

The Union

WORLD CONFERENCE ON LUNG HEALTH 2022
COMBATING PANDEMICS: TODAY & TOMORROW

Virtual Event November 8-11

E-POSTER PRESENTERS STEP-BY-STEP INSTRUCTIONS

worldlunghealth.org

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This document explains:

- 1) how to access your e-poster dashboard,
- 2) how to upload your e-poster PDF,
- 3) how to record an audio description that will be added to your e-poster on the conference platform,
- 4) how to interact with attendees via chat during the event.

1. Accessing the dashboard

On 21 September (or 27 in case you are a TBScience e-poster presenter), you will receive an invitation email to access the platform where you can upload your e-poster PDF and create an audio recording.



You are invited as e-poster presenter for "EP-01-XX e-poster title" at UnionConf 2022

Dear Anouk Pijstra,

You have been invited as a e-poster presenter for the e-poster "EP-01-XX e-poster title" at the UnionConf 2022. Please click the button below to access your personal e-poster presenter dashboard.

[Open dashboard](#)

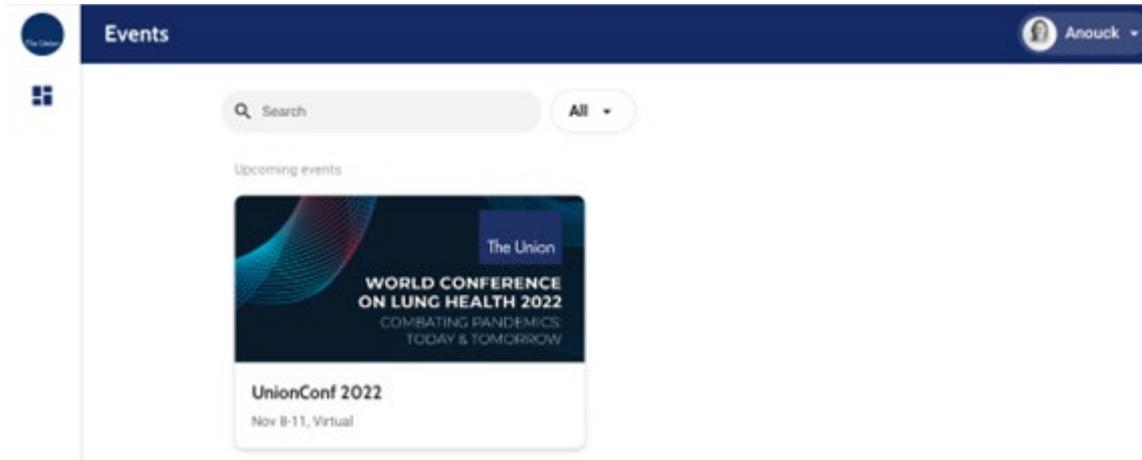
1. Accessing the dashboard

When you click on the button “Open dashboard”, you will first be asked to sign in or create an account. If you have created an account last year with the same email address, then you can use the same account and sign in. If not, then you will have to create a new account. Note: It is important to sign in or create an account with the email address on which you received the invitation.

We advise you to access the dashboard in Chrome or Microsoft Edge browsers.

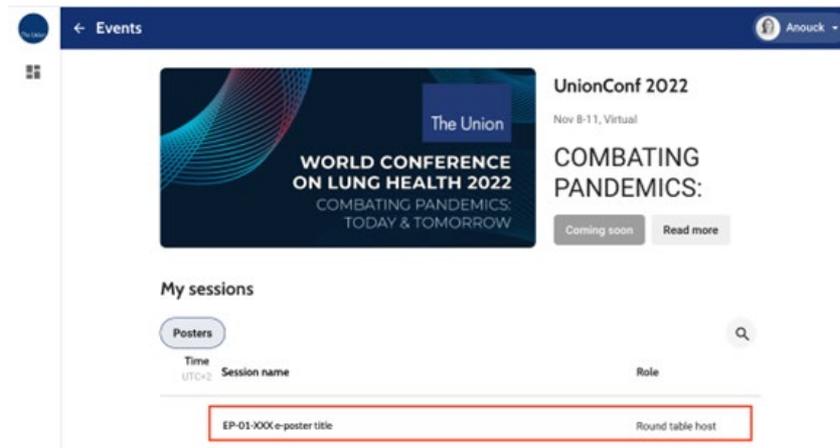
Once you have created the account or signed in, you are directed to the homepage of the platform where you will find the **UnionConf 2022** event tile:

