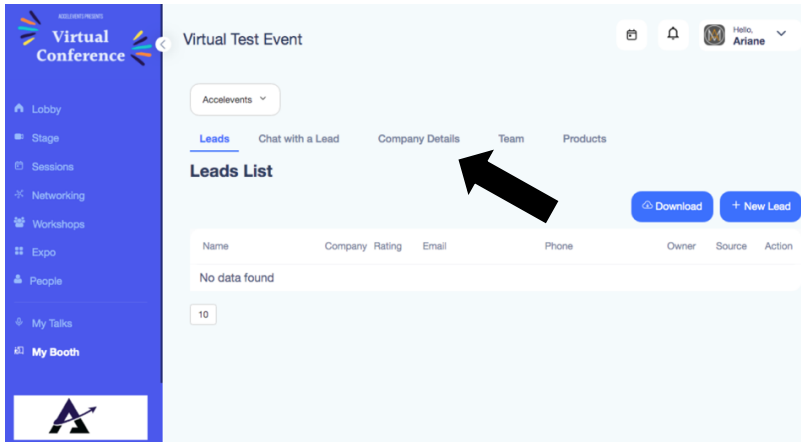
REQUIRED FIELDS:

1. Access the My Booth tab in the Virtual Event Hub:

- You will receive an access link to the UWTL event via email.
- Once you receive access, click the **Access the Account** button found in your email to sign into your account (if you have already created one) or if you have not created one, you will do so now using your email address and your own unique password.
- Once logged in, the **My Booth** tab will open in the virtual event hub.
- This is where you will start updating your booth information.
- Here is an example of what you will see when you open the My Booth tab:



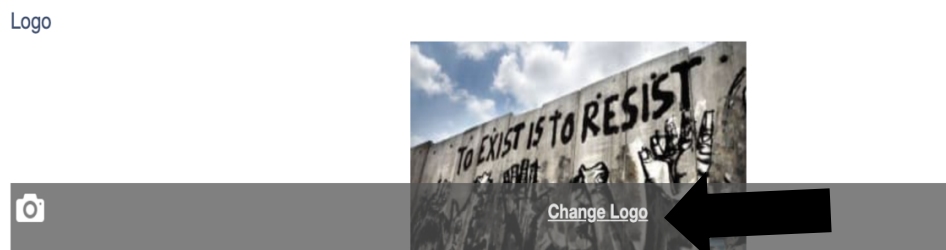
2. Navigate to the “Company Details” Tab:



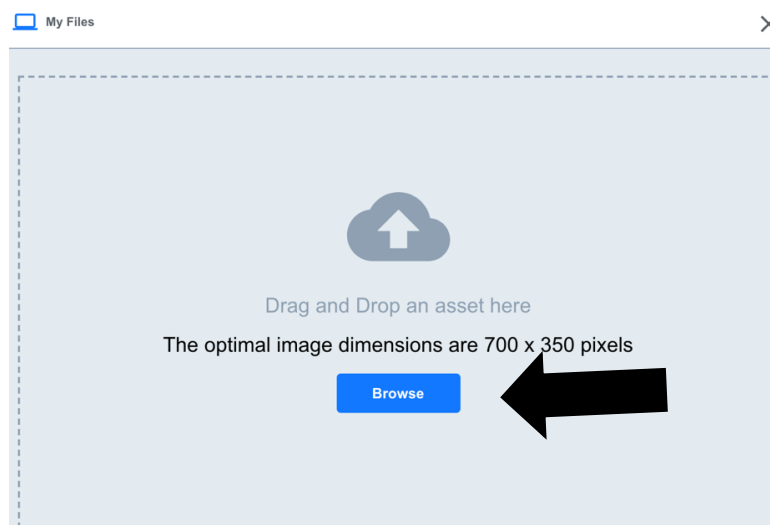
- Once you click on the Company Details tab in your booth, you can begin updating your booth information.

