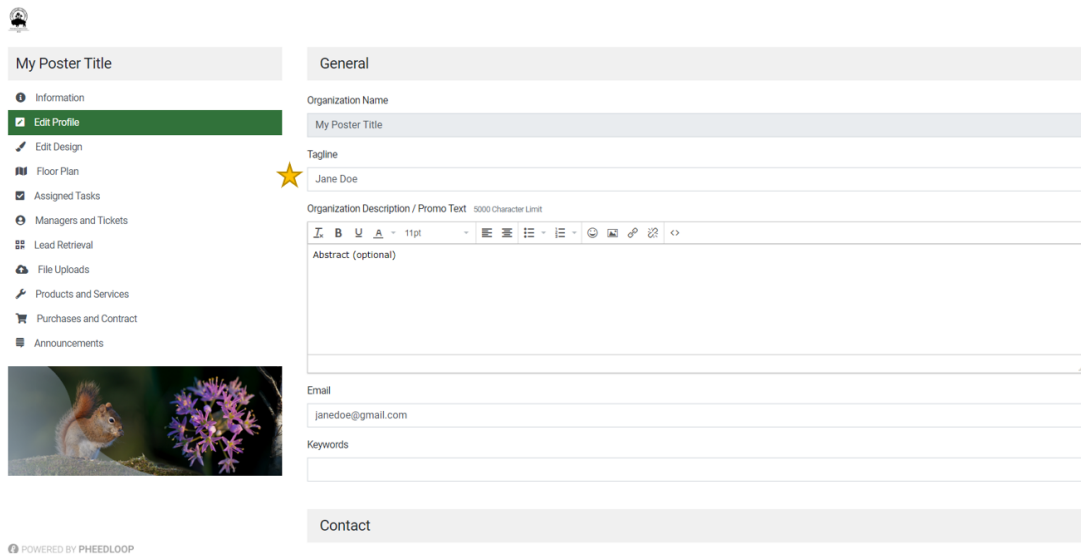# CSEE 2023 Poster Uploading Instructions

You will receive an email from us via Pheedloop – with a link to open "Your Exhibitor Portal" (this will also be the subject of the email sent to you from Pheedloop). Follow this link to upload your poster and customize your profile.

To customize your profile:
- Check out "Edit Profile".
  - The tagline should have your name on it. Please double-check this and add your name if it is not there.
  - You may add your abstract to the organization description, although this is optional.
  - You can also add your contact information, such as social media links, email, etc. This way, if someone has questions about your poster, they can reach out to you directly via the "Exhibitor Hall".


- Under "Edit Design" you can upload a picture of yourself for a thumbnail to act as your profile picture, this is optional.
  - Note: You can change/replace photos at any time. However, if you wish to completely remove a photo, you will have to email beepeg2023@gmail.com and specify what you would like deleted so the admins can remove it for you. Unfortunately, there is no option for the user to remove it themselves.
  - Other media options (video, banner, logo) are unnecessary for our purposes.
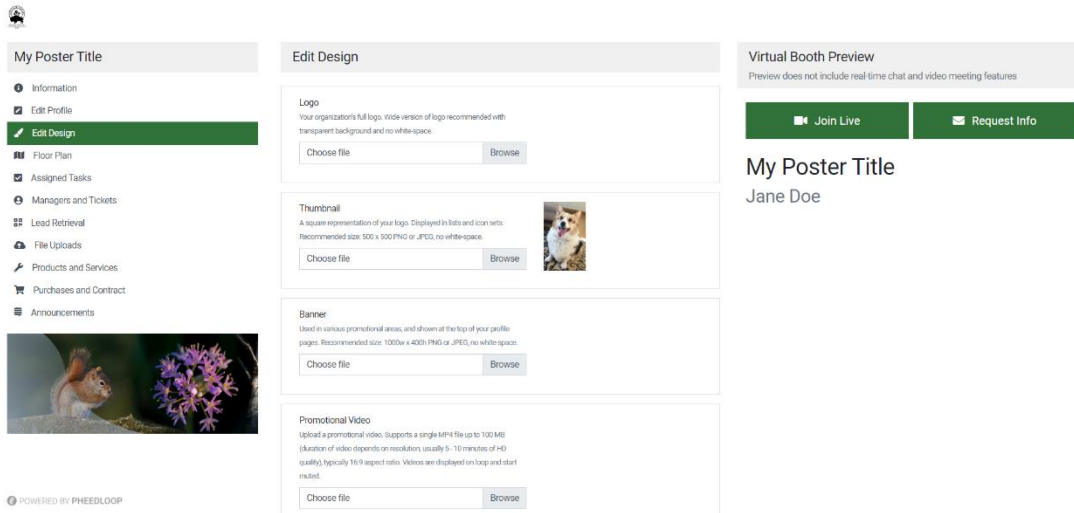
- Don't forget to save!

