



## Poster Graphic Upload & MP3 Audio Clip File Guide

The *ATC Freeman Orchestrate* platform will allow you to upload a *Poster Graphic* and add a 2 – 3-minute *Audio Clip* discussing your poster.

**Poster Graphic & Audio Clip Upload Deadline: Wednesday, May 25, 2022**

Please Review the Instructions on How to Create a Poster Graphic / MP3 Audio Clip File Creation & Upload to Freeman Orchestrate.

### 1. Create Your Electronic Poster Graphic

- Create your poster graphic in **Landscape format 16:9 ratio**
  - View the ***Best Practices When Creating a Poster*** at the bottom section of this document.
- Copy and paste your poster graphic into **one PowerPoint slide** that can be converted into PDF format.
  - PowerPoint slide format: Widescreen 16:9 ration
  - PowerPoint slide size: 13.33 in x 7.5 in or (33.867 cm x 19.05 cm)
- Convert your PowerPoint slide into PDF.
- **Do Not** include dynamic content (video, animations, transition)

### 2. Save Your PDF Poster Graphic with the Tips Below on File Naming

- File Name: Use **Last Name** in file naming.
- Length: Keep the name length **under 30 characters**.
- No Special Symbols: **Do NOT** include special symbols: \$ & +,/,;Z@"#%{}|\ ^\* as this will prevent your presentation from uploading through the submission website.
- File Size: **MUST** be under 2GB.
- **Save Your PDF Poster Graphic with the Tips Below on File Naming**

### 3. Create 2 – 3 Minute MP3 Audio Clip File for Your PDF Poster Graphic

- You are able to upload a 2 – 3-minute audio clip discussing your poster abstract into Orchestrate.
- You can choose to create your audio with any device or apps you have available to you available as long as the file is able to be saved as a **MP3 audio file**.
- How to record your MP3 audio file on a Mac or PC:
  - MAC Users**
    - All Macs (laptops and desktops) come with a built-in microphone.
      1. Go to your **Applications** folder
      2. Open **QuickTime Player**



3. Click **File>New Audio Recording**
4. Click the red record button to begin recording
5. Click the black stop button to stop recording
6. Go to **File>Save As**

#### PC Users

- All laptops and all-in-one computers have a built in microphone
  1. Open the Sound Recorder application in the following location: **Start>All Programs>Accessories>Sound Recorder**
  2. Click **Start Recording** to begin recording
  3. Click **Stop Recording** to stop recording
  4. Choose a filename and destination in the window that pops up
  5. Click **Save**
- Recording audio tips:
  - Use a microphone and test audio before recording. Wired headsets will generally produce the best quality audio and pickup less ambient noise.
  - Record presentation from a quiet location.

## 4. Upload Your PDF Poster Graphic and MP3 Audio File to Orchestrate

- **Login Instructions:** Please log into [ATC2022.sessionupload.com](https://atc2022.sessionupload.com).
  - Your Username is **your email address**
  - Your temporary password is **atc2022**
    - *Please note that the password is case sensitive*
    - You will need to create a new unique password upon logging in
- **General Upload Instructions:** You will need to view ALL your sessions and upload corresponding Poster Graphic PDF and MP3 Audio Clip file to the appropriate session/presentation listing.
  - **Step 1:** Locate the desired presentation you wish to upload to.
  - **Step 2:** Click the "Upload Files" button.
  - **Step 3:** Browse out to your upload file, select the file(s) to upload, and click on "Open".
  - **Step 4:** If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.
- **Poster Graphic PDF Specific Instructions:**
  - The Poster Graphic must be in a PDF file to upload.
  - Please review [file naming tips](#) above to ensure your file meets the requirements.
  - Once you upload your Poster Graphic PDF, you must designate the file as the "**Startup File**".
  - The Startup designation is located to the right of the file name and indicated by a **1 button** as shown in the image below.



- **MP3 Audio File Specific Instructions:**
  - Your audio recording must be an **MP3** file in order for it to be uploaded into Orchestrator.
  - Please listen through the entirety of your MP3 Audio Recording before uploading into Orchestrator.
  - Your MP3 Audio file will be considered a **Supplemental File** in the Orchestrator platform.
  - The MP3 Supplemental File process follows the SAME Poster File upload process, but the Startup file indicator is NOT turned on.
  - Once uploaded to Orchestrator, the MP3 file name is listed under Supplemental Files on the Poster page.
  - Each file name provides a link to the file uploaded.
  - **Note:** *Supplemental Poster files will display in a random order.*
  - For supplemental files, the file name will be displayed on the page.
  - Please review the Poster PDF Graphic Specific Instructions above to ensure your PDF file is marked as the Startup File with 1 button shown as the image above.
- **General Instructions:**
  - You can log back in using the same link and your credentials to update or make any changes at a later time
  - After uploading, you will receive a confirmation email within one hour.
  - The deadline to upload your Poster Graphic and MP3 Audio Clip files is **Wednesday, May 25, 2022.**

## 5. Upload Your Headshot

- Your headshot will appear in the ATC *Virtual Platform* by uploading an image into Orchestrator.
- **To provide a headshot**, click on the camera icon next to your name and upload a high-resolution image.
- The acceptable file types for profile pictures are jpg, jpeg and png, and the resolution is 600x600 pixels.
- Please name the image file with your first and last name in the file. For example: **JohnDoe.png**.



## **Best Practices When Creating a Poster Graphic**

### **Design:**

- **Fonts**
  - It is strongly recommended to use a clear typeface (Arial, Arial black, Calibri...) and regular text size not less than 28 for the body of the different sections (depending on the amount of ePosters you will be adding and, of course, the design you are using).
- **Images/pictures or graphs**
  - The suggested resolution is 300 dpi.
  - To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures and graphs.
  - It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- **Labels or Headings**
  - Provide clear labels or headings for each section of your presentation to avoid confusion.
- **Backgrounds**
  - On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
  - On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan etc).

### **Try to avoid:**

- Having a total file size that exceeds 10 MB (although our system will still accept it).
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Stretching the images manually, they will lose quality once zoomed in.
- Full width sections. They are very difficult to read when divided as a section, even zoomed in.

### **Forgot Password**

If you forgot what your unique password is, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble, please contact us [HERE](#).

### **General Help**

If you need assistance or have questions about uploading your presentation, please contact [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) and reference ATC.