3. Upload your Logo Image

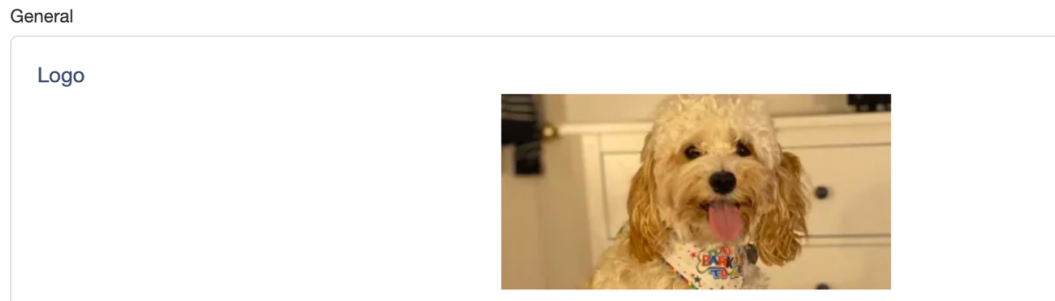
- Within the **Company Details** tab under **General**, click the **Change Logo** option under **Logo** tab.



- Select your desired image and click upload.



- After you are done selecting your image, click upload and it will appear under the **Logo** tab. Below is an example of how your Logo Image will appear once it has been successfully uploaded.



4. Add your Exhibitor Description

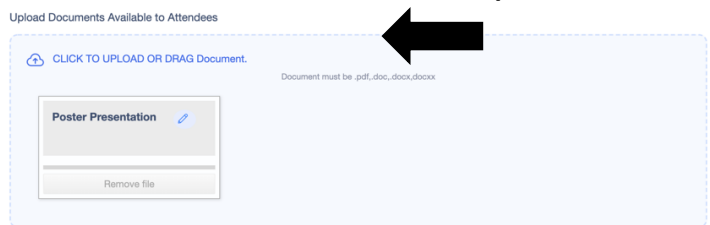
- Within the **Company Details** tab, you will scroll down to the **Exhibitor Description**.



- Add your Description to the Exhibitor Description as pictured above.
- In your Exhibitor Description, please include a short synopsis of your poster session indicating what resources your attendees should download and who they should reach out should they have any questions about your session.

