



## Instructions for Poster Submission Portal

### Step One: Access the Poster Submission Portal Login Page

- [Follow this link to the Poster Submission Portal](#)
- Enter your Registration Order Number, located in the upper left corner of your Registration Confirmation Letter, and click the SUBMIT button. Here is an example of where to find your Registration Order Number:

Date:  
Member ID:  
Name:  
Title:  
Company:  
Address:  
Phone:  
Email:  
Order Number:

Total

- If you do not have a Registration Order Number, [use this link](#) to register for the Annual Meeting.

### Step Two: Log in to the Poster Submission Portal

#### **Abstract Submission Scenario #1**

**If you are the presenting author for your abstract, and you submitted your abstract using your own account:**

- Enter the username and password for the account that was used to submit your abstract during the abstract submission process.
- Did you forget your username and/or password?
  - Click FORGOT YOUR PASSWORD.
  - Enter the email address that appears at the top of our letter under the heading USE THIS EMAIL ADDRESS TO RETRIEVE YOUR USERNAME AND/OR PASSWORD. This is the email address that was provided for the presenting author during the abstract submission process.
  - You will receive instructions by email to reset your password. It is EXTREMELY important to check your spam/junk mailbox if the email is not delivered to your InBox.
- If you have trouble logging in to the Poster Submission Portal, contact the Help Desk at [astmh@support.ctimeetingtech.com](mailto:astmh@support.ctimeetingtech.com) and indicate that you are uploading a poster for the ASTMH Annual Meeting.

## Abstract Submission Scenario #2:

### If you are the presenting author for your abstract, but your abstract was submitted by a colleague or supervisor during the abstract submission process:

If your abstract was submitted by a colleague or supervisor during the abstract submission process, and your name and email address were entered as the PRESENTING AUTHOR, then a new account was automatically created in your name.

You now need to reset your password. Follow these steps:

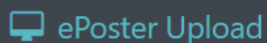
- Click FORGOT YOUR PASSWORD
- Enter the email address that appears at the top of our letter under the heading USE THIS EMAIL ADDRESS TO RETRIEVE YOUR USERNAME AND/OR PASSWORD. This is the email address that was provided for the presenting author during the abstract submission process.
- Click the CONTINUE button.
- You will receive instructions by email to reset your password. It is EXTREMELY important to check your spam/junk mailbox if the email is not delivered to your InBox.
- If you have trouble logging in to the Poster Submission Portal, contact the Help Desk at [astmh@support.ctimeetingtech.com](mailto:astmh@support.ctimeetingtech.com) and indicate that you are uploading a poster for the ASTMH Annual Meeting.

### **Very Important >>**

- Please note that the username and password for the Poster Submission Portal is not the same as the username and password for the ASTMH Registration/Membership Site.
- To retrieve your username and/or password, use the email address that appears at the top of our letter under the heading USE THIS EMAIL ADDRESS TO RETRIEVE YOUR USERNAME AND/OR PASSWORD.

### **Step Three: Upload your poster and (optional) audio narration file**

- After you log into the Poster Submission Portal, click the EPOSTER UPLOAD tab in the black bar at the top of the screen.

A screenshot of a dark grey rectangular button with rounded corners. On the left side of the button is a white icon of a computer monitor. To the right of the icon, the text "ePoster Upload" is written in a light blue, sans-serif font.

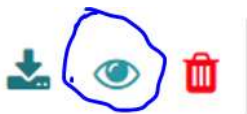
- Scroll down the page to view your abstract title.
- Click EXPAND UPLOADS next to your abstract title.

A screenshot of a button with a light blue background and rounded corners. On the left side is a small, downward-pointing chevron icon. To the right of the icon, the text "Expand uploads" is written in a light blue, sans-serif font.

- A box will appear as follows:



- Click UPLOAD EPOSTER
- A pop-up box will appear will appear to instruct you to browse the files on your computer to select a file for upload. Your digital poster must be uploaded as a one-page PDF file.
- If you are uploading an (optional) .mp3 audio narration file, click MP3
- A pop-up box will appear will appear to instruct you to browse the files on your computer to select a file for upload. If you choose to upload an .mp3 file with audio narration, the recording must not exceed 3 minutes.
- Once your ePoster file and (optional) MP3 files are uploaded, use the “Eye” icon to preview your poster through the submission deadline of October 18. If you use the “Eye” icon to preview your audio (.mp3) file, the audio file will download to your computer.



