

SNO 2020 Virtual Conference November 19-21, 2020



SNO^x

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.



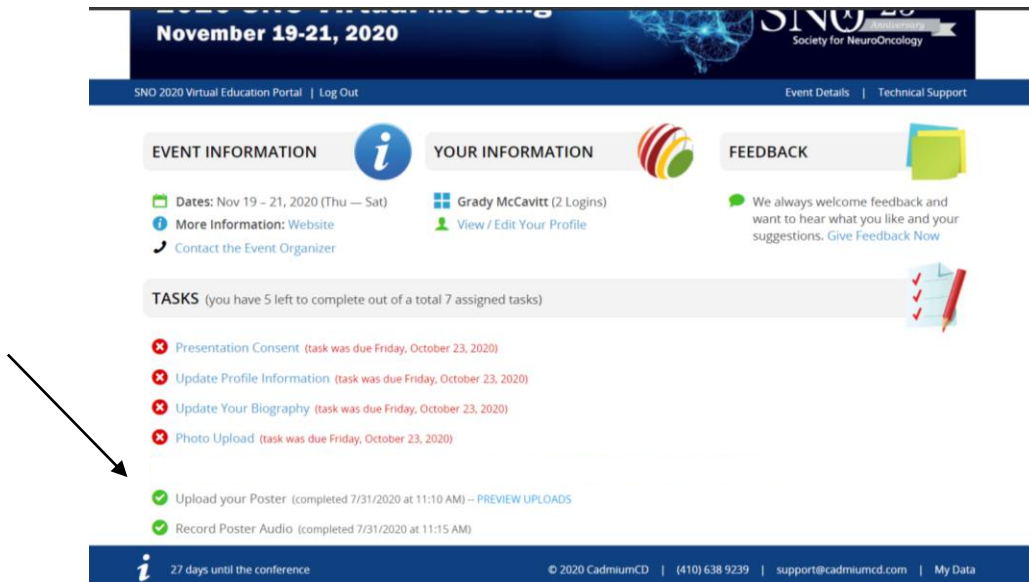
SNO 2020 Virtual Education Portal - Poster(s)

You will be using this portal to upload your poster(s), record your poster audio, update your contact information and submit your consent to the virtual conference. Please login below and complete each assigned task(s).

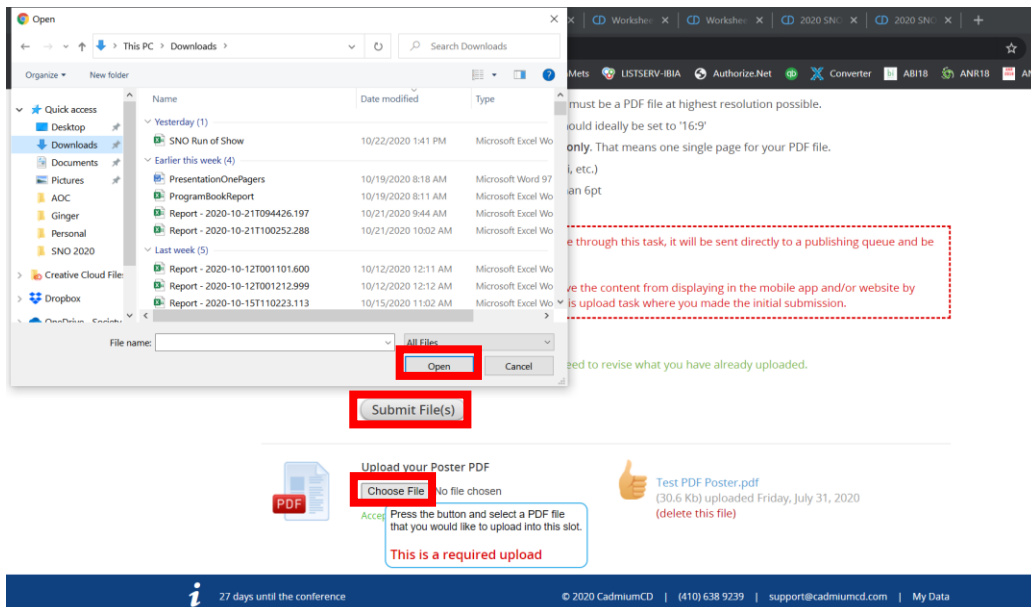
Log In below

Lost your access key?

- 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.
- Select the “Upload your Poster” task.



- 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.
- Please select your respective file and click on the “Open” button.
 - Please note that you will only be allowed to submit a PDF file.



- 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.

