

34th International Epilepsy Congress

USER GUIDE TUTORIAL



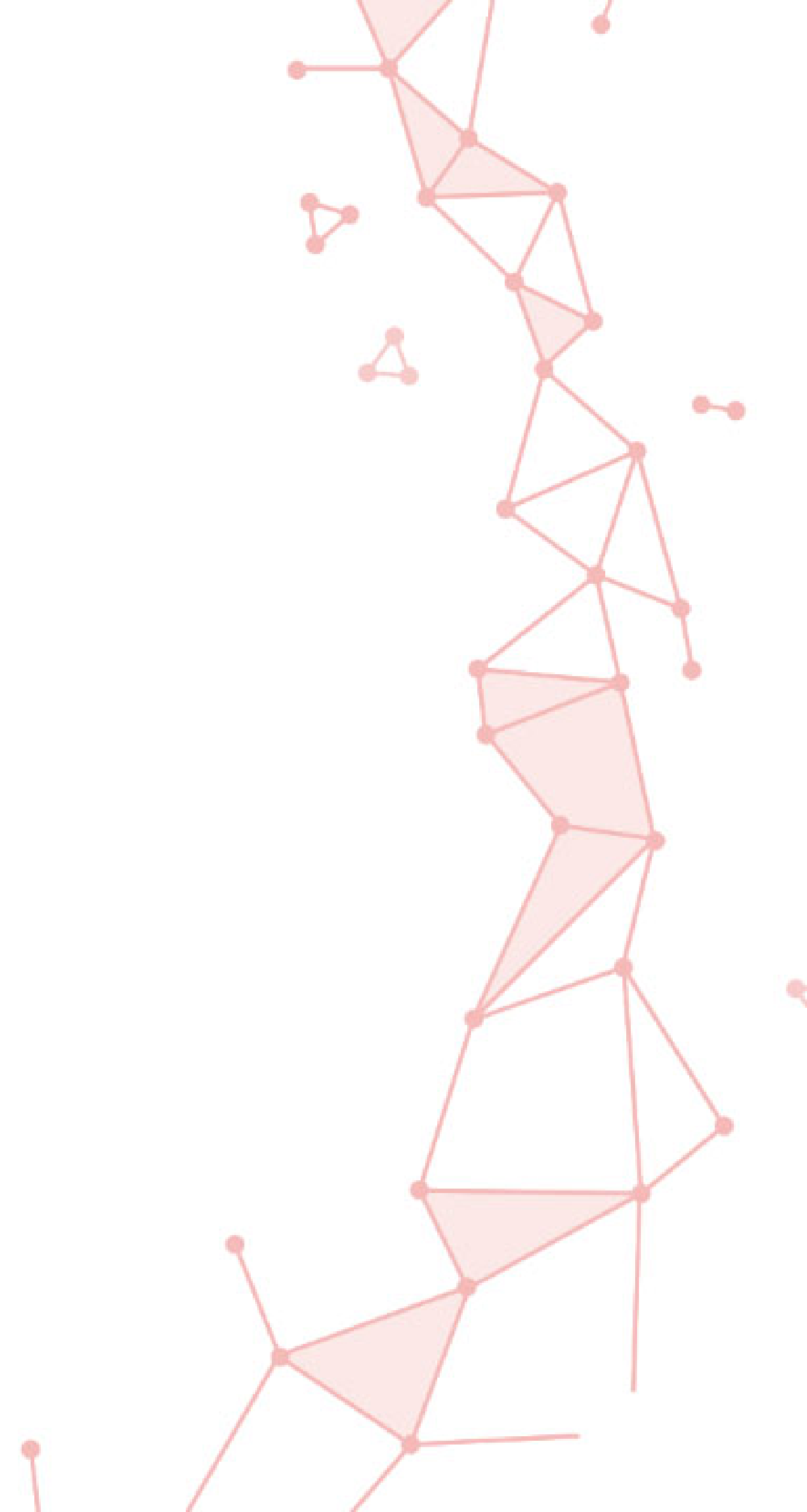


INTRODUCTION

We are delighted to welcome you
to the 34th International Epilepsy Congress!

