

## BEFORE YOU START

### Checklist

#### POSTER

- I have my poster ready.
- It is saved as pdf file on my computer.
- I considered the recommended format.

#### POSTER PITCH

- I have pre-recorded my poster pitch.
- I considered the time limit of three minutes max.
- It is saved as MPEG-4 video on my computer.
- I have added the mandatory disclosure slide.
- I checked the file and I am happy with the recording.

Then you are ready to go!

## UPLOAD OF YOUR POSTER AND YOUR POSTER-PITCH VIDEO PRESENTATION

Log-in into the vEMIM abstract submission system with your self-given credentials via [https://www.eventclass.org/contxt\\_emim2020/](https://www.eventclass.org/contxt_emim2020/)

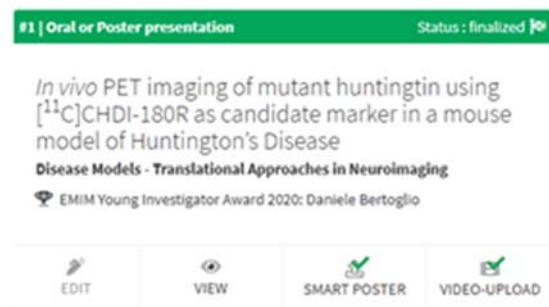
Make sure that you have accepted your presentation(s) within the system:

Select “My presentations” at the menu left – in case the green button “Accept presentation” is still visible, press it before you proceed.

**IMPORTANT:** an upload is only possible for accepted presentations. Only the PRESENTING AUTHOR can accept a presentation!

Once checked, select “Submissions” at the menu left – per submissions your upload options will be shown.

- 1) Select “SMART POSTER” to upload your pdf file of your poster, an upload window pops-up



Tick at the respective icon and select pdf file from your computer. The upload starts immediately. The successful upload will be indicated with a green checkmark:

- 2) Select “VIDEO UPLOAD” for upload of your poster-pitch video, an upload window pops-up

Tick at the respective icon and select video file from your computer. The upload starts immediately. The successful upload will be indicated with a green checkmark as indicated at the figure above.

Make sure to use the email address you are registered with at the abstract system. In case you cannot remember your password, use the Login Recovery Tool at the bottom right.