SNO 2020 Virtual Education Portal | Log Out | Tasks Complete! | Event Details | Technical Support

EVENT INFORMATION **YOUR INFORMATION** **FEEDBACK**

Dates: Nov 19 - 21, 2020 (Thu - Sat)
More Information: Website
[Contact the Event Organizer](#)

Carlen Yuen, MD (6 Logins)
[View / Edit Your Profile](#)

We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

TASKS (you have 1 left to complete out of a total 7 assigned tasks)

- ✓ Presentation Consent (completed 11/1/2020 at 1:14 PM) [PREVIEW](#)
- ✓ Update Profile Information (completed 11/1/2020 at 1:14 PM)
- ✓ Update Your Biography (completed 11/1/2020 at 1:19 PM)
- ✓ Photo Upload (completed 11/1/2020 at 1:22 PM) -- [PREVIEW UPLOAD](#)
- ✓ **Upload your Poster** (completed 11/1/2020 at 1:23 PM) -- [PREVIEW UPLOADS](#)
- ✓ Record Poster Audio (completed 11/1/2020 at 1:25 PM)

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

UPLOAD YOUR POSTER

Poster Presentation Requirements:

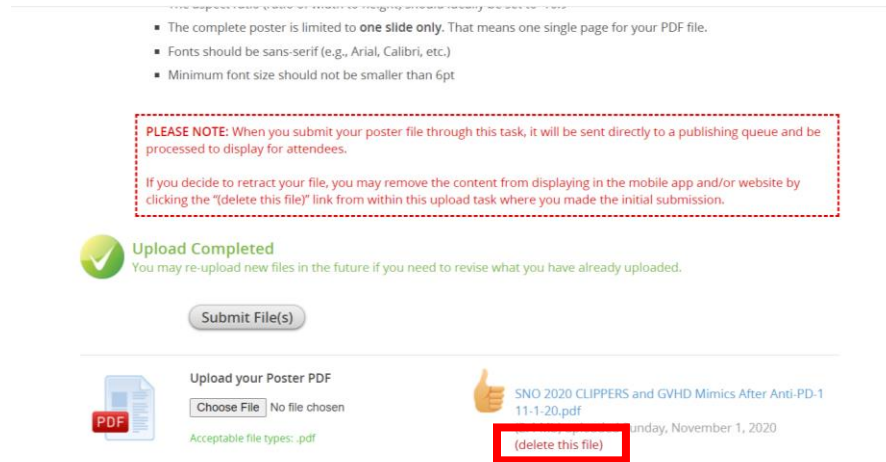
- For publishing purposes, the poster upload must be a PDF file at highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to *16:9*
- The complete poster is limited to **one slide only**. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Minimum font size should not be smaller than 6pt

Please click on each presentation title in order to upload for each presentation.

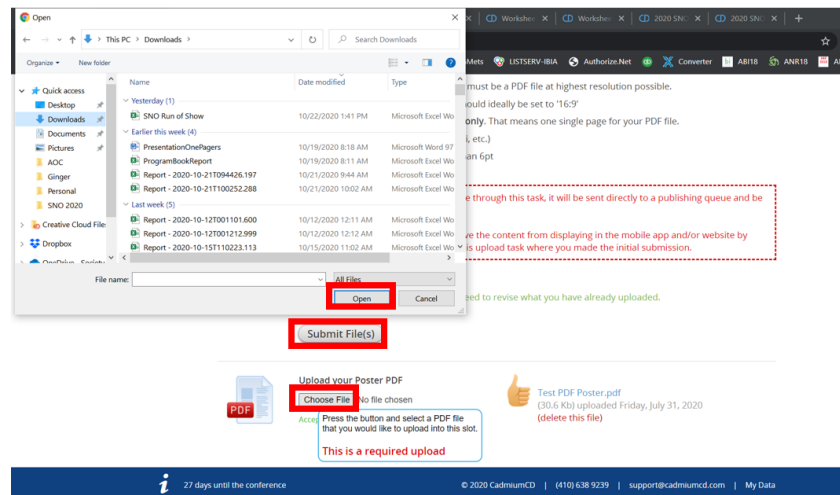
Adult
[Neurologic Immune-Related Adverse Events Mimics Risk Factors and Mechanisms: CLIPPERS and Aseptic Meningitis](#)
✓ Upload your Poster upload completed

Adult
[Neurotoxicity as a Potential Surrogate Marker for Therapeutic Response with Commercial Anti-CD19 CAR T-cell Therapy](#)
✓ Upload your Poster upload completed

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.