



## How to Run Your Live Poster Session

Having problems with or questions about the platform?

Email [mike@gravesshow.com](mailto:mike@gravesshow.com) or click "Live Support" in the top right menu bar during the hours of 10:00 am-12:00 pm ET.

### TRY OUT YOUR POSTER ROOM BEFORE YOUR LIVE SESSION

Starting Monday, March 15 you can go into your poster room and do a test run to try out the features and make sure you are familiar with how to run the live poster session. **We strongly recommend you do this well in advance of your live session.**

1. [Click here to view a brief training video](#) as this will give you a general overview of what to expect.
2. Make sure you are using the **latest version of Chrome**.
3. **Recommend using headphones** for optimal sound quality as they will significantly reduce background noise picked up by computer speakers.
4. Go to your poster room at least 10 minutes prior to the start of your live session.
5. **To access your poster room, click on your Poster Session from the Timeline**, find your presentation and click "View My Presentation".
6. **To start your poster session, click the orange "Start my Presentation" button**. Your poster session will now be live. (If testing prior to your session, the button will say "Start Practice Session.")
  - As the presenter you will be on video. You will be able to hear attendees but not see them.
  - You must screenshare your poster so attendees may view the poster when they enter your room.
    - Open your poster file and set it to full screen mode.
    - Click the "screenshare" button under your video and select share "Application Only".
  - You are now ready to accept attendees as they will be able to see you and your poster.

7. **To allow attendees into your room, you will need to monitor the Queue box located on the right side.** You will hear a “ding” when someone wants to join. We recommend that you click “Accept All”.
  - a. Keep the Queue box open and monitor it closely even when chatting with attendees already in your session. Attendees will be going “in and out” of rooms during the 1-hour poster session. Attendees may join the queue at any time during your 1-hour session.
  - b. If you are participating in the Poster Awards, the Poster Award Committee members will be visiting your room to speak with you.
  
8. During your poster session:
  - a. Give a brief presentation of your poster.
  - b. Invite people to ask questions about your poster. Ask attendees to state their name before asking their question since other attendees won’t know who else is in the room. You are able to see the attendees in your room by clicking on the “Attendees” tab.
  - c. We encourage this to be an active discussion among you and the attendees. There is a Discussion Box which some attendees may use but this should be a live conversation.
  
9. **Ending your session:** There are two options for ending your session.
  - a. Do nothing as the session will automatically close at the scheduled end time.
  - b. Click the “End Presentation for All” button.
  - c. You may continue conversations using the “Meeting Hub” feature.
  - d. NOTE: These live poster sessions will NOT be recorded.

## Go to Page 3 to See What Your Poster Room Will Look Like

### **IMPORTANT NOTE ABOUT YOUR ON-DEMAND POSTER**

Your electronic poster will be located in the On-Demand Content box (located on the Main Timeline page). You may sort using the Advanced Filter feature to define your search. You will notice that your poster presentation appears twice as one will be listed for Poster Session A and the other for Poster Session B. Attendees will be able to ask questions in both locations, so you will need to check the Q&A and Discussion Chat boxes on both pages.

**As a reminder, you are expected to check your chat boards at least twice daily during the Conference week and at least once per week after the Conference through April 25.**

## Sample Poster Session Room

Click here to start or end presentation

Evaluating the therapeutic potential of metformin against dengue  
Poster Session Review  
10:30am - 11:00am

End Presentation for All



**Your controls: Mute, Video, Screenshare**  
(when you are sharing your screen, you will see that in the box below)

portalapp.gravesshow.eventsair.com is sharing a window. Stop sharing Hide



ADMIN MODE



LIVE SUPPORT



ON/OFF



RM

Regina Mohr  
Co-Host Meetings

This session ends in  
**33m**

No further events today

**Queue – Click “Accept All” to let attendees into your room.**

Presentation Information

Queue

Mike Graves  
Graves Show Productions

In Queue 19s

Deny

Accept

Accept All

**Attendees – Open this tab to see who is in your room. You can mute/unmute people here also.**

Attendees

Meeting Hub

Discussion Forum