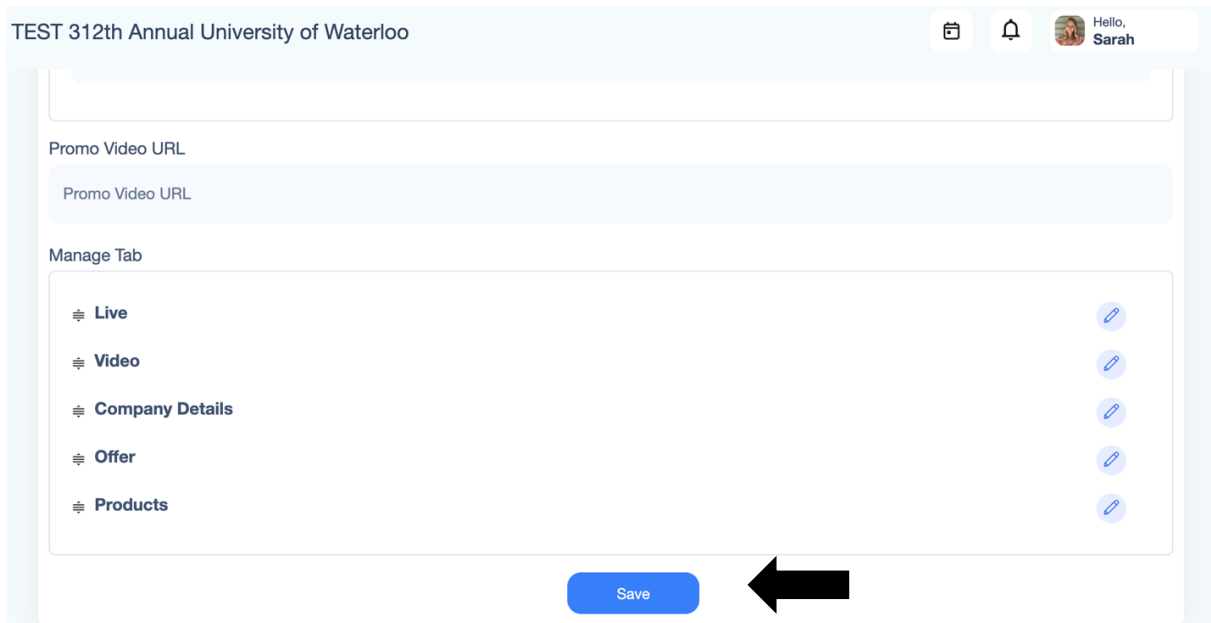
5. Upload poster session resources

- Within the **Company Details** tab, scroll down to **Upload Documents Available to Attendees**, and upload your poster resources here.
- **NOTE: ALL documents uploaded must be in pdf, doc, docx, or docxx format**



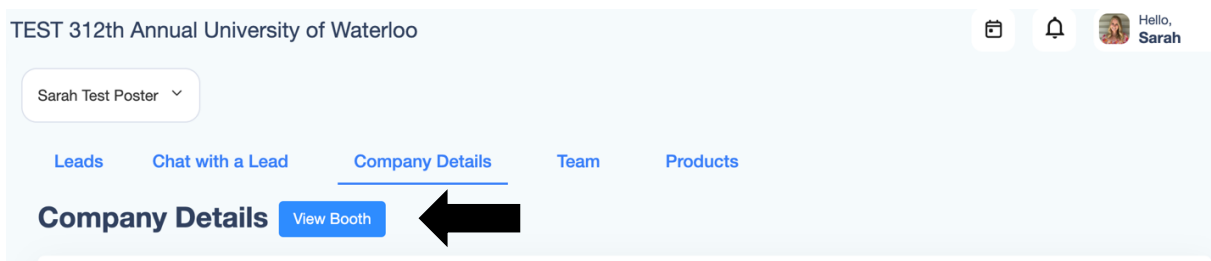
6. Save the updates to your booth

- To save your edits, scroll to the very bottom of the page in the **Company Details** tab and click save.



7. Preview your Booth

- To preview your edits to ensure they saved correctly, scroll back up to the top of the page in the **Company Details** tab and select the **View Booth** icon placed to the right of the **Company Details** heading.



- By viewing your booth, your edits to your page will appear.

OPTIONAL FIELDS:

After you are done updating the required fields, you can choose to update the following (optional) fields:

- Provide a short description of what your poster session is about (in 160 characters)
- Provide your attendees links to your social media accounts
- Upload an Expo Card image

1. Upload Short Description

- Within the **Company Details** tab in **My Booth**, scroll down to **Short Description** to upload a short description of what your poster session will cover.

Short Description

Short Description

Characters Remaining: 160

2. Linking your Social Media Accounts

- Within the **Company Details** tab in **My Booth**, scroll down to **Add Social Links**
- You can add in the links to your various social media accounts. If you leave a particular platform blank, it will not appear on the Poster Session page for your attendees to access.

