



## Virtual Poster Guidelines

The American Crystallographic Association has partnered with Genigraphics to provide poster session services for this year's Annual Meeting which will be held virtually July 30- August 5, 2021. Posters will be available for viewing during and will remain available in our digital archive. Our poster session includes interactive features to help you present your research virtually both synchronously and asynchronously such as **Audio, Zoom, Chat and Video**.

**Please plan to be online and available to answer questions about your poster via Zoom during your scheduled time which will be provided to you separately. Poster sessions will occur 4-5pm ET daily July 31-August 3.**

Go to <https://www.genigraphics.com/aca> to upload your ePoster file.  
There is no charge for submitting your file and the process takes only a few minutes.  
The deadline to upload is **1:00 pm Central Time on Sunday, July 25, 2021.**

### POSTER FORMAT REQUIREMENTS

Your poster must meet these guidelines or use one of the templates at <https://www.genigraphics.com/aca>.

- **Files should be no more than 5MB in size.** Contact Genigraphics if this is an issue.
- There are no poster dimension size requirements.
- The poster must contain the Title, Authors and Affiliations.
- Files must be in PowerPoint (.ppt or .pptx) or Adobe Acrobat (.pdf) file format.
- Fonts other than standard Windows TrueType must be embedded in the file.

### POSTER TEMPLATES

- Suggested templates are available <https://www.genigraphics.com/aca>
- **ALL dimensions and templates are acceptable.**
- All files will receive a complimentary design review by Genigraphics.

### ZOOM MEETINGS

- Posters will be presented via Zoom hosted by the ACA.

### AUDIO

- To be considered for a prize, the poster needs to have a 3 minute audio file presentation.
- Presenters can upload an audio file of up to 3 minutes in length. **Files should be less than 5MB in size.**
- Audio files should be uploaded in mp3, wav, ogg, or m4a file formats.
- To record audio on your computer, one option is <https://online-voice-recorder.com/> which records in mp3 and saves to your downloads folder. Another option is to use Windows Voice Recorder.

### VIDEO

- Videos of chemical reactions or rotations of a molecule can also be included, but this is OPTIONAL.
- Videos should not be presentations of your poster.
- To include video, upload it to YouTube/Vimeo/GoogleDrive/Zoom, set the sharing for anyone with the link, and enter the URL when uploading your poster

For questions, please contact Genigraphics at:

**Email:** [info@genigraphics.com](mailto:info@genigraphics.com)

**Phone:** 913-441-1410 -- US Country Code +(1)

Toll Free: 800-790-4001 (US & Canada)

## Instructions for Uploading your ePoster

Go to <https://www.genigraphics.com/aca>

**ePOSTER FILE SUBMISSIONS** **DEADLINE IN 35:17:31:02**  
Days Hrs Mins Secs

Number	Author(s)	Title	
ALL	Page	ALL	
Use the Search utility to locate the poster(s) you want to manage. The results will be displayed below. Enter search criteria in any or all of the above fields (you may search with partial text, e.g., Alex = Alexander).			
		<input type="text" value="Search"/>	<input type="text" value="Reset All"/>
102 Pediatric Uploaded	John DeVries, MD Alan Page, MD Carl Eller, MD Gary Larsen, MD Jim Marshall, MD	Pediatric Pneumoparotid: A Case Report	
115 Uploaded	Alan Page, MD Carl Eller, MD Gary Larsen, MD Jim Marshall, MD	Massive Kaposiform Hemangioendothelioma of the Head and Neck	
116 Pediatric Awaiting File	Alan Page, MD Carl Eller, MD Gary Larsen, MD Jim Marshall, MD	Pediatric Pneumoparotid: A Case Report	<input checked="" type="checkbox"/>
117 Uploaded	Alan Page, MD Carl Eller, MD Gary Larsen, MD Jim Marshall, MD	Lemierre's Syndrome Caused by MRSA Infection in an Infant	<input type="checkbox"/>

**Results: 4 records returned.** **Check the box for each ePoster listing(s) you want to manage.**  
You may choose up to five at a time.



