

#eposters

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UPLOAD INSTRUCTIONS

- 1) Upload deadline: **September 25th, 2026 11:59PM ET**
 - 2) Gather your files. Your file should be saved as “**Poster#.LastName.Firstname**” in a pdf file.
 - 3) Go to our uploading page:
<https://eposterboards.submittable.com/submit/364397/2026-chnc-annual-symposium>
 - 4) Click on your event, scroll to the bottom of the page and click “Create Your Account”. Set up your account by providing your email address and creating a password.
 - 5) Follow the guidelines to fill out all required fields & upload your poster file. Contact ePosterBoards technical support if you have any questions.
 - 6) In the “Additional Notes” section, please include any information that the ePoster staff will need to know regarding your presentation.
- have access to your submissions dashboard. In the submissions dashboard you will be able to track the life of your poster, including when your file has been reviewed. On the dashboard you are also able to message ePosterBoards with any specific question/concern.
- 8) If you need to upload a revised file, you must message ePosterBoards on your submission dashboard requesting for your file to become **Editable**.
 - 9) A notification will be emailed & sent to your dashboard as your poster file is received, reviewed, denied for additional editing, or accepted.
 - 10) After the review period, if your poster file has been approved, the submissions process has been completed.
 - 11) For any questions or concerns, please contact ePosterBoards tech support at <http://www.eposterboards.com/support/>