



Instructions for the preparation of your Digital Poster

- PowerPoint file or PDF file – landscape format (ratio of 16:9 ideal)
- Not password-protected
- One (1) slide only
- ASTRO encourages you to use the poster templates. There are two versions: download [version 1](#) or [version 2](#). Nevertheless, the use of templates is not mandatory, and presenters are free to submit their own designs and color schemes.
- There is a fee to upload your digital poster, and the fee increases as the meeting date gets closer. Upload fees are listed below.

Submission Instruction

- [Submit your digital poster.](#)
- Use your abstract submission email as the username.
- Deadline for poster submission:
 - July 15, 2024 (\$25 fee)
 - August 9, 2024 (\$55 fee)
 - September 13, 2024 (\$85 fee)

Poster Submission, Audio Narrations and Discussion Forum FAQs

Is there a tutorial video demonstrating how to record narrations for my digital poster?

Yes, view [this video](#).

Who can upload the poster?

The person listed as Presenting Author for the poster is the only person who will have access to the Poster Builder site to upload the poster.

Am I able to re-upload my poster if I have new edits?

Yes, you can re-upload the poster until the final deadline (September 13, 2024).

When can I add an audio narration to my poster?

After you submit your original file, the MULTIEPOSTER team will process it into a digital poster (this may take from a few hours to a few days). You will receive an email once the digital poster is ready to add audio narration.

If I re-upload my poster, are the audio files I recorded deleted?

No. The audio will remain unless you remove a section of the poster.

When will my poster be formatted and ready for audio recording?

Formatting posters may take up to five days before a narration can be recorded. Submit your poster file early to avoid missing your presentation deadline.

Is there a deadline for audio narration recording?

No. The submission system where you upload and can record the audio narration will remain open at all times.

Can I submit pre-recorded audio files?

The audio should be recorded using the online microphone tool so it can be uploaded in the correct format in the corresponding section. But you can also upload an mp3 audio file to each section.

Is there a limit on the number of narrations I can use? And is there a narration length limit?

Only one narration can be added per section. We recommend that the total narration not exceed five minutes.

If you have any questions,
please contact the [MULTIEPOSTER Team](#).

