



# myOnvent for POSTER/STUDY Science presenters

Booth set up



## Step 1

# 1. Register for the event:

Registration for Arctic Frontiers 2022 is a two-step process.

- Purchase your access pass here <https://arcticfrontiers2022.axacoair.se> Your registration code will be sent by email.
- Follow instructions in the email and register on the conference platform under "**Poster / Study category**" (direct link <https://app.myonvent.com/event/arctic-frontiers/register?registerAsScholar=true>)
- If you attended Arctic Frontiers 2021 as a participant (no poster) but this year you have a poster, please let us know as we will need to change your registration access.



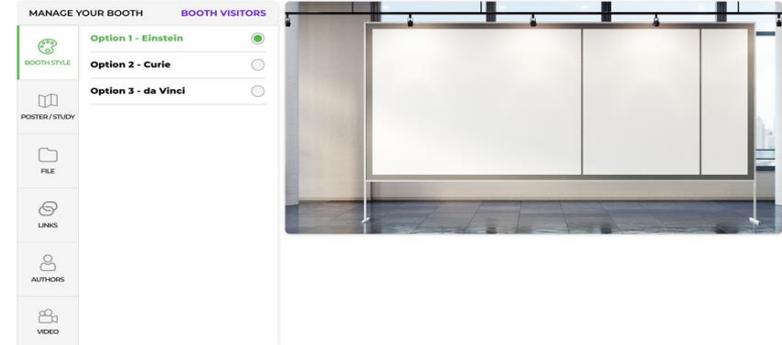
## Step 2

You can manage your booth under POSTER/STUDY tab on top menu



## Step 3

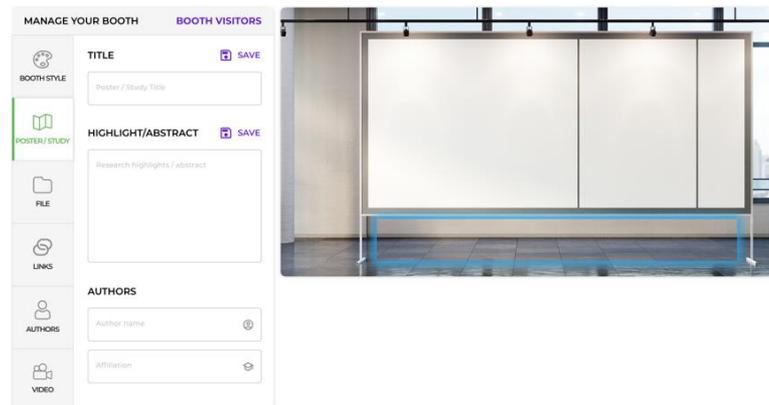
Choose your Booth style from 3 possible options



Step 4

## Add title, Highlight/Abstract, Author(s) and Affiliation(s) to appear at your booth.

Don't forget to press the **SAVE** button after filling in each field.

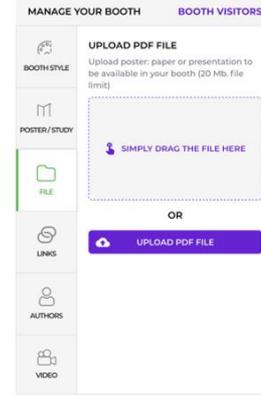


The image displays a digital interface for managing a booth, alongside a 3D rendering of the booth itself. The interface is divided into two main sections: 'MANAGE YOUR BOOTH' and 'BOOTH VISITORS'. The 'MANAGE YOUR BOOTH' section features a vertical sidebar with icons for 'BOOTH STYLE', 'POSTER/STUDY', 'FILE', 'LINKS', 'AUTHORS', and 'VIDEO'. The 'POSTER/STUDY' option is currently selected. The main content area contains three input fields: 'TITLE' (with a 'SAVE' button), 'HIGHLIGHT/ABSTRACT' (with a 'SAVE' button), and 'AUTHORS' (with a 'SAVE' button). The 'AUTHORS' section includes sub-fields for 'Author name' and 'Affiliation', each with a 'SAVE' button. The 3D rendering on the right shows a booth with a large white display area, a blue counter, and a blue base, set against a dark background.

## Step 5

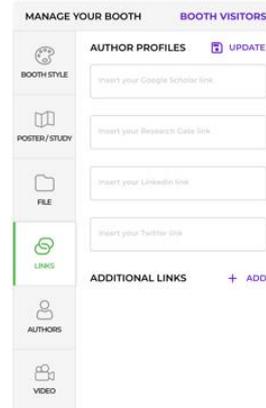
**Upload a PDF file you would like to share with participants (you can upload 1 file, max. 20 MB).**

The name of the file should contain only English characters (no special characters).



