# Electronic Poster Presentation Submission and Audio Recording Instructions

**Electronic Posters and Audio Recording**
All posters should be converted into a PDF file and submitted via the task list in Cadmium. You will have the optional choice to record audio with your poster in Cadmium. You should have received an email with login information previously; if you do not have your login information please contact us [here](#).

**Format**
You must save the completed presentation as a file in PDF format.
- In PowerPoint this is done via the "Save As" menu
- In Keynote it is under the "Export" Menu
- In Word this is under "Save As"

We recommend your poster is in landscape orientation.
Your file can only contain **1** page.

**Audio**
Audio will be recorded within the Cadmium system 5 minutes after you have submitted your poster.
It is recommended that you have a headset/microphone when recording audio so that it is clear.

**How to Submit and Record Audio for Your Poster**
1. Using the link, password and access key that was emailed to you, enter your information on the site.
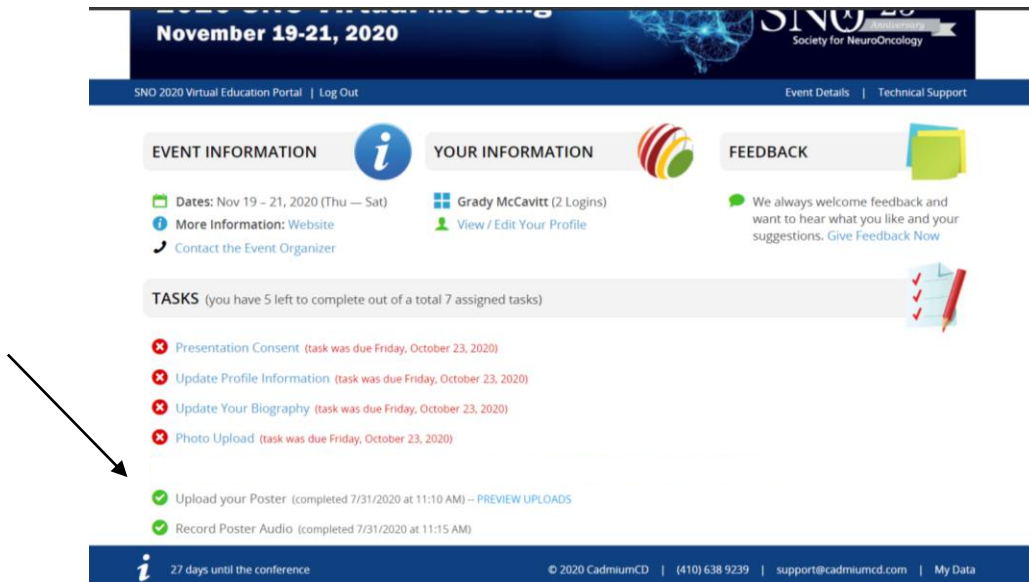
2. Once you have logged in you will be taken to the "Task" page to complete all of your respective tasks. Please be mindful of due dates.
3. Select the "Upload your Poster" task.



4. Once you are in the task, scroll down and click the "Choose File" button. A pop up of the files in your computer will open.
5. Please select your respective file and click on the "Open" button.
   a. Please note that you will only be allowed to submit a PDF file.
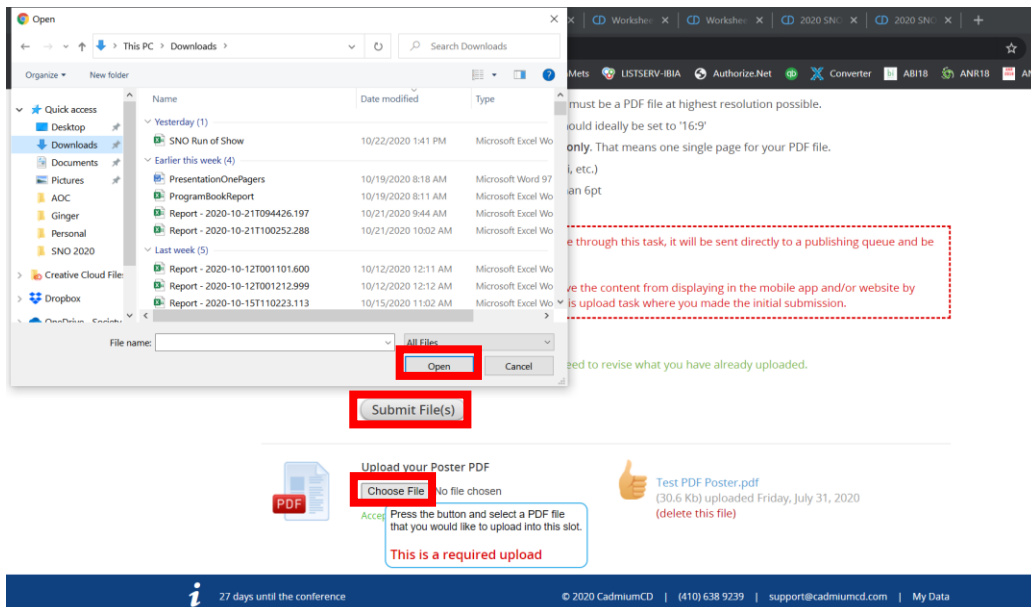