This guide will help you
access the Content Management
System.

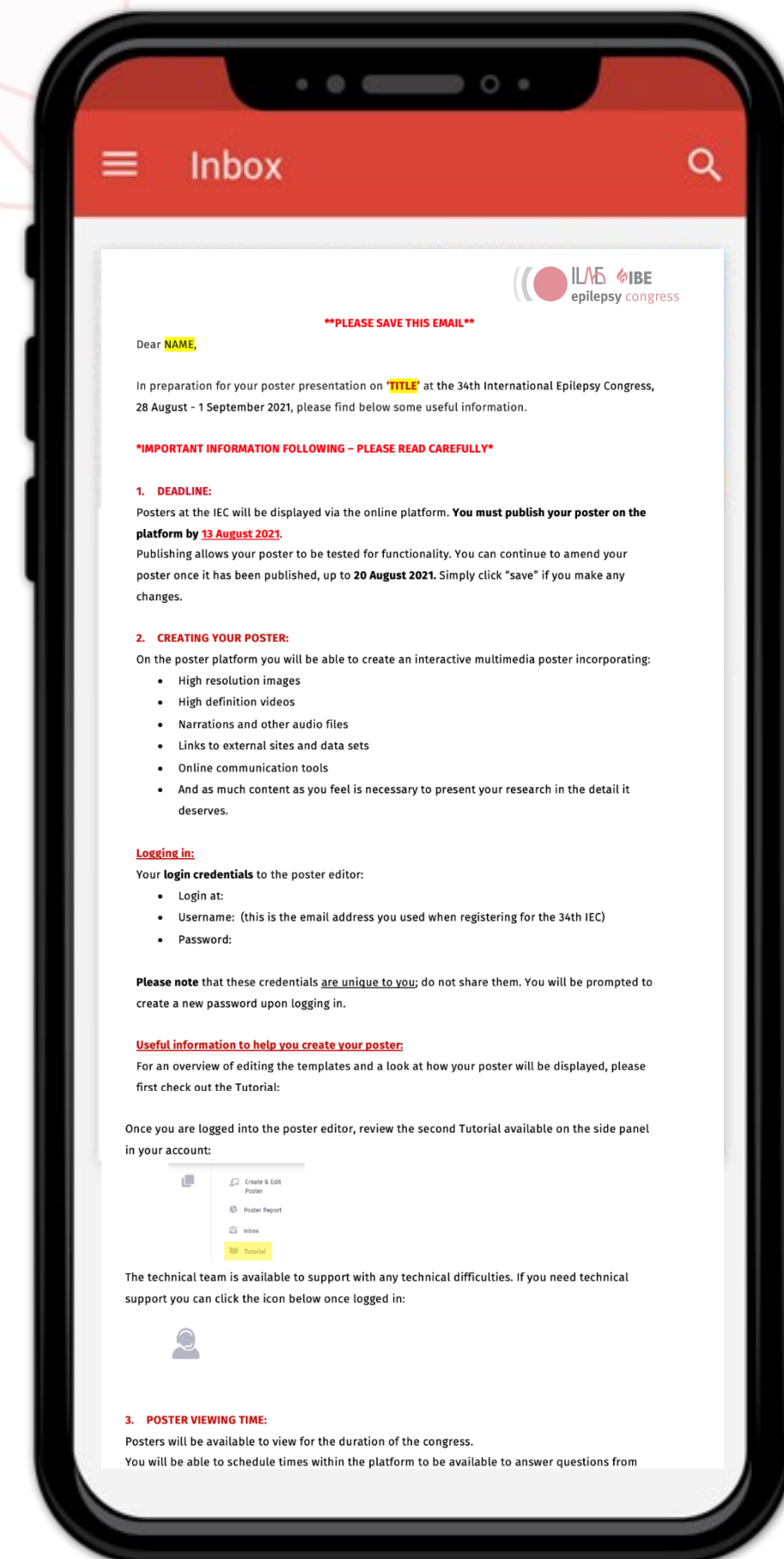
We recommend using a desktop or laptop
in full screen mode for the best
experience.