Your poster can be uploaded under "File Uploads".
- We recommend ensuring your poster file had as high resolution as possible.
- Do not check off "Private File", otherwise it will not be visible!
- Don't forget to click "Add File"!
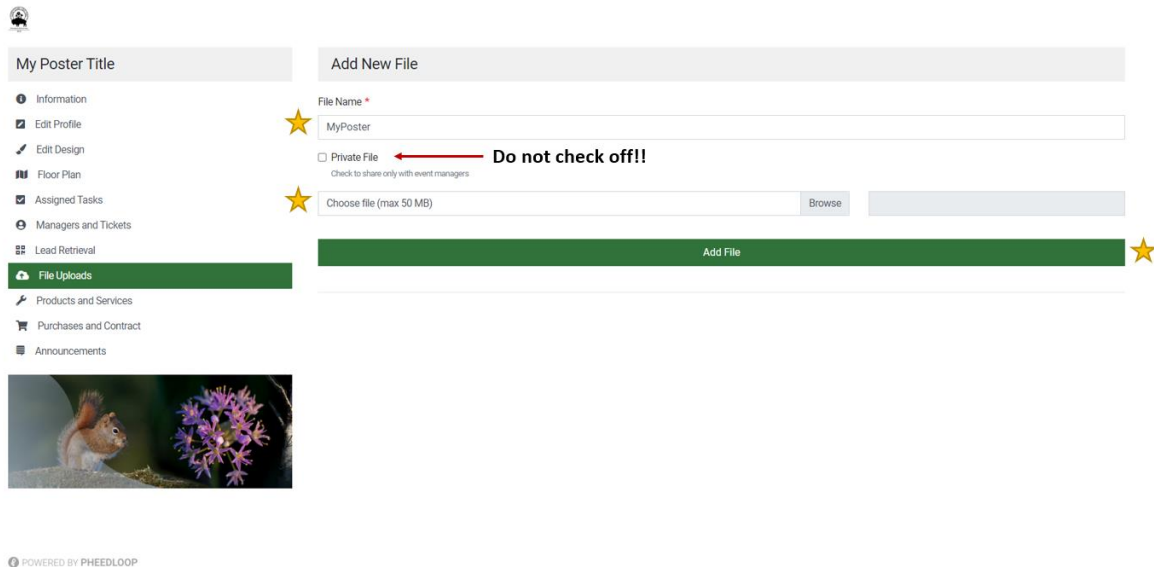
If you run into any issues, support.pheedloop.com has some resources, like videos.
- Googling can provide some specific help too and may be easier

Sometimes Pheedloop is not very clear, so also feel free to email averyiskeen@gmail.com if you are experiencing problems (or if you have any other questions).

- **Viewing your poster "live" at the Exhibit Hall**. Once you have uploaded your poster, people will be able to see it in the "Exhibit Hall" within the virtual conference portal. A screen shot of the exhibit hall is shown below. On the left of the central panel, a list of all of the people who have uploaded poster's will be visible. One of the nice features about uploading your poster is that people will be able to direct message you through the virtual app. You can start private chats with people, and/or receive public chats (right hand side bar). If you have put in your website, twitter etc. as described above, people can see these links as well.