

## **How to Submit an e-Poster Using the ePosterBoards Web Upload**

- 1) Gather your files. Be sure to include the eposter file, as well as any videos, as videos sometimes do not embed properly.
- 2) Visit <http://eposterboards.com/e-poster-upload/>
- 3) Fill out the form, choosing your event, SSWR Conference, from the dropdown list
- 4) If you have already submitted a poster, and this is an update, please specify that in the 'special instructions' text box.
- 5) Upload all of your files with the upload button. Note the maximum size for an upload is 100MB. If your files are greater than that, contact us and we will work with you directly to get your files.
- 6) When the upload completes, you'll see a confirmation page. You'll also receive an email confirmation. If you don't see either confirmation, try again.
- 7) Feel free to contact us with any questions or problems.