

## **How to upload your poster to the UHMS website**

- 1) Collect your files: Be sure to include your poster file, as well as any video files, as videos sometimes do not embed properly. Your file should be saved as “your abstract#.lastname.v1” (A1.Tidd.v1) in a PPTX file (Microsoft Power Point).
- 2) If your files is an update from version 1, please be sure to add the version at the end of your file (A1.Tidd.v2).
- 3) To upload your poster, go to the following link:  
[https://www.uhms.org/index.php?option=com\\_rsform&view=rsform&formId=21](https://www.uhms.org/index.php?option=com_rsform&view=rsform&formId=21)
- 4) You should be using the latest version of the Internet browsers: Firefox, Google Chrome or Safari.
- 5) In the “special instructions” section, please include any information that the UHMS program committee staff will need to know regarding your presentation.
- 6) If you have already submitted a poster, and this is an update, please specify that in the “special instructions” text box.
- 7) 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 us at [uhms@uhms.org](mailto:uhms@uhms.org) and we will work with you directly to upload your files.
- 8) 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.
- 9) For any questions or problems, please contact us at: [uhms@uhms.org](mailto:uhms@uhms.org) or 919-490-5140 x 101.