

## General information

HIVR4P hosts an online repository of conference posters for delegates and others to view, download and reference after the meeting concludes. Uploading your poster will allow you to increase access and help openly share your work with those who could not attend the meeting, thus extending the discussion beyond the conference walls.

Please prepare your poster presentation in accordance with the [poster guidelines](#) before submitting your ePoster. You should submit the same poster presented at HIVR4P 2018.

- **Do not enable** document encryption or password protection.
- **Limitations:** Maximum number of pages per upload is one. The file size should not exceed 10 Megabytes.
- **File format:** The presentation must be in the PPT, PPTX or PDF format to be accepted (Windows, Mac or Linux). Please note that all uploaded presentations will be converted and published in PDF format.
- **Animations:** Avoid overlapping animated objects or serial animations. Only the final view/status per slide will be visible as all uploaded presentations will be converted and published in PDF format.

## Three easy steps to submit your ePoster

Please use your personal login data received via email to enter the ePoster upload system and upload your file(s).



**Step 1 (Upload):** After entering the system, please click the upload icon on the first page (please refer to the image on the left). Click on “upload file” and select the file that you would like to upload from your computer. The upload progress bar will then appear. Please do not interrupt the upload process until the file has been fully uploaded (100%) and verified by the system. Click on the “Next Step” button to continue.



**Step 2 (Preview):** Click on the file that you would like to review. NOTE: The preview will open in a new window of your browser. Use the “Next Step” button to continue or use the back button if you want to upload a different file.



**Step 3 (Publish):** Read the publication conditions carefully, check the mandatory fields and click on next step to publish and finalize your ePoster submission. This step will display your poster in the ePoster Gallery.



**NOTE:** You will be able to delete and replace an uploaded or published ePoster by clicking on the DELETE button.

You will receive a confirmation email after your ePoster has been uploaded and published.

If you have any questions, please feel free to contact us at [hivr4p2018@abstractserver.com](mailto:hivr4p2018@abstractserver.com)

**Please upload your ePoster by 22 October 2018. ePosters will be available for viewing on Friday, 26 October 2018.**