myOnvent for POSTER/STUDY Science presenters

Booth set up

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.
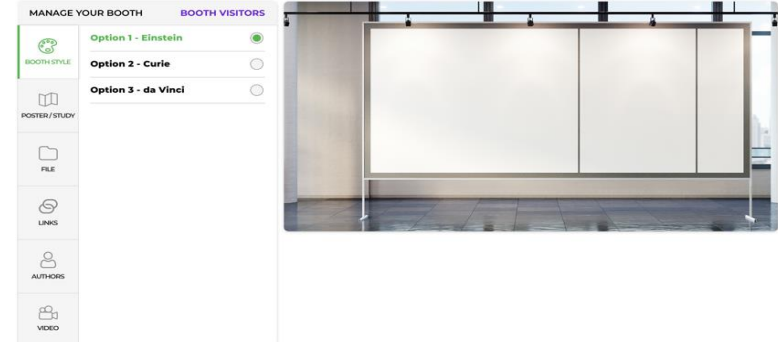
Step 2

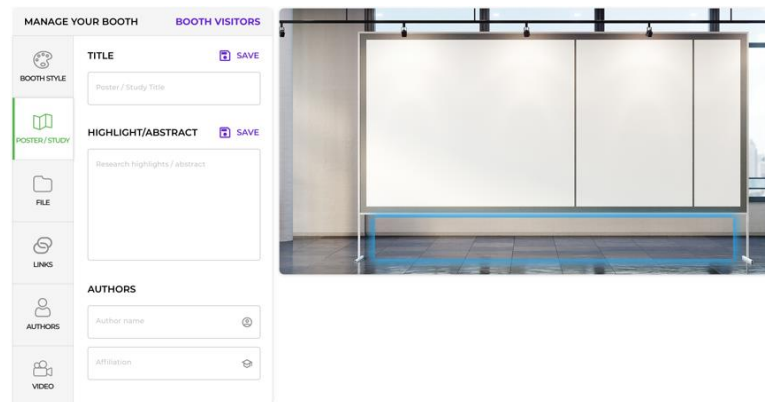You can manage your booth under POSTER/STUDY tab on top menu

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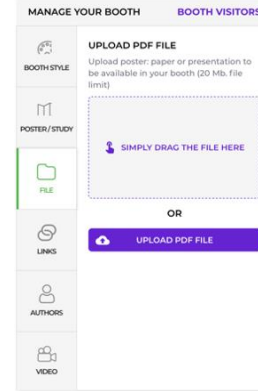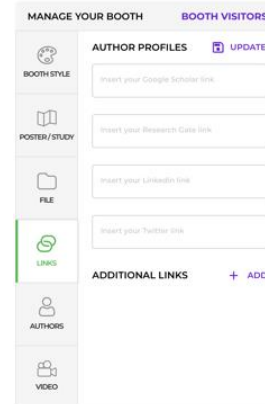
Upload a PDF file you would like to share with participants (you can upload 1 file, max. 20 MB).

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

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).
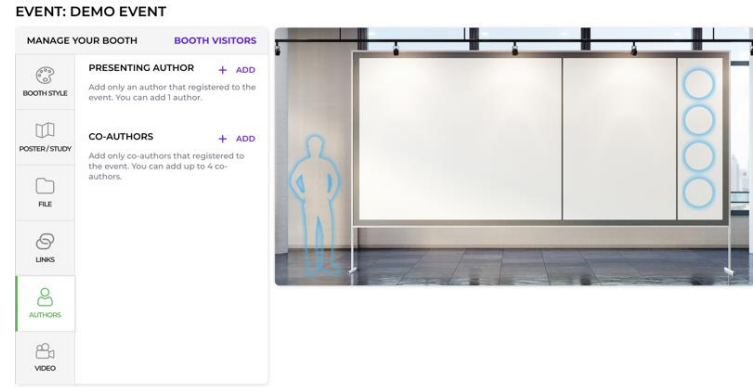
Add a Co-Author