6. Once you click on "Submit File" and the poster has been successfully uploaded, your poster will be available on the right side of the screen for you to view.

7. **To record audio** for your poster, return to the Task Page and wait 5 minutes for the system to record that you have submitted a poster.
8. Select the "Record Poster Audio" task.



9. Scroll down and select to record your audio by selecting the "Start Recording" blue button. You will be able to listen to your audio once you are done and delete as many times as needed.
   a. Please be mindful to keep your recording under 5 minutes.
10. When you are satisfied with your recording, scroll up and click on the "Complete Task" button.

## How to Update a Presentation/Poster with an Updated File

1. **To replace** your presentation/poster with an updated file, return to the Task Page and
2. Select the "Upload your Presentation/Poster" task.



3. If you have more than one presentation/poster select the respective presentation/poster you would like to update

4. Scroll down and click on "Delete this file"
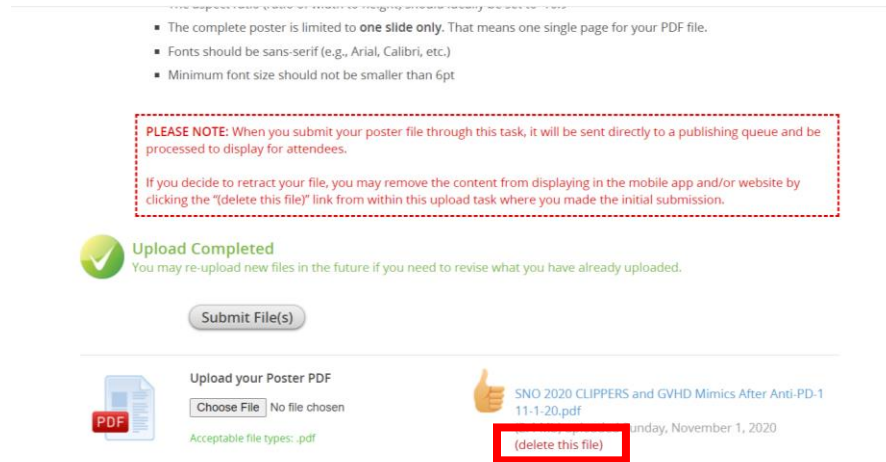


5. Please select your respective file and click on the "Open" button.
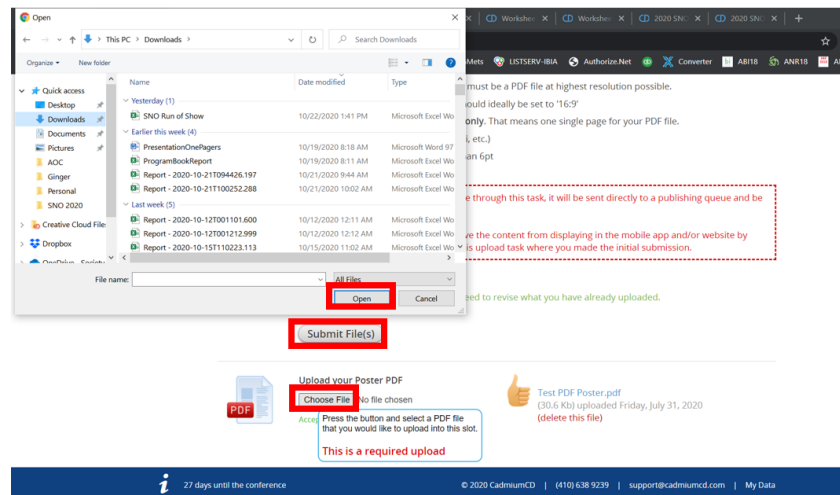


6. Once you click on "Submit File" and the presentation/poster has been successfully uploaded, it will be available on the right side of the screen for you to view.

**Technical/Upload Questions?** Please contact Ginger Vazquez at ginger@soc-neuro-onc.org.