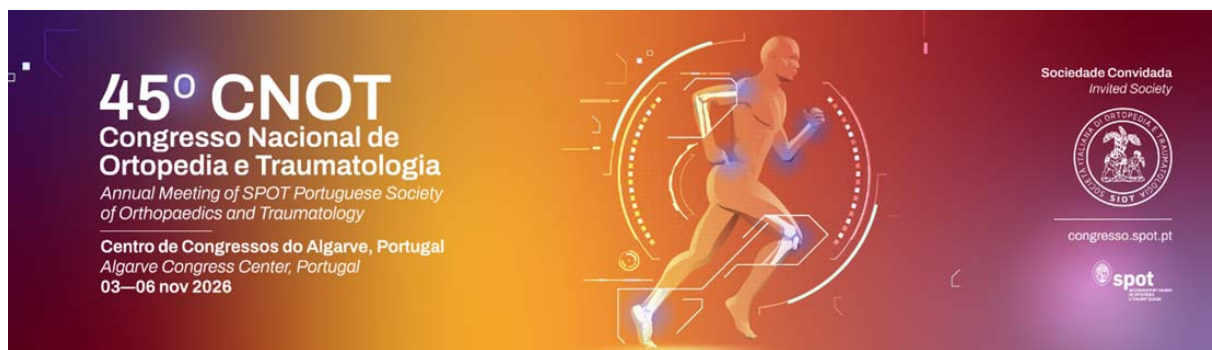




Instructions for Uploading E-Posters:

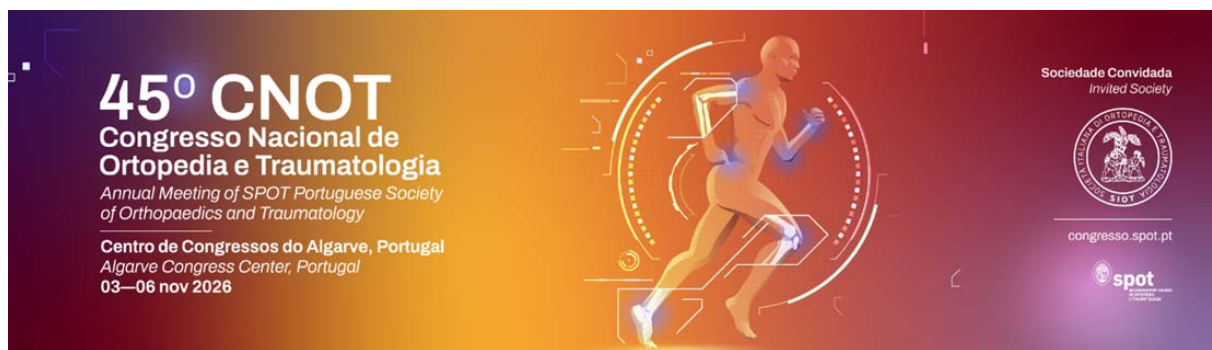
1 — Access the system via the home page by entering your login credentials:

<https://neo.emma.events/45cnot>



The **Email/Username** can be found in the email you received requesting the upload of your E-Poster. Please use this email address to access your account on the platform by clicking the "**I have an account**" button.

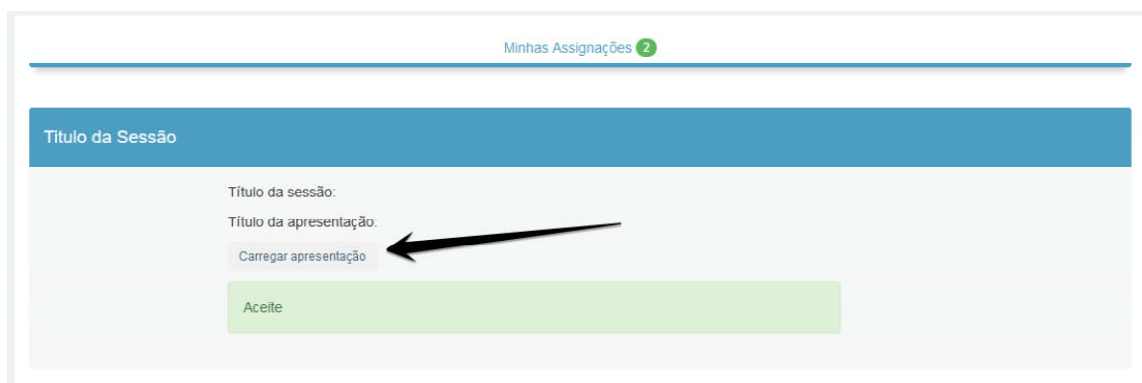
If you do not remember your password, click "**Recover My Password**", located among the main buttons on the home page.



