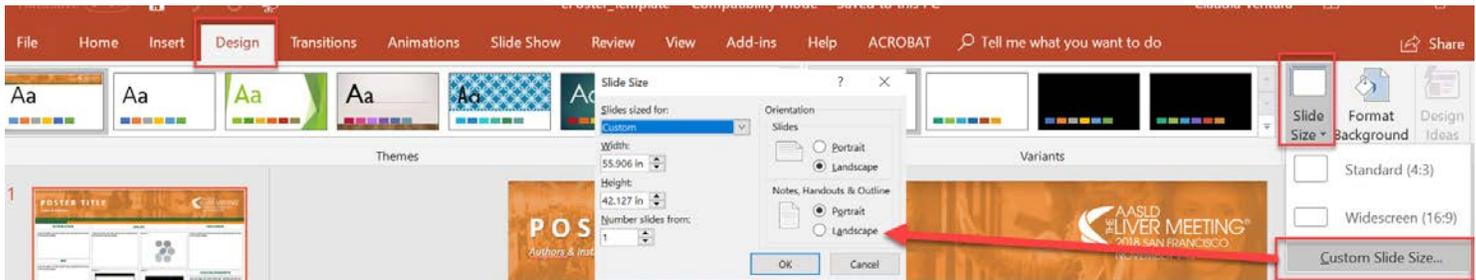


ePoster Upload Instructions

Please use these instructions as a guide when uploading your ePoster. If you run into any issues, please contact aasld@confex.com.

ePoster file Guidelines:

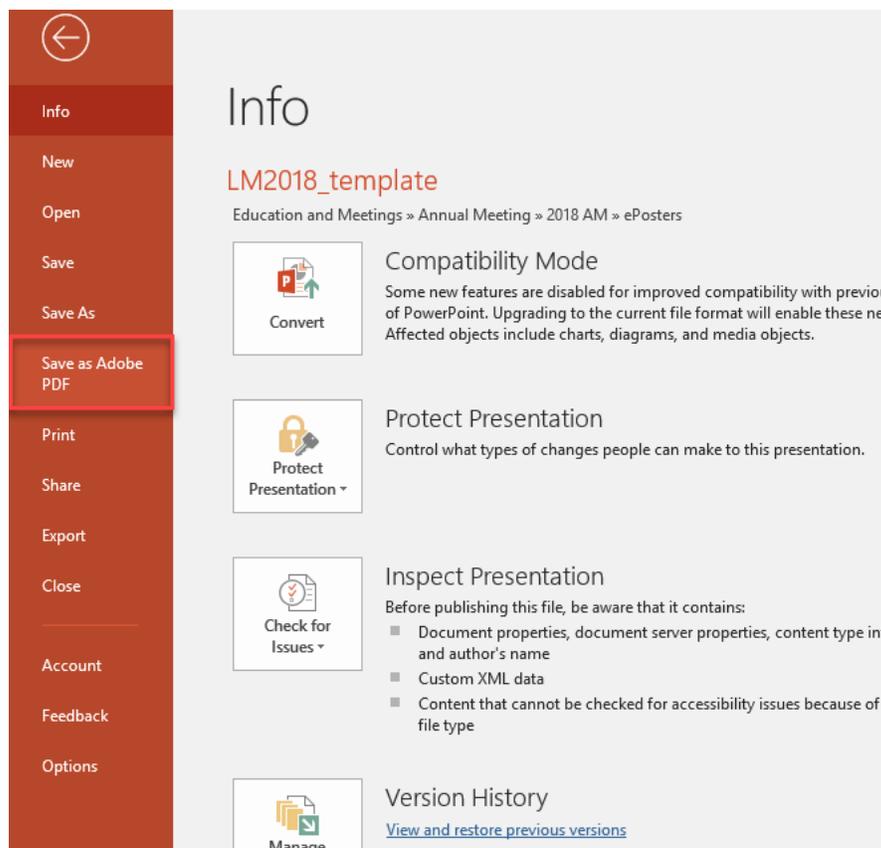
- Minimum font: 28 pt
- Recommended font types: Calibri, Arial, Times New Roman
- You can create your ePoster using the PowerPoint template provided (optional)
- Save the PowerPoint file as a PDF for upload (see below for instructions)
- Posters should be a minimum size of 3456px W x 2592 px H or 48 in W x 36 in H @ 72 dpi for best display
 - To change the size in PowerPoint click on Design → Slide size → Custom slide size



***Only a PDF document may be uploaded.**

Converting a PowerPoint document into a PDF

1. In powerpoint, click on File → Save as Adobe PDF

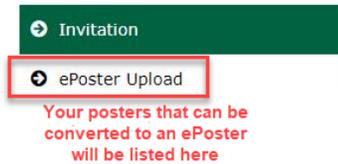


Building Your ePoster

Once you have saved your ePoster as a PDF, you can now upload into the Speaker Center.