## Step 6

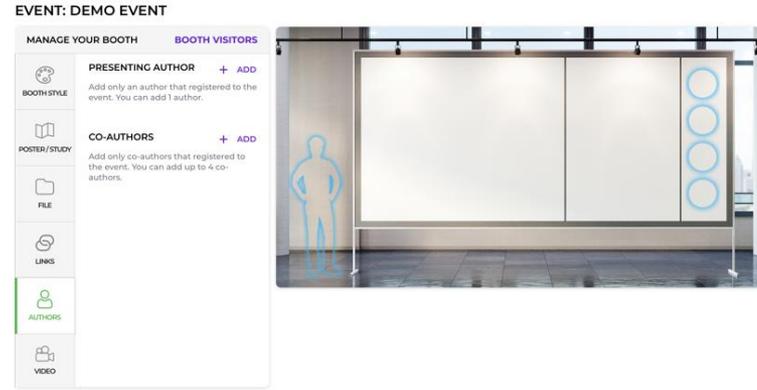
**Add links to your Booth**



## Step 7

# Add Presenting Author and co-authors

- Press +ADD next to “Presenting Author”, choose from our gallery or upload your own picture.
- A few suggestions for a picture in the Booth to look better:
  - a. Use an image without a background (you can remove a background from your picture by using a free online tool: <https://www.remove.bg/>);
  - b. We would suggest using a full body and a good resolution image (up to 2 MB).



## Add a Co-Author

Note: you can add up to 4 co-authors and they have to be already registered for the event as Participants

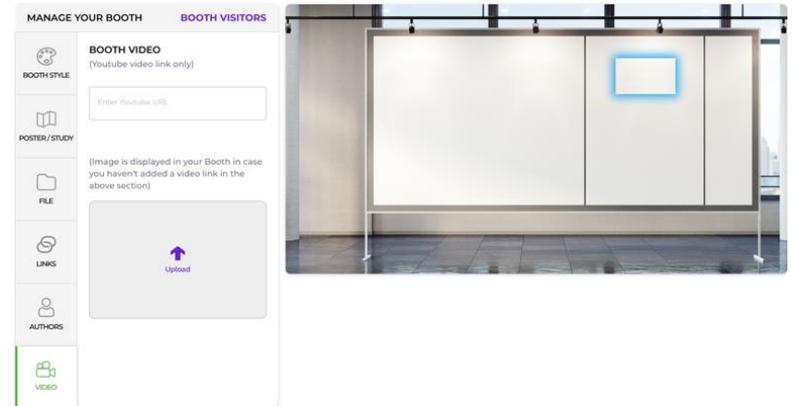
- The Presenting Author and co-author(s) will receive a Chat message each time a visitor will press on your Avatar or co-authors profile picture on the side of the billboard. If you are not logged in at the time, you will receive an email notification and will be able to review the messages next time you enter the event platform.
- Your co-authors will also be able to see statistics and booth visitors, but will not be able to edit the Booth.

## Step 8

# Add a YouTube video link or an image to the Billboard

All videos must come from YouTube. You can upload the video to your YouTube account and mark it as “Unlisted” so it would not appear to others on YouTube, just in your Booth.

Note: Playlist URLs do not work, you should add one link from YouTube.



Step 9

## You can Preview your Booth

Press on the image of your Booth to preview it. Click on the poster to see the document preview, check the uploaded video and links.

### EVENT: DEMO EVENT

MANAGE YOUR BOOTH BOOTH VISITORS

BOOTH STYLE

- Option 1 - Einstein
- Option 2 - Curie
- Option 3 - da Vinci

POSTER / STUDY

FILE

LINKS

AUTHORS

VIDEO

Booth preview

myOnvent DEMO EVENT

BACK HOME CONTACTS CHATS PROGRAM MEETINGS ARCHIVE

POSTER / STUDY

ALL EXHIBIT HALLS

POSTER/STUDY

ABSTRACT

SCROLL DOWN TO READ THE FULL ABSTRACT

Step 10

## You can see your Booth statistics and Visitors

Booth visitors are counted every time someone visits your Booth.

