# SNO 2020 Virtual Conference November 19-21, 2020

## **Electronic Poster Presentation Submission and Audio Recording Instructions**

SNØ

#### **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 <u>here</u>.

#### 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.

November 19-21, 2020		Society for NeuroOncology
SNO 2020 Virtual Education Portal   Log Out		te Event Details   Technical Suppo
	YOUR INFORMATION	FEEDBACK
<ul> <li>Dates: Nov 19 - 21, 2020 (Thu — Sat)</li> <li>More Information: Website</li> <li>Contact the Event Organizer</li> </ul>	Grady McCavitt (2 Logins)	We always welcome feedback and want to hear what you like and you suggestions. Give Feedback Now
TASKS (you have 5 left to complete out of	a total 7 assigned tasks)	1
Presentation Consent (task was due Friday,	October 23, 2020)	. ,
8 Update Profile Information (task was due l	Friday, October 23, 2020)	
8 Update Your Biography (task was due Frida	vy, October 23, 2020)	
8 Photo Upload (task was due Friday, October	23, 2020)	
Upload your Poster (completed 7/31/2020 a	it 11:10 AM) PREVIEW UPLOADS	

- 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.

Open			×	×   CD Workshee ×   CD Workshee ×   CD 2020 SNO ×   CD 2020 SNO ×   +
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\clubsuit$ > This	PC > Downloads >	・ じ 、으 Search	Downloads	*
Organize • New folder				Mets 😨 LISTSERV-IBIA 🔇 Authorize.Net 👼 💥 Converter 🔟 ABI18 🛞 ANR18 🗮 ANI
A Quick access     Desktop     A Downloads     Downloads     A Downloads     A Do     Gringer     Personal     SNO 2020     Creative Cloud File:     D Oppbox	Name	Date modified 10/22/2020 1:41 PM 10/19/2020 8:18 AM 10/19/2020 8:11 AM 10/21/2020 9:44 AM 10/21/2020 10:02 AM 10/12/2020 12:11 AM 10/12/2020 12:12 AM 10/15/2020 11:02 AM	Type // Microsoft Excel Wo	<ul> <li>must be a PDF file at highest resolution possible.</li> <li>ould ideally be set to '16:9'</li> <li>only. That means one single page for your PDF file.</li> <li>i, etc.)</li> <li>an 6pt</li> <li>e through this task, it will be sent directly to a publishing queue and be</li> <li>ve the content from displaying in the mobile app and/or website by</li> <li>is supload task where you made the initial submission.</li> </ul>
Countrium Coulous <sup>4</sup>		V All Files Open Submit File(s)	r PDF	aed to revise what you have already uploaded.
	PDF 27 days until the conference	Accep Press the button that you would be	n and select a PDF fil like to upload into this <b>quired upload</b>	

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.

SNO 2020 Virtual Education Portal   Log Out		Event Details   Technical Supp
EVENT INFORMATION	YOUR INFORMATION	FEEDBACK
<ul> <li>Dates: Nov 19 - 21, 2020 (Thu — Sat)</li> <li>More Information: Website</li> <li>Contact the Event Organizer</li> </ul>	Grady McCavitt (2 Logins)	We always welcome feedback and want to hear what you like and you suggestions. Give Feedback Now
TASKS (you have 5 left to complete out of	a total 7 assigned tasks)	
8 Presentation Consent (task was due Frida)	y, October 23, 2020)	
Opdate Profile Information (task was due	Friday, October 23, 2020)	
😢 Update Your Biography (task was due Frid	lay, October 23, 2020)	
Photo Upload (task was due Friday, Octobe	r 23, 2020)	
Upload your Poster (completed 7/31/2020	at 11:10 AM) PREVIEW UPLOADS	
Record Poster Audio (completed 7/31/202)	0 at 11:15 AM)	

- 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.