- Once your ePoster file and (optional) MP3 files are uploaded, use the “Trash Can” icon to remove and upload a new file through the submission deadline of October 18.



- If you have trouble uploading your poster and/or optional audio narration file, contact the Help Desk at [astmh@support.ctimeetingtech.com](mailto:astmh@support.ctimeetingtech.com) and indicate that you are uploading a poster for the ASTMH Annual Meeting.

## Frequently Asked Questions

- **Where do I find my Registration Order Number?**  
*Your Registration Order Number is located in the upper left corner of your Registration Confirmation Letter.*
- **My colleague will present the poster in my place. Can you change the presenting author information so my colleague can upload the digital poster?**  
*We do not change the presenting author information for a colleague to present the poster. Please use your colleague’s Registration Order Number to access the Poster Submission Portal and use your account to upload the digital poster.*

- **I cannot log into the Poster Submission Portal using the same username and password that I used to register for the Annual Meeting.**
  - Please note that the username and password for the Poster Submission Portal is not the same as the username and password for the ASTMH Registration/Membership Website.
  - Enter the email address that appears at the top of our letter under the heading **USE THIS EMAIL ADDRESS TO RETRIEVE YOUR USERNAME AND/OR PASSWORD**. This is the email address that was provided for the presenting author during the abstract submission process.
  - If you continue to have trouble, contact the Help Desk at [astmh@support.ctimeetingtech.com](mailto:astmh@support.ctimeetingtech.com)
  
- **I am experiencing technical difficulties when I attempt to upload my digital poster.**
  - Contact the Help Desk at [astmh@support.ctimeetingtech.com](mailto:astmh@support.ctimeetingtech.com)

**If you do not plan to make an in-person poster presentation in Seattle, please follow these instructions:**

**Instructions for navigating the ePoster Hall Gallery on the Livestream Portal during the Annual Meeting**

- To access the ePoster Hall Gallery on the Livestream Portal during the Annual Meeting, you must be a registered attendee.
- Beginning on October 30, log onto the Livestream Registration Portal and follow the link to the ePoster Hall Gallery from the “Lobby” of the Livestream Registration Portal.
- Follow the link to the ePoster Hall Gallery Welcome Page.
- Follow the instructions on the Welcome Page of the ePoster Hall Gallery to participate in the chat function, whereby presenters and attendees can communicate when their schedules permit. As such, most chats will take place on an asynchronous basis rather than in real time.
- We suggest that you begin the chat by typing a brief message to introduce yourself as the poster presenter. For example, begin the chat with a message such as:  
*“Hello, my name is Susan Smith. Thank you for visiting my poster. Can I answer any questions for you?”*
- If you wish to communicate with an attendee via e-mail, ask the attendee to provide an email in the chat box.

**Poster Session Schedule**

Beginning Sunday, October 30, digital posters (pdf file) will be available for On-Demand viewing in the ePoster Hall Gallery and can be accessed through the Livestream Registration Portal. Digital posters will be available to registered attendees for On-Demand viewing through April 30, 2023.

<p><b>Poster Session A</b>  Monday, October 31  <u>11 am – 12:45 pm U.S. Pacific Time Zone</u>  -Presentation #42 – 550  -Late-Breaker Abstracts LB-5000 thru LB-5156</p>	<p><b>Poster Session B</b>  Tuesday, November 1  <u>Noon – 1:45 pm U.S. Pacific Time Zone</u>  -Presentation #678 – 1166  -Late-Breaker Abstracts LB-5164 thru LB-5316</p>	<p><b>Poster Session C</b>  Wednesday, November 2  <u>11 am – 12:45 pm U.S. Pacific Time Zone</u>  -Presentation #1251 – 1718  -Late-Breaker Abstracts LB-5324 thru LB-5488</p>
---	--	---