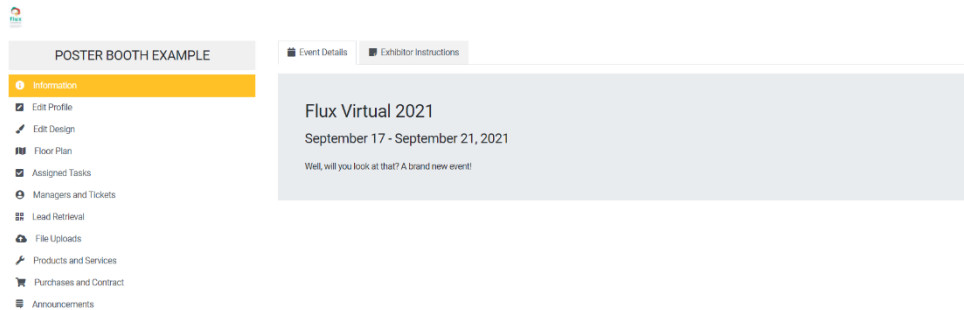




# Poster Upload Information

A link will be sent to you from the Pheedloop system. Please click this link to access the poster/exhibitor portal. Note, the screen you see may not be exactly the same as the below images.



[Click Edit Profile first](#)

Here you will be able to add your affiliation, change the email listed, add a LinkedIn profile, Twitter name, etc



Scroll through the options adding the information you would like to share. Kindly do NOT change the Title with your poster number and poster abstract information.

## Edit Design

Once you have edited the profile information, move on to editing the design of your poster booth.

- You are welcome to add a head shot or university/institutional logo in the logo and thumbnail boxes. Please note, this is not required.
- The 3 – 5 minute video MUST be uploaded in this section.
  - Scroll to the Promotional video box
  - Click the browse button and upload your file. The video can be up to 100MB in size and must be a single MP4 file.
- Click save once you have completed this section.



The International Congress  
for Integrative Developmental  
Cognitive Neuroscience

**POSTER BOOTH EXAMPLE**

- Information
- Edit Profile
- Edit Design**
- Floor Plan
- Assigned Tasks
- Managers and Tickets
- Lead Retrieval
- File Uploads
- Products and Services
- Purchases and Contract
- Announcements

**Edit Design**

**Logo**  
Your organization's full logo. Wide version of logo recommended with transparent background and no white space.  
Choose file Browse

**Thumbnail**  
A square representation of your logo. Displayed in lists and icon sets. Recommended size: 500 x 500 PNG or JPEG, no white space.  
Choose file Browse

**Banner**  
Used in various promotional areas, and shown at the top of your profile pages. Recommended size: 1000w x 400h PNG or JPEG, no white space.  
Choose file Browse

**Promotional Video**  
Upload a promotional video. Supports a single MP4 file up to 100 MB (duration of video depends on resolution, usually 5-10 minutes of HD quality), typically 16:9 aspect ratio. Videos are displayed on loop and start muted.  
Choose file Browse

**Virtual Booth Preview**  
Preview does not include real-time chat and video meeting features

Join Live Request Info

**POSTER BOOTH EXAMPLE**

Nick Farasopoulos Event Manager, Event Host Inc.  
Start Chat

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## File Uploads

Navigate to this section to add your poster pdf and any additional handouts you would like to include.

- Name your file (Recommend Poster PDF for your poster upload)
- Click browse to locate the file in your system
- Click Add File
- Repeat as necessary

There is no limitation on number of files you can upload.



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### POSTER BOOTH EXAMPLE

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### Add New File

File Name \*

Private File

Check to share only with event managers

Choose file (max 50 MB)

Browse

Add File