1. Accessing the dashboard



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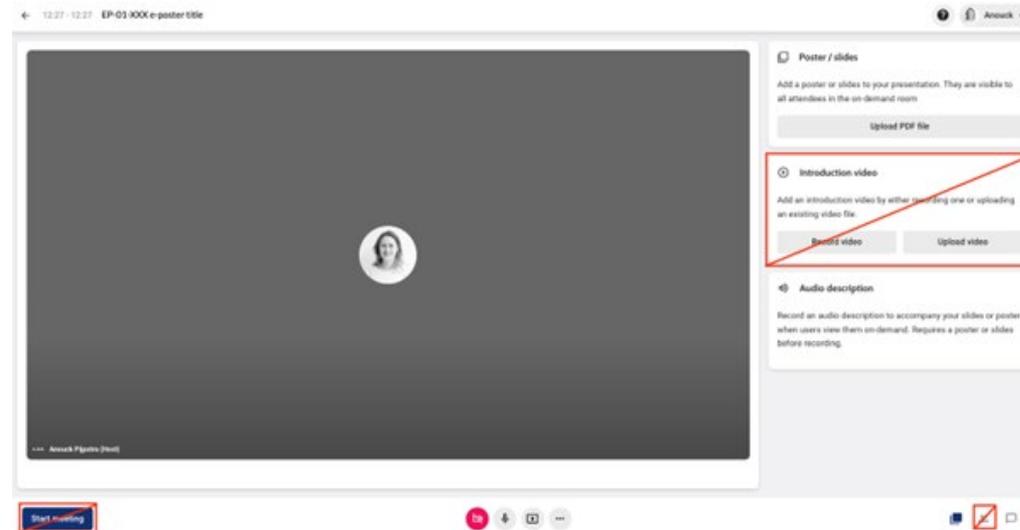
Click on the **UnionConf 2022** event tile, to find the e-poster(s) for which you have been invited. To open the e-poster presenter's dashboard, click on the title of your e-poster:



The screenshot shows a web interface for the UnionConf 2022 event. At the top, there is a navigation bar with a back arrow, the word "Events", and a user profile icon for "Anouck". Below the navigation bar, there is a large event tile for "UnionConf 2022" with the subtitle "COMBATING PANDEMICS: COMBATING PANDEMICS: TODAY & TOMORROW". The tile includes a "Coming soon" button and a "Read more" button. Below the event tile, there is a section titled "My sessions" with a "Posters" filter button and a search icon. A table of sessions is displayed below the filter, with columns for "Time (UTC+2)", "Session name", and "Role". One session is listed: "EP-01-XXX e-poster title" with the role "Round table host".

Time (UTC+2)	Session name	Role
	EP-01-XXX e-poster title	Round table host

This is what your dashboard will look like upon entering:



IMPORTANT! For this conference, you have been asked to only upload your e-poster PDF and to create an audio description. Therefore, we urge you not to use the ‘Start Meeting’ or ‘Introduction video’ features. These features are crossed out in the screenshot above.**

2. Uploading your PDF [Salto de ajuste de texto]

Please, make sure you are using the appropriate template and follow the e-poster guidelines provided by our team. They are available on the [conference website](#).

On the right side, click on ‘Upload PDF file’ to upload your one-page PDF.

 **Poster / slides**

Add a poster or slides to your presentation. They are visible to all attendees in the on-demand room

Upload PDF file

Only once you have uploaded your PDF, the button to “Record audio” will become available. Click here.

 **Audio description**

Record an audio description to accompany your slides or poster when users view them on-demand.

