Poster Upload Instructions

**Presentation Upload Deadline: Friday, April 16, 11:59pm U.S. ET**
Presentation File Release Date: Saturday, May 1, 7am U.S. ET

- **Locate your presentation files**. This includes your poster PDF, prepared according to the Poster Preparation Guidelines, and optional MP4 recording and supplemental files.
- **Access the site**. Use your personalized login link in the April 1 virtual meeting platform invitation from no-reply@pathable.com. You may need to check your spam folder. For continued access, bookmark the login page.
- **Claim your account.** The first time you log in, you will be asked to create a unique password, acknowledge the statement(s), and select "Complete Profile". On future visits, you will simply be asked to sign in.

- **Fill out your profile.** We recommend your photo be a square image with your face centered, at a minimum size of 300 x 300. When selecting ribbons, remember that some ribbons, like "ARVO Member", will be added automatically when you register. Select "Save" when you have finished.
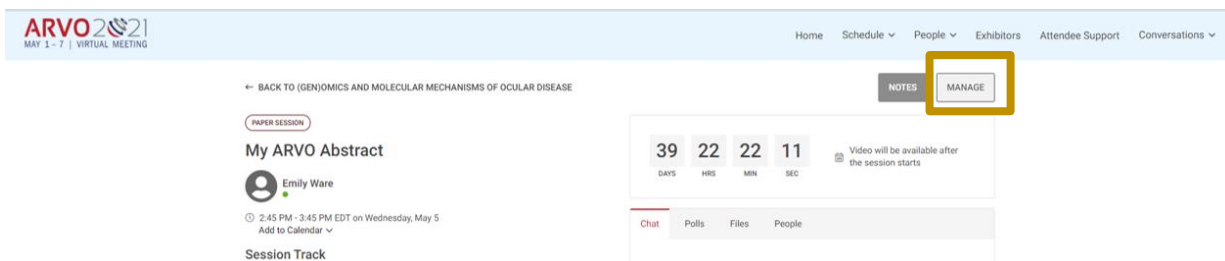
- **Find your presentation.** Navigate to your presentation by selecting Schedule and My Agenda.
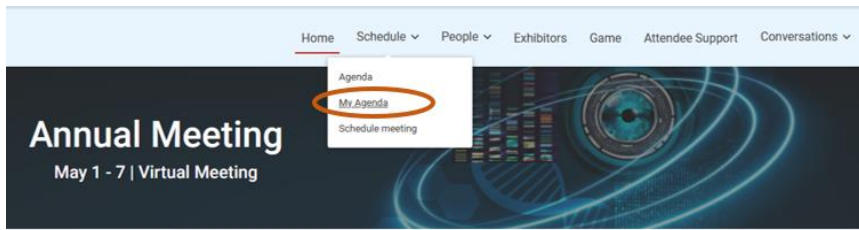
- **Select the title of your abstract.**

- **Select the Manage button.** This is where you will upload your presentation file(s).

- Under the **Files** tab, select Add New File to and upload your poster PDF. When asked to enter a display name for your file, make it a short, descriptive phrase to help attendees identify the file, e.g., "YourLastName Poster Presentation".

  If you wish to include an MP4 recording or any supplemental files, you can follow the same process _after_ your poster PDF is uploaded. Completing the steps in this order helps ensure that your poster PDF is displayed first when attendees view your abstract page. Remember: anything uploaded in the Files tab is downloadable by other attendees.
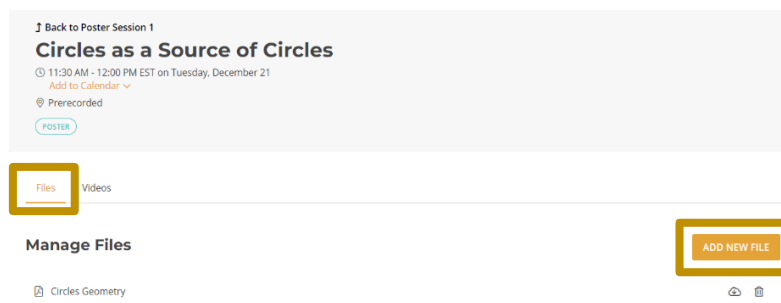
- You may return to your abstract page by using the browser navigation. Note: Before May 1, your presentation files will not be visible unless you are on the Manage page. This prevents other presenters and attendees from seeing and downloading the files before May 1.