Add Social Links

Facebook

facebook

Twitter

twitter

Instagram

instagram

LinkedIn

linkedIn

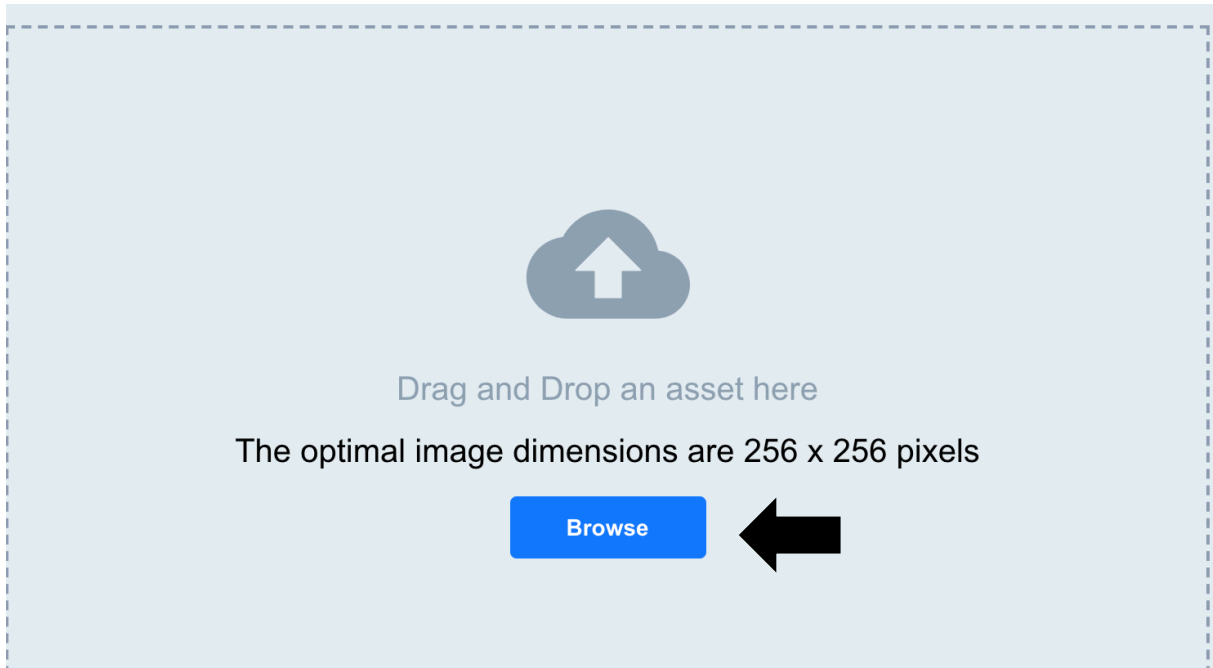
3. Upload an Expo Card Image

- Within the **Company Details** tab under **General**, click the **Change Background Image** option under **Expo Card Image** tab.

Expo Card Image

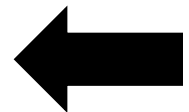
Change Background Image

- Select your image from your desktop. You select the image by clicking browse. This will direct you to your computer where you can select your desired image.



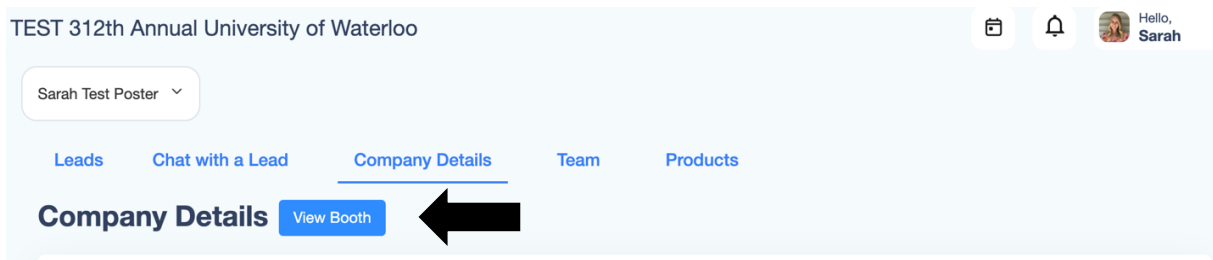
- After you are done selecting your image, click upload and it will appear under the **Expo Image** tab. Below is an example of how your Logo Image will appear once it has been successfully uploaded.

Expo Card Image



4. Preview your Booth

- To preview your edits to ensure they saved correctly, scroll back up to the top of the page in the **Company Details** tab and select the **View Booth** icon placed to the Right of the **Company Details** heading.



- By viewing your booth, the edits you made to your booth will appear.