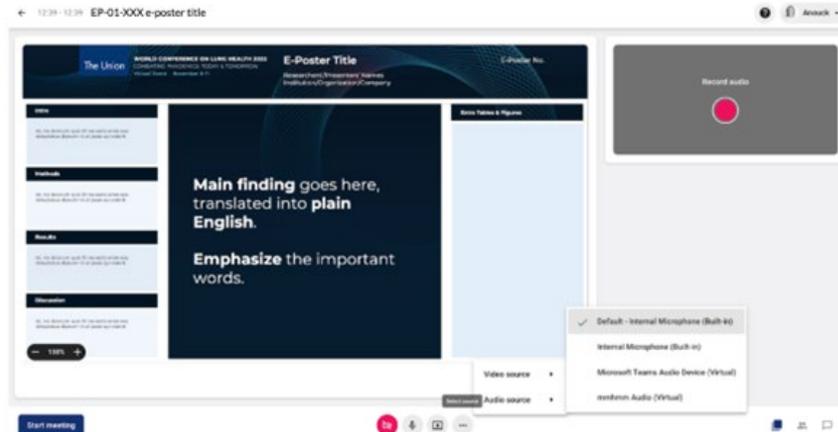
Record audio

3. Recording your audio description

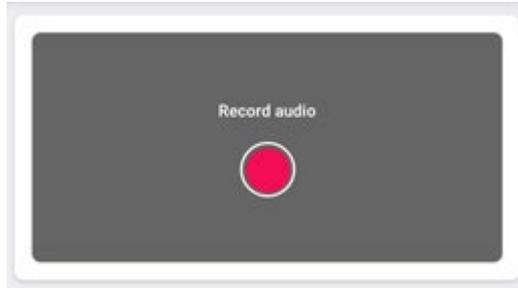
To avoid distractions, we advise closing other apps and turning off your notifications for the duration of the recording. For more tips, please see [this article](#).

First, make sure to check your audio. Enable the audio by clicking on the microphone icon in the bottom-middle. To select another audio source, you can click on the button with the three dots (⋮) and then “audio source”.

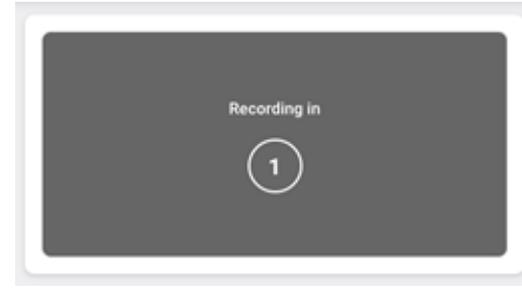
3. Recording your audio description



When the audio is set-up, click on the red button below “Record audio” in the audio frame, a timer will count down from 5, after which your audio will be recorded.

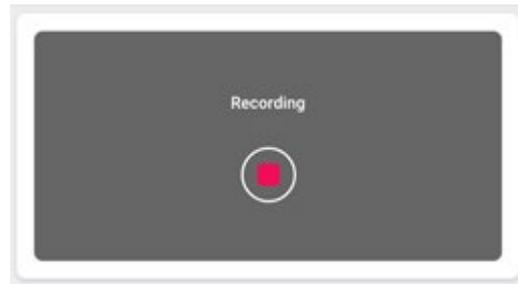


To start recording



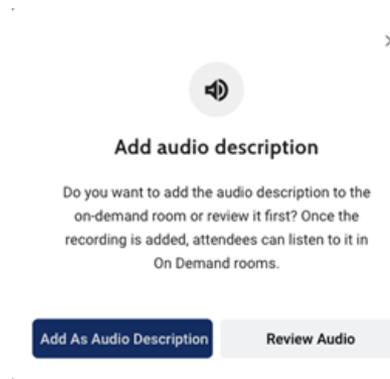
Countdown

3. Recording your audio description



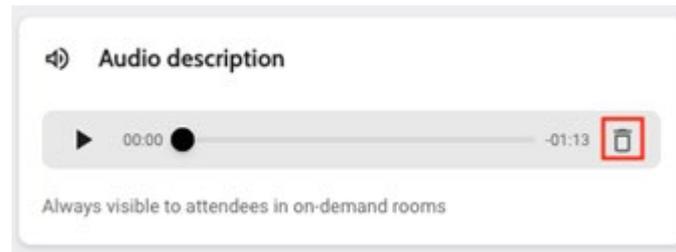
Recording started

Please **make sure to leave a few seconds before you start speaking and finish speaking to avoid being cut off**. When done, click on the red button to stop recording. A popup window will ask you whether you would like to directly add your recording as the audio description, or if you would like to review it first:



If you click on *Review Audio*, you can click play to listen and browse through it. You can then add it to your e-poster by clicking the *Add as audio description* button on the bottom left. If you wish to re-record, then choose to *Delete* and record again.