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.
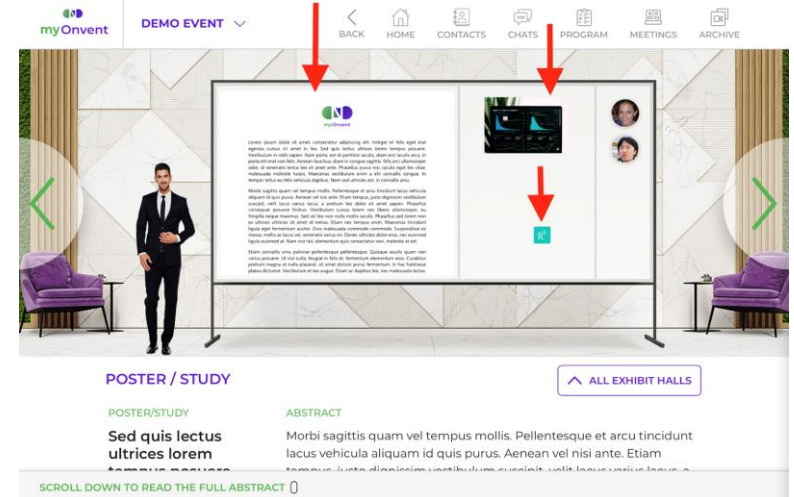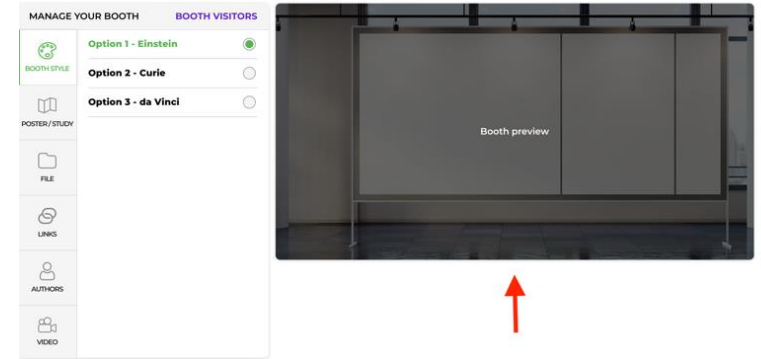Note: Playlist URLs do not work, you should add one link from YouTube.
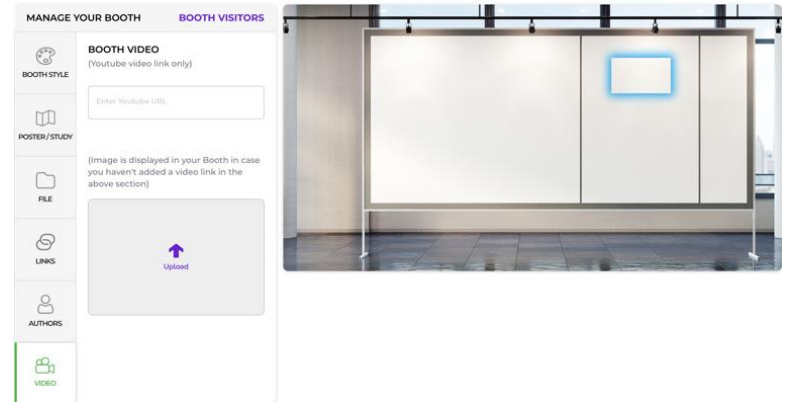
Step 9

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.

You can see your Booth statistics and Visitors

Booth visitors are counted every time someone visits your Booth.