GENERAL

- Posters must be uploaded by **13 August** in order to be approved for publication on the IEC 2021 platform; however, you can still make minor changes to your poster up until **20 August**. Please note that **posters will remain** on the platform as **on-demand content** for an extra **2 months** after the congress.
- Posters must correspond directly with the original abstract submitted.
- Posters must be written in English, the official language of the congress. If English is not your first language, you may wish to show someone your poster before it is finalized.
- Keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary.
- Please remember that if you decide to withdraw your poster from the IEC 2021, please inform the congress secretariat accordingly on abstracts@epilepsycongress.org
- Access to the poster platform will only be made available to registered authors, The deadline for registration of presenting authors was June 18. For any queries, please contact abstracts@epilepsycongress.org

LOGIN



You will get an invitation email
with password for you to login
to our system

LOGIN



Welcome to 34th International Epilepsy Congress

[Forgot Password](#)[LOGIN](#)

Type your email and password (please refer to your email) then click on login button.

We recommend viewing this in full screen mode (Chrome shortcut: F11 Key)

LANDING PAGE (HOME)

Welcome to the poster upload platform. Here you can create a new poster, see a poster report and read messages from poster viewers that are sent to you through the platform.

The screenshot shows the landing page of the ILAE/IBE epilepsy congress poster upload platform. The page has a light pink background with a white sidebar on the left. The sidebar contains a logo at the top and a list of navigation items: 'Create & Edit Poster', 'Poster Report', 'Inbox', 'Tutorial', 'Chat', and 'Booking Appointment'. The main content area has a header with 'Published : 0' and 'Withdrawn : 0', a search bar, and a '+ New Poster' button. Below the header is a table with columns 'Poster Title', 'Status', 'Time', and 'Action'. The table is currently empty. At the bottom of the table, there are pagination controls showing '20' items per page. The footer of the page includes the copyright notice '© 2021 IEC. All rights reserved.' and the 'Powered By TBA' logo.

ILAE IBE
epilepsy congress

Welcome, Bernadette Febriani

Published : 0 Withdrawn : 0 Search + New Poster

Final edits can be made until 20 August 2021.




Poster Title	Status	Time	Action
--------------	--------	------	--------

« < > » 20

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LANDING PAGE (TOP BAR)

Click to go back to the landing page (current page)



Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment



Published : 0 Withdrawn : 0 [+ New Poster](#)


Final edits can be made until 20 August 2021.

Poster Title	Status	Time	Action
--------------	--------	------	--------


« < > »

20 ▼





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Powered by 

Click to view your profile

PROFILE

In Profile Page, you can change your picture, change your password, and see the category in which you're eligible to upload your poster. Don't forget to click the save button on the bottom to save changes you made! You can also log out from this site from the Profile Page.


Click UPDATE PROFILE
to ensure all changes
are saved

ILAE IBE
epilepsy congress

Welcome, Bernadette Febriani

Logout

Profile


Upload Profile

First Name Bernadette Febriani	Last Name Sutanto
Company / Institution bernadette.febriani@pico.com	Email bernadette.febriani@pico.com
Change Password *****	Category <ul style="list-style-type: none">1. Adult Epileptology2. AED Issues3. Basic Sciences4. Clinical Neurophysiology5. EEG6. Epidemiology7. Genetics8. Neurobiology9. Neuroimaging10. Neuropsychology11. Paediatric Epileptology12. Prognosis13. Psychiatry14. Seizure Semiology15. Social Issues16. Status Epilepticus17. Surgery18. Translational Research19. Women and Pregnancy

UPDATE PROFILE

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LANDING PAGE (SIDE BAR)

Create & Edit Poster

ILAE IBE epilepsy congress

Posters

Poster report

Email inbox

Website tutorial

Chat room

Appointment se

Help desk

Logout

Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment

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Welcome, Bernadette Febriani

Published : 0 Withdrawn : 0 Search + New Poster

Final edits can be made until 20 August 2021.