_		
	i	You have the opportunity to add 5 minutes or less audio to your poster. Attendees will hear the audio when they view the poster and it creates a more personal and engaging experience.
		Just click the blue START RECORDING button to record audio from your device's microphone. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.
		Once you have made your recording, click the green SAVE RECORDING button to publish the audio so that attendees can hear it. If you make a mistake, use the red DELETE button to remove your audio and re-record it.
	$\mathbf{\Omega}$	Wednesday, November 18, 2020 9:00 AM – 10:00 AM
	_	CadmiumCD Test (Grady)
		• ●         ●         ● <t< th=""></t<>
		□ I do not plan to submit audio for this poster.
_		
	27 days until the co	nference © 2020 CadmiumCD   (410) 638 9239   support@cadmiumcd.com   My Data

### 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.

Dates: Nov 19 - 21, 2020 (Thu	— Sat) Carlen Yuen, MD (6 Logins	) De always welcome feedback and
<ul> <li>More Information: Website</li> <li>Contact the Event Organizer</li> </ul>	View / Edit Your Profile	want to hear what you like and yo suggestions. Give Feedback Now
TASKS (you have 1 left to comple	ete out of a total 7 assigned tasks)	1
Presentation Consent (complete	ed 11/1/2020 at 1:14 PM) PREVIEW	
Oupdate Profile Information (con	mpleted 11/1/2020 at 1:14 PM)	
📀 Update Your Biography (comple	eted 11/1/2020 at 1:19 PM)	
Photo Upload (completed 11/1/2)	020 at 1:22 PM) - PREVIEW UPLOAD	
Upload your Poster (completed	11/1/2020 at 1:23 PM) PREVIEW UPLOADS	
	d 11/1/2020 at 1:25 PM)	

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

oster Presentation Requirements:
<ul> <li>For publishing purposes, the poster upload must be a PDF file at highest resolution possible.</li> </ul>
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.
<ul> <li>Fonts should be sans-serif (e.g., Arial, Calibri, etc.)</li> </ul>
<ul> <li>Minimum font size should not be smaller than 6pt</li> </ul>
lease click on each presentation title in order to upload for each presentation. duit eurologic immune-Related Adverse Events Mimics. Risk Factors. and Mechanisms: CLIPPERS and Aseptic Meningiti

🥑 Upload your Poster upload completed

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

gh this task, it will be sent directly to a publishing queue and be ontent from displaying in the mobile app and/or website by d task where you made the initial submission.
u task where you made the mittal submission.
evise what you have already uploaded.
evise what you have already uploaded.
1
SNO 2020 CLIPPERS and GVHD Mimics After Anti-PD-1 11-1-20.pdf
(delete this file)
e

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

Dpen			×					
- → × ↑ 🔸 > This	PC > Downloads >	v O ,O Search I	Downloads					\$
Organize • New folder			H • 🖬 🔞	dets 🦁 LISTSERV-IBIA	🕙 Authorize.Net 🧔	💢 Converter 🛛 🔠 ABI18	🔄 ANR18	***
A Quick access     Desktop #     Desktop #     Downloads #     Downloads #     Downloads #     AOC     Ginger     AOC     Ginger     SNO 2020     Creative Cloud File     Dropbox	Name  Vestenday(1)  ES 300 Ann of Show  Values to have 6  Propertial controllypes  Propertial co	Date modified 10/22/2020 1:41 PM 10/19/2020 8:18 AM 10/19/2020 8:18 AM 10/21/2020 10:2 AM 10/12/2020 10:2 AM 10/12/2020 11:21 AM 10/12/2020 11:21 AM	Microsoft Excel Wo Microsoft Excel Wo Microsoft Excel Wo Microsoft Excel Wo Microsoft Excel Wo Microsoft Excel Wo Microsoft Excel Wo	ould ideally be set to ' inly. That means one . etc.) in 6pt through this task, it v e the content from di	single page for your Pl	DF file. a publishing queue and be app and/or website by	2	
<ul> <li>File nan</li> </ul>		V All Files	4		have already uploade	d.		
	PDF	Accer Press the buttor that you would I	chosen n and select a PDF file ike to upload into this si uired upload	(30.6 (dele	Kb) uploaded Friday, J te this file)	uly 31, 2020		

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.