



# Pediatric Orthopaedic Society of North America

6300 N. River Road, Suite 727  
Rosemont, Illinois 60018-4226  
(847)698-1692 · Fax (847)823-0536

## POSNA E-poster Guidelines

### To upload your E-poster (PowerPoint Only):

1. Go to [www.speakerreadyroom.com](http://www.speakerreadyroom.com) look for the link to upload for the POSNA 2010 Annual Meeting.

***You can start uploading your presentation on February 15<sup>th</sup>, 2010.***

2. Find the title of the poster you would like to upload and click on UPLOAD POWERPOINT and follow the instructions to browse and find the file in your computer.

### Presentation Guidelines

All posters will be presented ELECTRONICALLY and must be formatted in PowerPoint. E-poster stands, which consist of a computer and a monitor, will be placed in a designated poster area. The e-posters will be loaded into each computer with a directory/menu of all posters available.

### E-Poster Guidelines

E-posters must be uploaded to the [www.speakerreadyroom.com](http://www.speakerreadyroom.com) **no later than April 15<sup>th</sup> to be included in the program.**

No video, embedded video or sound may be included in your e-poster.

**Your poster may have a maximum of 15 PowerPoint slides.** The first slide must include the title and authors of the poster as well as the authors email address for correspondence.

**You cannot include any multiple slide builds/animation effects.**

The last slide should include references.

For first time submitters you must create your submitter account using the “Add Account” button. You only need to do this once. For any subsequent logins enter your email address and the password you created. If you forgot your password it can be emailed to the email address you created your account for.

The next step is to choose the presentations you are submitting for. You can sort the list by either, Presentation Date/Time, Session Name or Presenter Last name. You can also search for a last name by entering the first letters of a presenter’s lastname in the “Search by Presenter Last Name” text box. Select each presentation you will be uploading by clicking on the checkbox to the left of the presentation in question.

When you have selected all the presentations you are planning to upload click the “Add Selected Presentations to My Account: link at the bottom of the page.



# Pediatric Orthopaedic Society of North America

6300 N. River Road, Suite 727  
Rosemont, Illinois 60018-4226  
(847)698-1692 · Fax (847)823-0536

You will be shown the list of presentations you are going to upload. If you have selected a wrong presentation you can use the remove button to remove this from your list and return it to the list of available presentations. If you missed selecting a presentation, use the “Pick Additional Presentations” link

To upload a presentation use the “Upload” Button next to the presentation.

This page requires that you select the computer type (MAC or PC) and the PowerPoint File you want to upload. There is also an area to send special instructions or help requests to the system administrators

After Selecting the power point files to upload use the "Upload Files" button. this will show a progress bar. Please do not close your browser or shut-down your computer or disconnect from the Internet until the files have fully uploaded. you may open another browser or do other tasks on your computer while the upload continues.

After uploading, a View button will appear next to the presentation uploaded. This will allow you to download the presentation back to yourself for review and verification.

## Questions

- ▶ If you have technical questions, please e-mail Alan Dwan at [dwan@integratedevents.com](mailto:dwan@integratedevents.com).
- ▶ If you have a general question please contact the POSNA office at **(847) 698-1692**