Poster Title	Status	Time	Action
--------------	--------	------	--------

<< < > >> 20

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Minimize tab

LANDING PAGE (SIDE BAR)

POSTER SECTION MENU

POSTER REPORT

See various report about your poster: total views, votes etc

TUTORIAL

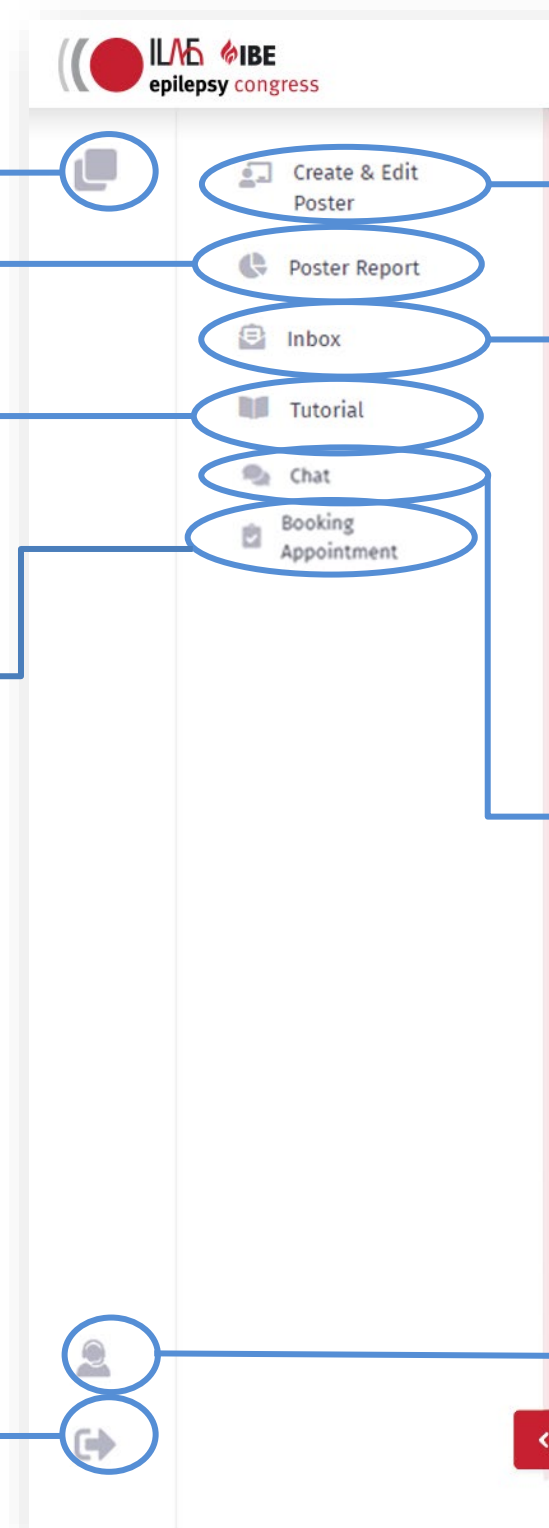
Forgot any steps? Check our tutorial page.

BOOKING APPOINTMENT

Set appointment time and type to interact with poster viewers. You can also check who's applying.

LOG OUT

You can log out easily by clicking this button



CREATE & EDIT POSTER

Create or edit existing poster.

INBOX

The poster viewer may leave comments or questions via mail. Check them out here or go to your registered email to read them.

CHAT

The poster viewers may want to discuss or ask questions right away. Check this tab to interact with them.

HELP DESK

If you need any help while uploading your poster, you can use the Helpdesk Support icon. Your message will be emailed to the technical support team.

LANDING PAGE (EXTRA DETAILS)

- **POSTER REPORT**

The Poster Report button shows you how many views your poster has received, number of votes, whether it has generated emails, number of downloads and the number of likes. Please be reminded that the platform will go live from 28 August so there will be no activity on the report until then.

- **INBOX**

Once your poster is live, delegates can message you directly with any questions or to engage in discussion with you about your poster. Remember that this means that you might receive correspondence about your poster in the on-demand period too.