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').
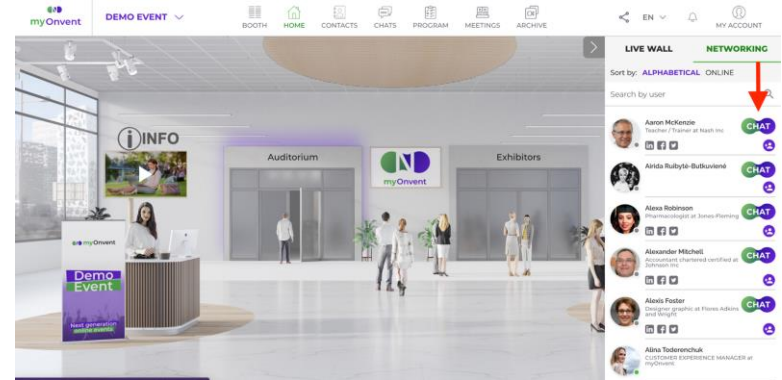
You can create "Group Chats" (Chats->New Chat) or have a 1on1 video call with any other registered attendee.
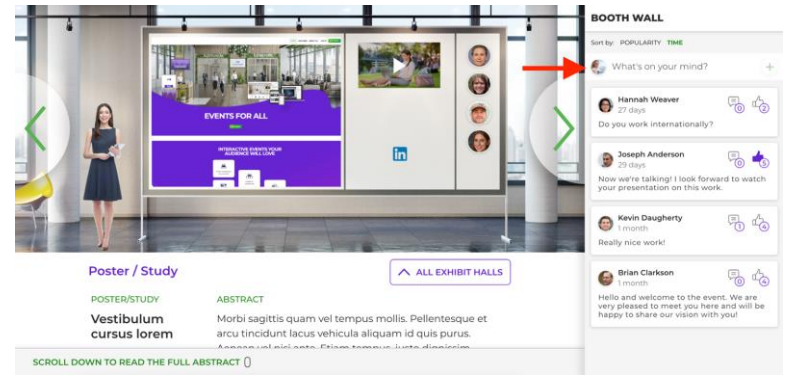
Step 12

Find all registered Participants at the NETWORKING section in the Lobby
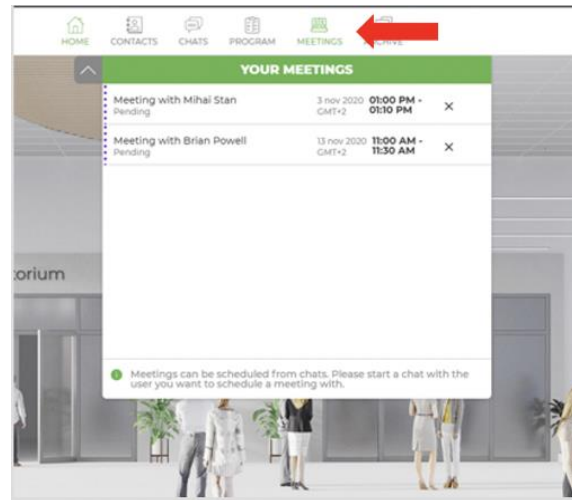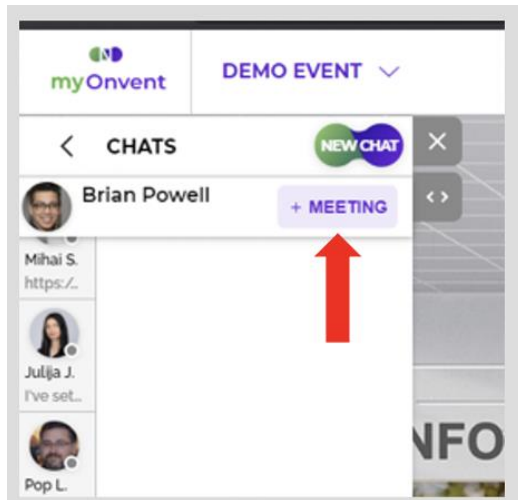
You can add participants to your Contacts by pressing an icon next to the Name or send a message by pressing a "Chat" icon.

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

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