# Uploading your poster to the Poster in my Pocket App
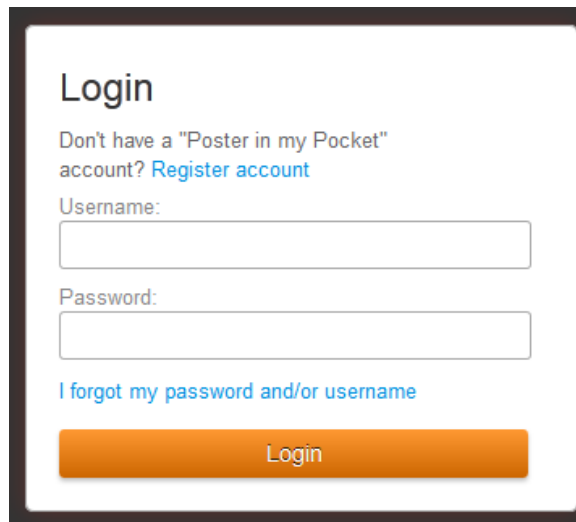
**Estimated Time required: 5 - 10 minutes**

Before you upload your poster you should be able to answer YES to these questions:

- Has your abstract been accepted for the conference of choice?
- Have you registered to attend the same conference?

If your answer to both questions is YES, you can then proceed with uploading your poster.

1. Visit: http://www.posterinmypocket.com/
2. Click on: REGISTER/LOGIN (top right)
3. You will then see the following screen. If this is your first time using it, click on **Register account.** If you have already used it, log in and jump to step 8.
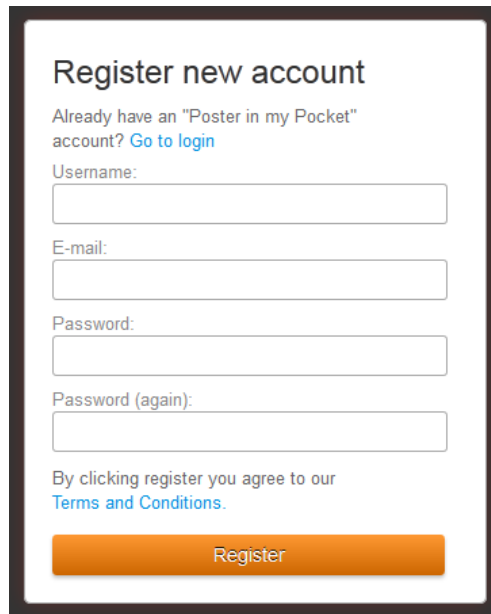


4. Fill in a Username, Email address and a Password (twice) and click on **Register**

5. You will then see the following confirmation.
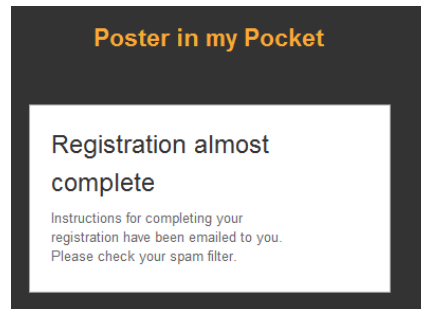


6. **\*\*Please ensure that you check your spam filter/junk folders\*\***
7. In the email (Subject: Activate Your Account), you can click on the link and activate your account. You can now log in.
8. Click on **Upload Poster**
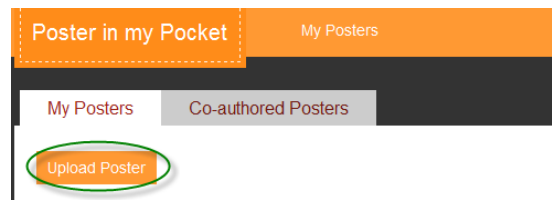
9. Enter the title of your Poster
10. **Event:** From the dropdown menu choose the event you are registered for. (Note: Although the event you are registered for may be in the dropdown menu, the Events in the actual app will only appear 90 days before the start date. You can still upload your poster, but it just won't be shown in the app until 90 days before the start date.
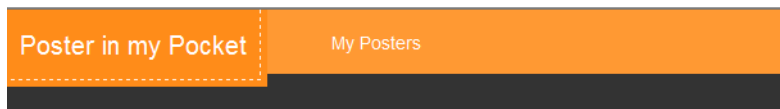


11. Enter the Description of the poster/ research
12. **Attending Author(s):** Enter the **email address** of the attending author (most likely: you, the person uploading the poster. If you wish to add a colleague's email address, an email will be sent to them automatically to register too. However he/she will not have to re-upload the poster.
13. You can then upload your Poster (PDF). Max size: 10 MB
14. Once the Poster has been successfully uploaded you will see it in **My Posters**. You can then edit it (e.g. Description, Title etc) or simply click on **Submit**
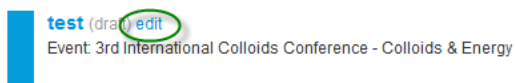


15. Once you click on Submit, the Poster is submitted to the *Poster in my Pocket team* who will check that it adheres to the two questions at the beginning.
16. Once this has been approved (usually within 24 hours), you will receive an email that the poster is live in the app!

# Prior to Printing your Poster/ Attending the Conference



1. Click on the title of your poster and Download the QR Code and the Poster in my Pocket Logo
2. Add these files to the working file of your Poster before printing it

**Why do you need these?**

These allow attendees to download your poster on the spot to their mobile. Even if they have never heard of the app, they can soon see that they can install the app on the smart phone and download your poster by simply scanning the QR code!

**What if you don't have time to add the QR code and logo to your poster? Or your poster is already printed from a previous conference?**

There will be stickers available at the Registration Desk for this. In this case you will need to add **the 4 digit code**. (Please take a note of this code as the Conference Organisers will not have it!)