CREATE & EDIT POSTER

Click to create
new poster

Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment

Published : 0 Withdrawn : 0

+ New Poster

Final edits can be made until 20 August 2021.

Poster Title	Status	Time	Action
Your created poster will appear here			

<< < > >>

20

<

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Powered by TBA

NEW POSTER (CHOOSE YOUR TEMPLATE)

Previous Page
(Tutorial)

Jump to
Tutorial

Current Page (*Choose Your Template*)

[illegible]

NEW POSTER (CHOOSE YOUR TEMPLATE; EXTRA INFORMATION)

- There are 7 different poster templates available to you based on the number of boxes (for Introduction, Method, Results, Conclusion etc) that you need with optional placeholders for images or videos.
- Please consider in advance which template suits the display of your research the best before you start uploading your work as it is not possible to change the template mid-way through without having to start again from the beginning.

NEW POSTER (EDITING)

Previous Page
(Choose Your Template)

Jump back to
Tutorial

Jump back to Choose
Your Template

Current Page
(Editing)

Upload your logo
file (optional)
(preferably 1:1
dimension)

Click to type
in and edit

Adding References,
adjust poster settings,
and next page
(Preview and Submit)

Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment

Back

Tutorial

Choose Your Template

Editing

Preview and Submit

INSERT LOGO HERE

Upload

Poster Title

Author(s) Names

Affiliation(s)

Poster Number

Category

Publish poster by 13 August, edit poster until 20 August.

Please choose the same category used when submitting your abstract.

+

Untitled

Edit/Save

+

Untitled

Edit/Save

+

Untitled

Edit/Save

+

Untitled

Edit/Save

References

Setting

Next

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Powered by TBA

NEW POSTER (EDITING; EXTRA INFORMATION)

- Uploading a logo for your institution is optional.
- Please ensure that the title of your poster corresponds exactly with the title of your abstract. After 20 August, all posters will be checked for accuracy and any poster whose title does not match the abstract, will be removed.
- Link Author and Affiliations by using number(s) after Author and number before Affiliations e.g.

