ePosterBoards®

How to Submit an ePoster Using the Web Upload

1) Gather your files. Be sure to include the poster file, as well as any video files, as videos sometimes do not embed properly. Your file should be saved as "last name.first name" in a PPTX file.
2) To upload your eposter, please visit http://www.eposterboards.com/upload/ . You should use the latest version of the Internet browsers: Firefox, Google Chrome or Safari.
3) Fill out the form, choosing your event, CSWE Annual Meeting, from the dropdown list. If your event is not shown, select "other" and type in your conference.
4) In the "special instructions" section, please include any information that the eposter staff will need to know regarding your presentation.
5) If you have already submitted a poster, and this is an update, please specify that in the "special instructions" text box.
6) Upload all of your files, including videos, with the upload button. Note the maximum size for an upload is 100MB. If your files are greater than 100MBs, contact ePosterBoards tech support and we will work with you directly to upload your files.
7) When the upload completes, you will see a submission confirmation page. You will also receive an email confirmation (within 15 minutes). If you don't see either confirmation, try again.
8) For any questions or problems, please contact ePosterBoards tech support at: http://www.eposterboards.com/support/ or 617.588.3508, option 2.