Have you added the audio description right away, but wish to record again? A trash icon appears when hovering over the playbar:



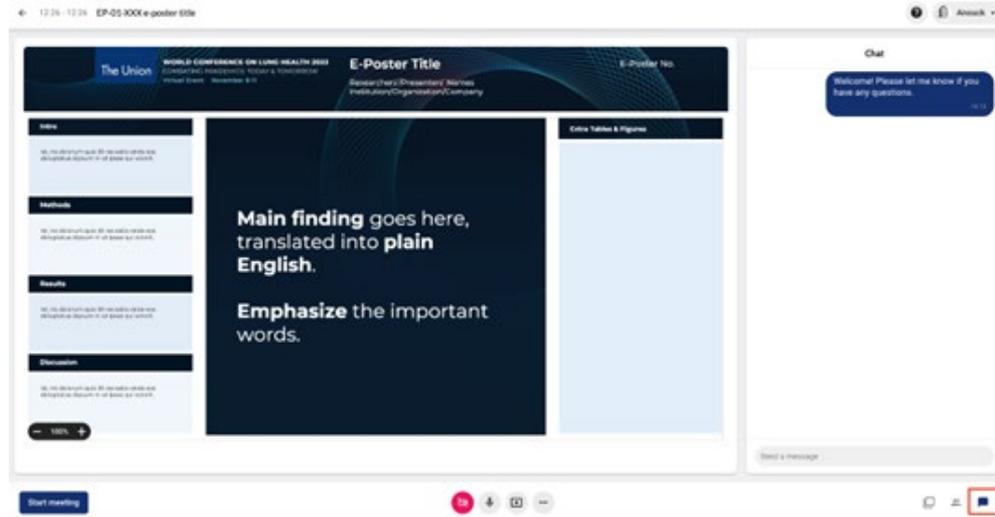
Once you are ready with your final audio recording, you can close the window or leave the dashboard by clicking on the ← sign on the top left corner of the page.

The recordings will become available to the audience on 8 November at 10:00 CET

4. During the event

During the event, attendees can send chat messages to interact with you and other attendees on the e-poster page. You can see the incoming chat messages and reply to them on your dashboard.

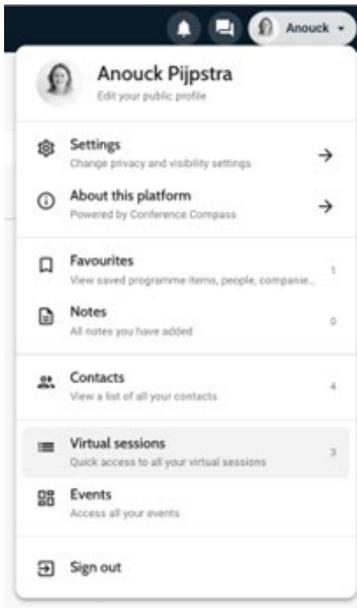
4. DURING THE EVENT



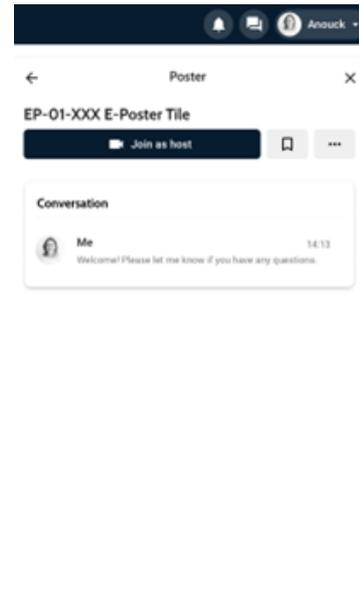
4. DURING THE EVENT

Click on the chat icon (the third icon) at the bottom right of the screen, this will open the chat window. When outside your dashboard, you will receive notifications on the platform when new messages are coming in.

In addition to what is described in step 1, during the event, you can access your dashboard in 2 more ways:



1. Open your profile



2. Find your e-poster, choose *Virtual Sessions*, e-poster list and *Join as host*

Thank you!

Technical questions about troubleshooting should be directed to
cc.unionworldconference@gmail.com
For any queries about your presentation, please email
scientific@theunion.org.