Review and confirm your ePoster listing(s).

[← Return to poster list](#)

Poster Number: demo

Track:

File Status: Awaiting File

Title:

demo

All authors:

}

Separate Author Names with semi-colons. Example: "Jane Doe, PhD; John Smith, MD;"

Affiliation(s):

;

Presenting author:

First Name

Last Name

Degree(s)

Presenting author's biography:

Abstract Text:

Zoom session link:

Will be provided by ACA

Video file link:

Contact email address:

info@genigraphics.com

Your email address will never be displayed or shared.

Please confirm your listing(s)  
or edit as necessary.

Save and Continue to File Upload


**ePOSTER FILE SUBMISSIONS** **DEADLINE IN 35:17:21:46**  
Days Hrs Mins Secs

Upload your ePoster file(s). [Return to edit listing\(s\)](#)

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Poster Number: 116  
File Status: Awaiting File  
Title: Pediatric Pneumoparotid: A Case Report

File Name:  Select Version

  If uploading a PowerPoint file, please select version:

**(optional) Upload Audio Presentation File For Your Poster**  
Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 5 minutes in length.

Filename	Size	Status
Drag file(s) here.		

Note: Presentation file 04-Can-You-Hear-Me\_ID53826.mp3 has been uploaded.

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**Add File and then Start Upload for each listing.  
Once complete, click Save and Continue.**

If you do not know the year, please let us know whether you used a PC or Mac and select the 365


**ePOSTER FILE SUBMISSIONS** **DEADLINE IN 28:19:36:13**  
Days Hrs Mins Secs

Upload your ePoster file(s). [Return to edit listing\(s\)](#)

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Poster Number: 123  
File Status: Awaiting File  
Title: Demonstration

File Name:  38 KB 0% PC - Office 365

  If uploading a PowerPoint file, please select version:

**ePOSTER FILE SUBMISSIONS** **DEADLINE IN 35:17:16:09**  
Days Hrs Mins Secs


Upload your ePoster file(s). [Return to edit listing\(s\)](#)

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Poster Number: 116  
 File Status: Uploaded (38K)  
 Title: Pediatric Pneumoparotid: A Case Report

File Name:

**(optional) Upload Audio Presentation File For Your Poster**  
 Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 5 minutes in length.



Filename	Size	Status
Drag file(s) here.		

Add File and then Start Upload for each listing.  
Once complete, click Save and Continue.

**ePOSTER FILE SUBMISSIONS** **DEADLINE IN 35:17:15:14**  
Days Hrs Mins Secs


Upload your ePoster file(s). [Return to edit listing\(s\)](#)


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Poster Number: 116  
 File Status: Uploaded (38K)  
 Title: Pediatric Pneumoparotid: A Case Report


File Name:

**(optional) Upload Audio Presentation File For Your Poster**  
 Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 5 minutes in length.



Filename	Size	Status
Demo Audio_ID52806.mp3	625 kb	0% 

Add File and then Start Upload for each listing.  
Once complete, click Save and Continue.



Upload your ePoster file(s).

[← Return to edit listing\(s\)](#)

Poster Number: 116  
File Status: Uploaded (38K)  
Title: Pediatric Pneumoparotid: A Case Report

File Name:

Remove File

(optional) Upload Audio Presentation File For Your Poster  
Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 5 minutes in length.

Filename	Size	Status
Drag file(s) here.		



Note: Presentation file Demo Audio\_ID52806\_ID74630.mp3 has been uploaded.

Add File and then Start Upload for each listing.  
Once complete, click Save and Continue.



Thank you for your participation!

[← Return to upload file\(s\)](#)

Poster Number: 116  
File Status: Uploaded (38K)  
Title: Pediatric Pneumoparotid: A Case Report

File Name:

Audio File:

Updates successfully completed.