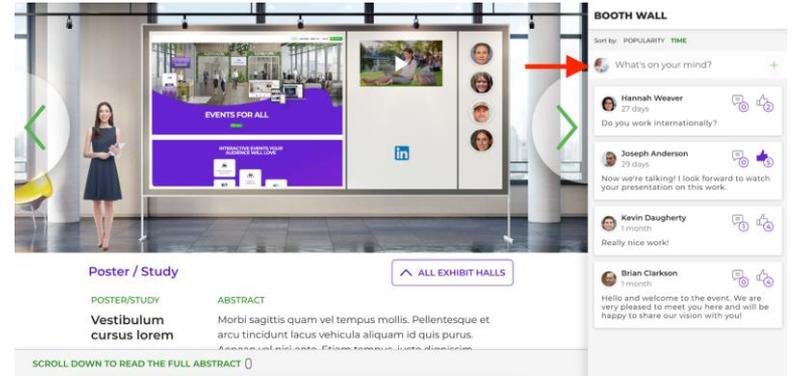
The screenshot displays the myOnvent user interface. At the top, there is a navigation bar with the myOnvent logo, a dropdown menu for 'DEMO EVENT', and several navigation icons: BACK, POSTER / STUDY, HOME, CONTACTS, CHATS, PROGRAM, MEETINGS, EN, a notification bell, and MY ACCOUNT. Below the navigation bar, the main content area is titled 'EVENT: DEMO EVENT'. A red arrow points to the 'DEMO EVENT' dropdown menu. Underneath, there is a section for 'MANAGE YOUR BOOTH' with a sub-tab for 'BOOTH VISITORS'. This section contains three options: 'Option 1 - Einstein' (with a green status indicator), 'Option 2 - Curie' (with a grey status indicator), and 'Option 3 - da Vinci' (with a grey status indicator). To the left of these options is a vertical sidebar with icons for 'BOOTH STYLE', 'POSTER / STUDY', 'FILE', 'LINKS', 'AUTHORS', and 'VIDEO'. To the right of the management options is a 3D rendering of a modern booth with a large white display wall and a dark floor.

## Step 11

# You are welcome to engage with the Participants

Each Poster/Study has a dedicated “Booth wall” visible to all Participants who will visit the booth. We recommend sharing a short message, inviting visitors to ask questions by pressing on your Avatar. You can also pin a message on the Booth wall (post a message and press three dots next to the text, select ‘Pin’).

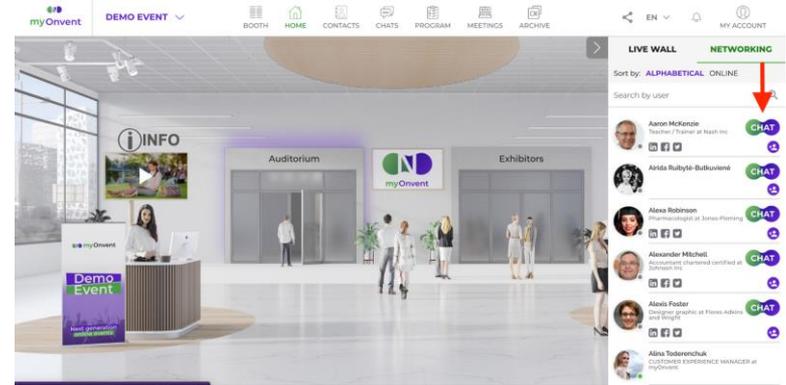
You can create “Group Chats” (Chats->New Chat) or have a 1on1 video call with any other registered attendee.



## Step 12

# Find all registered Participants at the NETWORKING section in the Lobby

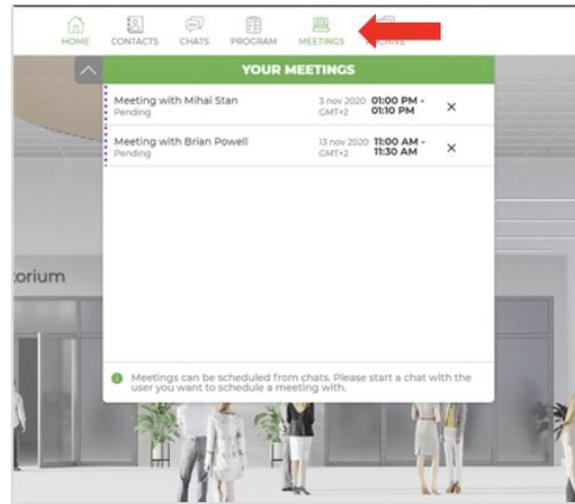
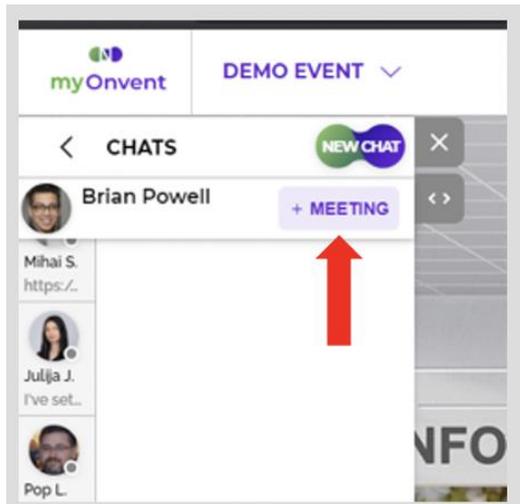
You can add participants to your Contacts by pressing an icon next to the Name or send a message by pressing a "Chat" icon.



## Step 13

# Schedule a Meeting with a user

Start a Chat to schedule a meeting with Participants. Send at least one message and the “Meeting” button will become active. Participants can Accept or Decline the meeting request. You can review your Meetings under the Meetings tab.



Thank you for choosing