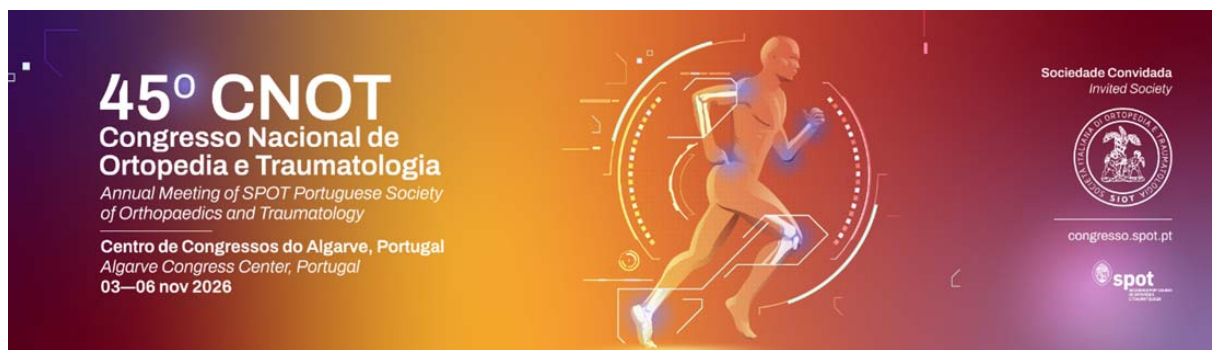
2 – Once you have logged in to your personal account on the platform, navigate to the following section: "Tasks > My Assignments"



3 – You are now in the list of assigned submissions. Click on the title of the submission you wish to upload.



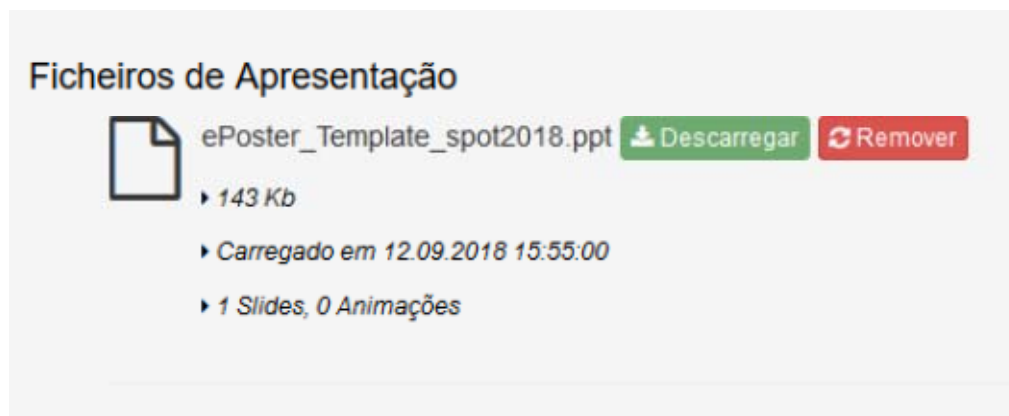
IMPORTANT NOTE: If your E-Poster has been accepted for the "Best E-Posters" session, you must upload the **E-Poster PDF** under the "E-Posters" session and the **E-Poster presentation file** under the "Best E-Posters" session.

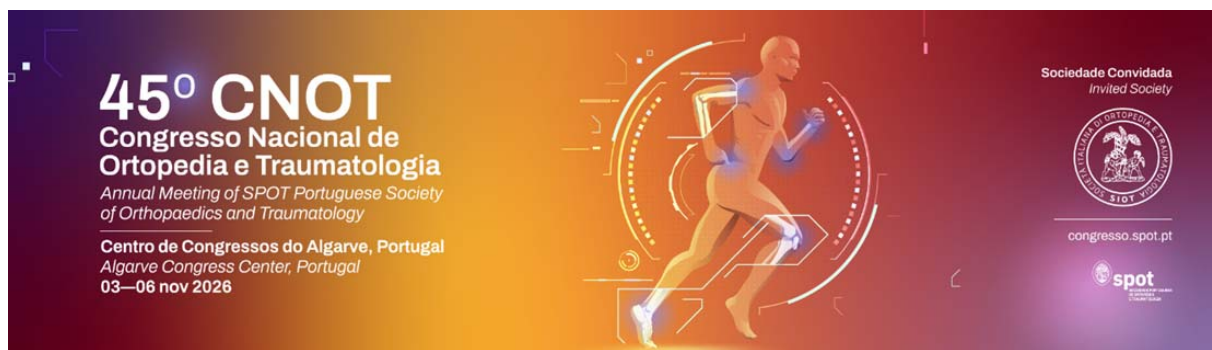


4 — At this stage, please ensure that you upload **only one presentation file**, corresponding to the title indicated by **Arrow 1**.

To do so, click the "**Presentation Files**" button (**Arrow 2**) and upload your presentation file.

5 — Once your file has been uploaded successfully, the screen should appear as shown below:





If necessary, you may remove the uploaded file by clicking the red **"Remove"** button and then upload a new version.

Note: We recommend including your submission number in the filename of the E-Poster you upload. For example: **eposter_100.pptx** (or **.ppt** or **.pdf**).