1. Log into the speaker center here: <https://aasld.confex.com/aasld/2018/speakercenter.cgi>
2. Once logged in click on ePoster Upload and choose the poster you would like to upload as an ePoster.

Speaker Center

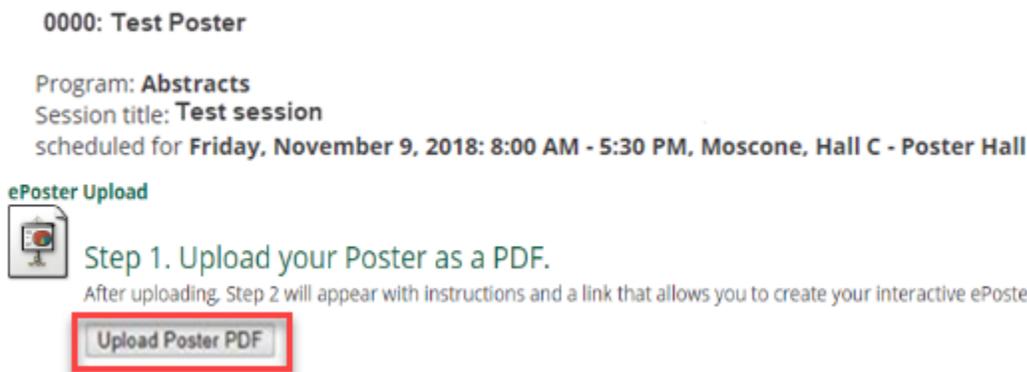


Invitation Instructions:

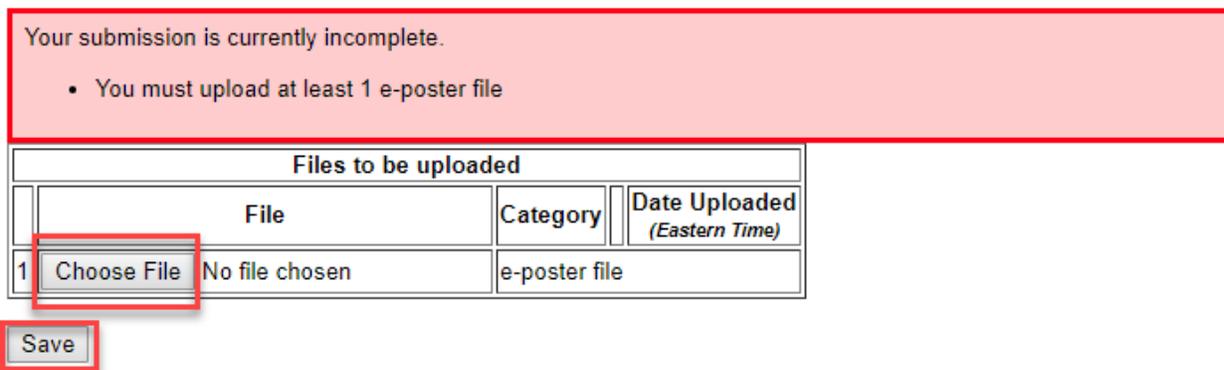
1. To confirm your status as co-author OR participation to serve as a faculty member during The Liver Meeting® 2018, please select ACCEPT or DECLINE for each session below. For more information on your invited session, please click "View Program Agenda Details"
2. Once you have accepted our invitation, please complete the additional forms. Be sure to click save after completing each page.
 - Presenter: Faculty Agreement and Expectations, and Financial Disclosures
 - Co-Author: Financial Disclosures
3. Once you have completed all sections, you're all set!

Please confirm your invitation to the The Liver Meeting® 2018.

3. You will be directed to "Step 1: Upload your Poster as a PDF. Click on Upload Poster PDF"



4. Click on Choose File and upload your saved PDF poster. Click Save.



Files to be uploaded			
	File	Category	Date Uploaded (Eastern Time)
1	<input type="button" value="Choose File"/> No file chosen	e-poster file	

You may select "Close this Window" once completed.

5. Proceed to "Step 2: Create Interactive ePoster." In this section you will be setting up your ePoster for the displays at The Liver Meeting® which attendees can interact with.

Click on the link for your poster:

Step 2. Create Interactive ePoster

Paper #0000 ePoster

You can now make your ePoster interactive for viewers with the ePoster Creation Interface.

Instructions

1. Upon clicking the ePoster link above, the ePoster Creation Interface will load in a new window.
2. Use the "Add a Slide" button on the right to set each section of your ePoster for the viewer.
3. Enter the Title of the section for the Slide.
4. Click the "Set Area" button and drag a box over the part of the pdf that slide pertains to.
5. Once all slides have been added, click "Preview" to make sure the ePoster and slides look correct.
6. **ePosters save automatically as you work on them.** Once you are finished, simply close the ePoster Window. Your work will be saved.

