

Poster authors

- The actual poster session is planned for Thursday 3 September from 1pm to 1.45pm (Zurich time)
- The session will be run under a talque built-in video call tool
- The poster video call room has a capacity of 25 active (audio/video) participants at the same time + additional 50 who can view but not contribute

Before the Thursday video call session

At any time you are welcome to upload your poster (as ppt or pdf) and additional media files on two locations:

- **The virtual poster room:** a link to edit this space has been sent to you by email via the talque system. The email contains an “Edit” button that takes you to a form where you can upload documents and media. The form indicates which file types are supported. Participants can view this room at any time via the “Posters” button
- **The “Speaker blog”:** in talque, click on your poster on the schedule on the left side and then on the Speaker blog tab in the main frame. Once in the speaker blog, look for a blue “+” at the bottom of the window to access a file upload function. You can type text message in the speaker blog as well. **Beware that any entry in the speaker blog cannot be deleted!**

With the 2 options above, you can raise interest in your poster and motivate the participants to come visit your video call on Thursday and upload documents and media that can be useful during the video call. Furthermore, you can visit the other posters in advance as well.

On Thursday, before the call

- Make sure your headset, microphone and webcam are working correctly
- If you want to show a presentation or other media or document via shared screen, have them ready
- You can enter your room (ideally 10-15 minutes earlier) directly from talque, by selecting your poster in the schedule on the left-hand bar click on the “Enter session now” blue button

In the call

- The talque built-in video call tool features the basic video meeting options. You can share your screen, interact via voice or chat and you have host rights in the call (e.g. mute/unmute participants)
- Since we have (at the time of writing) 19 posters in the schedule, it is possible that it will take few minutes before visitors come into your call. We kindly ask you to be patient and stay in the call for the allotted 45 minutes
- Unfortunately we do not have enough people to ensure one team member present in all the poster video calls for the whole time, but we will do our best to have our helpers move from room to room

After the call

- At 1.45pm, when the poster session time slot is over, you can close the call
- The calls of the poster session will not be recorded
- The documentation that you have uploaded in your poster profile and in the speaker blog will remain available for the rest of the conference. You can of course upload new material at any time