

Setting up a Poster in SiM21

Applying to Exhibit Poster

- 1. Send your name, email address, institution name and title of the poster to: SiM21@sensor100.com
- You will be advised by email if your poster has been accepted. Register for the Conference at: https://whova.com/portal/registration/senso_202111/
 Note: Fees are waived for full time students registered for a higher degree who submit posters documentary evidence may be required

Setting up the Poster

- 1. The Administrator will set up a Booth for you in the Poster Exhibit Hall under your Institution's name.
- 2. You will be sent a link which allows you to edit your Booth. It will look like: https://whova.com/xems/engage/exhibitor/senso_202111/151941/?code=xxxxxxxxx
- 3. Open the link and add as much information as you wish. Under Company Description you may want to use your poster title, but you will also enter that later.
- 4. Scroll down to <u>Handouts</u> and click on the **Lupload PDF File** button
- 5. A new window opens Upload Document
- 6. Add Your Poster **Title**
- 7. Add a short **Description** of your Poster. This is optional, but recommended
- 8. Browse to your Poster on your PC/laptop and select it. It must be in pdf format and <10MB, but you can have any size (A0,A1 etc.) or format (Portrait, Landscape)
- 9. Click on Upload . Your file should automatically upload
- 10. Check that your Poster has uploaded by opening the web or mobile app, open Exhibitors & Sponsors, scroll to your Booth and click Visit Booth. You should see your Poster.