You can always access your ePoster to view or pick up where you left off through the Creation Interface by clicking on the link above.

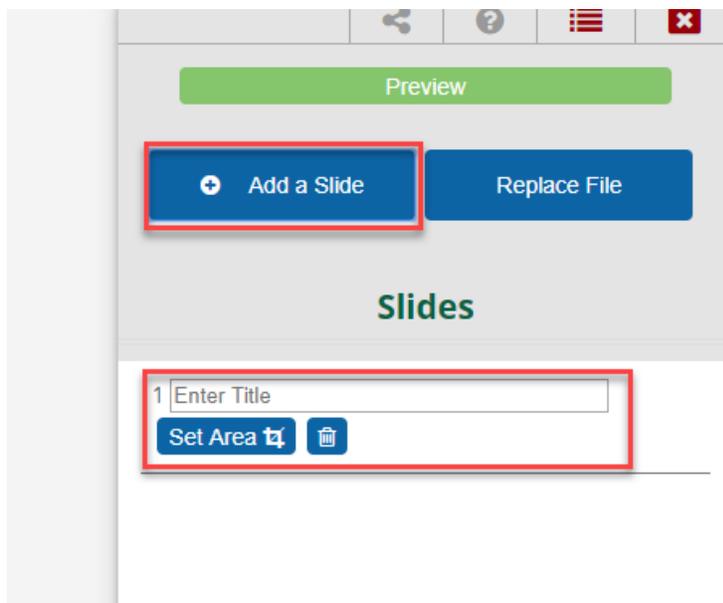
If you encounter any problems with this form, e-mail technical support.

6. You will be routed to the ePoster Creation Interface. You will need to set up each section of your ePoster (i.e. Introduction, Aim, Methods, etc.) which will allow the attendee viewing your ePoster to select the section they would like to Zoom in on.

The screenshot displays the ePoster Creation Interface. On the left, a grid of sections is visible, each with a title and a placeholder for content. The sections include: INTRODUCTION, RESULTS, CONCLUSION, AIM, VIDEO 1, TABLE 1, MATERIAL & METHODS, ACKNOWLEDGEMENTS, REFERENCES, DISCLOSURES, and CONTACT INFORMATION. Each section has a text box for content and a font size adjustment option. The right-hand side of the interface features a control panel with a 'Preview' button, 'Add a Slide' and 'Replace File' buttons, and a 'Slides' list. The 'Slides' list contains three entries, each with a title field and 'Set Area' and 'Zoom' buttons. The top of the interface shows the poster title and authors/institutions, and the AASLD logo is in the bottom left corner.

ePoster Upload Instructions

7. Click on Add a Slide and a new slide section will appear:

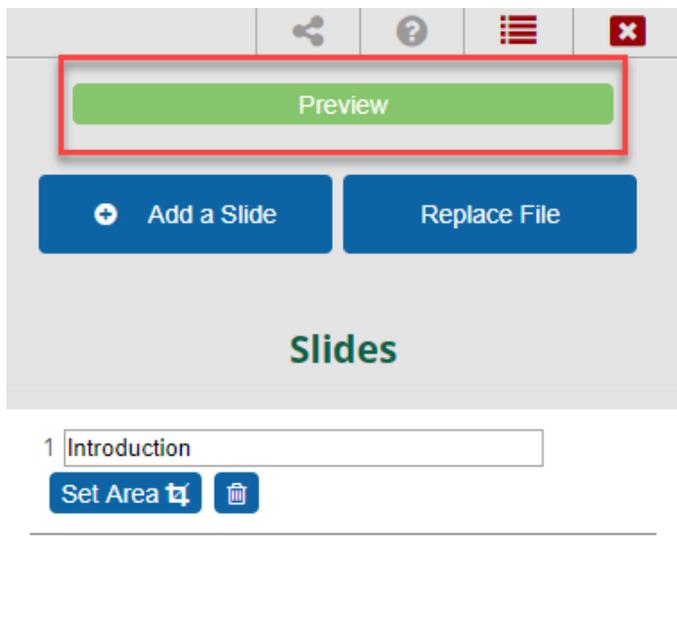


8. Enter the title of that section (i.e. Introduction).

9. Click on Set Area. Drag the box over the part of the PDF that slide pertains to:



10. Continue until you have completed all sections of your PDF poster. To preview in the viewer format, click on the Preview button and select each section you have set up.



***Please note:** ePosters save automatically as you work on them. Once you are finished, simply close the ePoster window. Your work will be saved. You can always access your ePoster to view or pick up where you left off through the Creation Interface by clicking on the link.