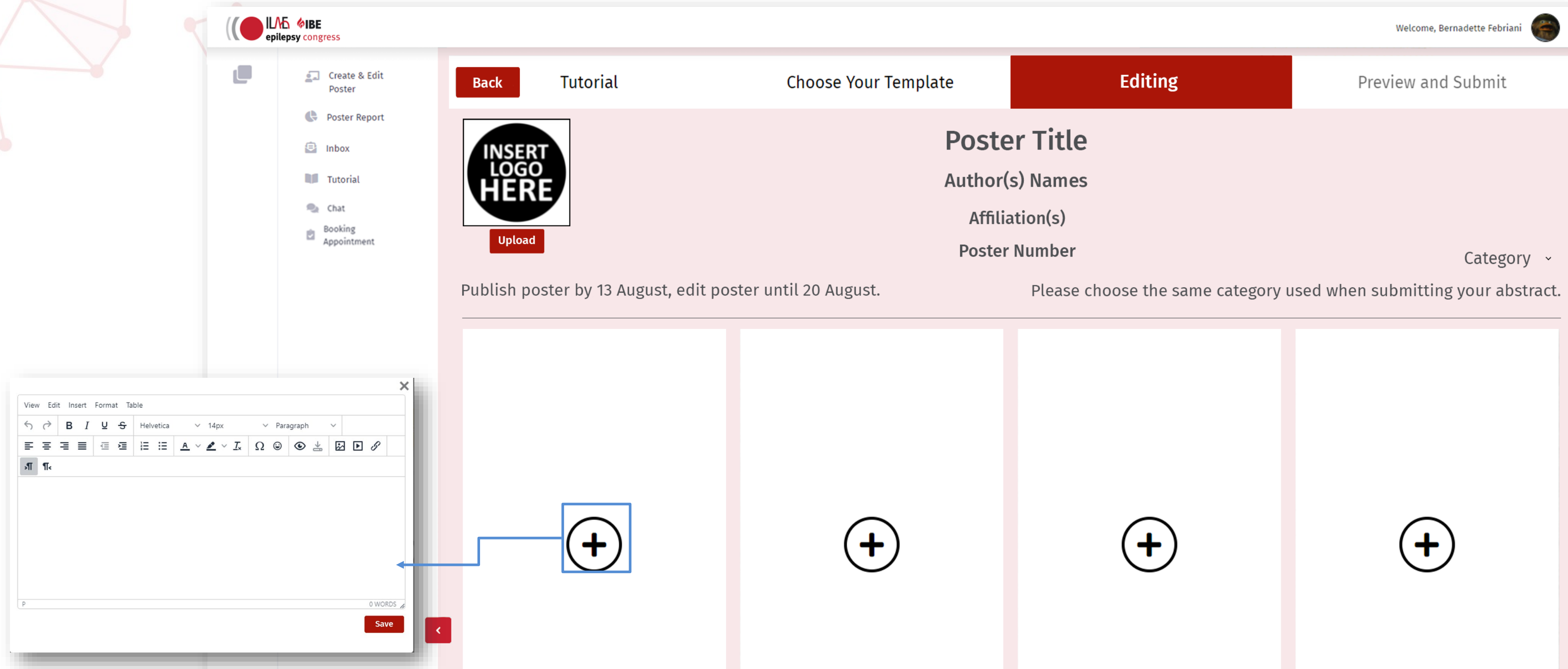
Ann Brown¹ Conor Black¹ John White²

¹ Department of Neurology, University Hospital, Shanghai, China

² School of Medicine, Military Hospital, Bangkok, Thailand

- For images, please note the following file size and accepted formats:
JPG or PNG, maximum 5MB

NEW POSTER (EDITING)



Click on the + button
to add your text

NEW POSTER (EDITING)

View

<> Source code

Visual aids ☒

Show invisible characters

Show blocks

Preview

Edit

Undo Ctrl+Z

Redo Ctrl+Y

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste as text

Select all Ctrl+A

Find and replace... Ctrl+F

Insert

Image...

Link... Ctrl+K

Media...

Table >

Special character...

Emoticons...

Horizontal line

Nonbreaking space

Table of contents

Date/time >

Table

Table >

Cell >

Row >

Column >

Delete table

Format

B Bold Ctrl+B

I Italic Ctrl+I

U Underline Ctrl+U

~~S~~ Strikethrough

X² Superscript

X₂ Subscript

<> Code

Formats >

Blocks >

Fonts >

Font sizes >

Align >

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View Edit Insert Format Table

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Paragraph

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P

0 WORDS

Save

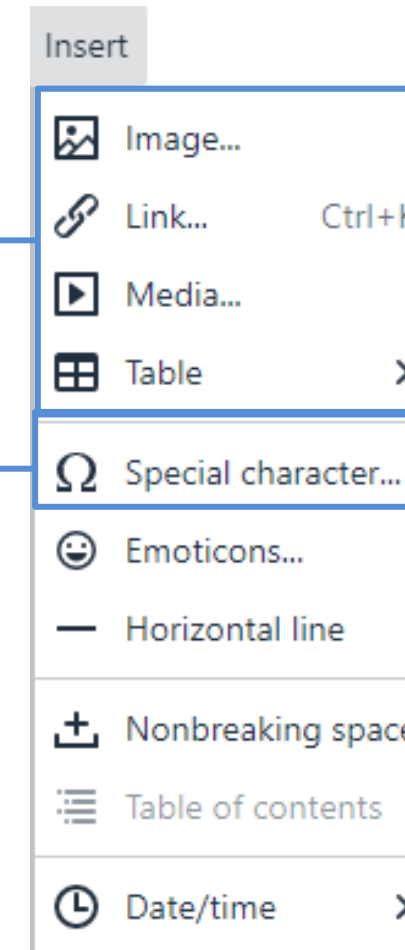
NEW POSTER (EDITING)

- When people visit your presentation and click on your images, they will expand to their full size, so use images that are as large as possible – up to 1920 x 1080 pixels – so they fill the screen for easy viewing. You cannot paste an image into a contents box directly, but you need to use the insert image button instead.

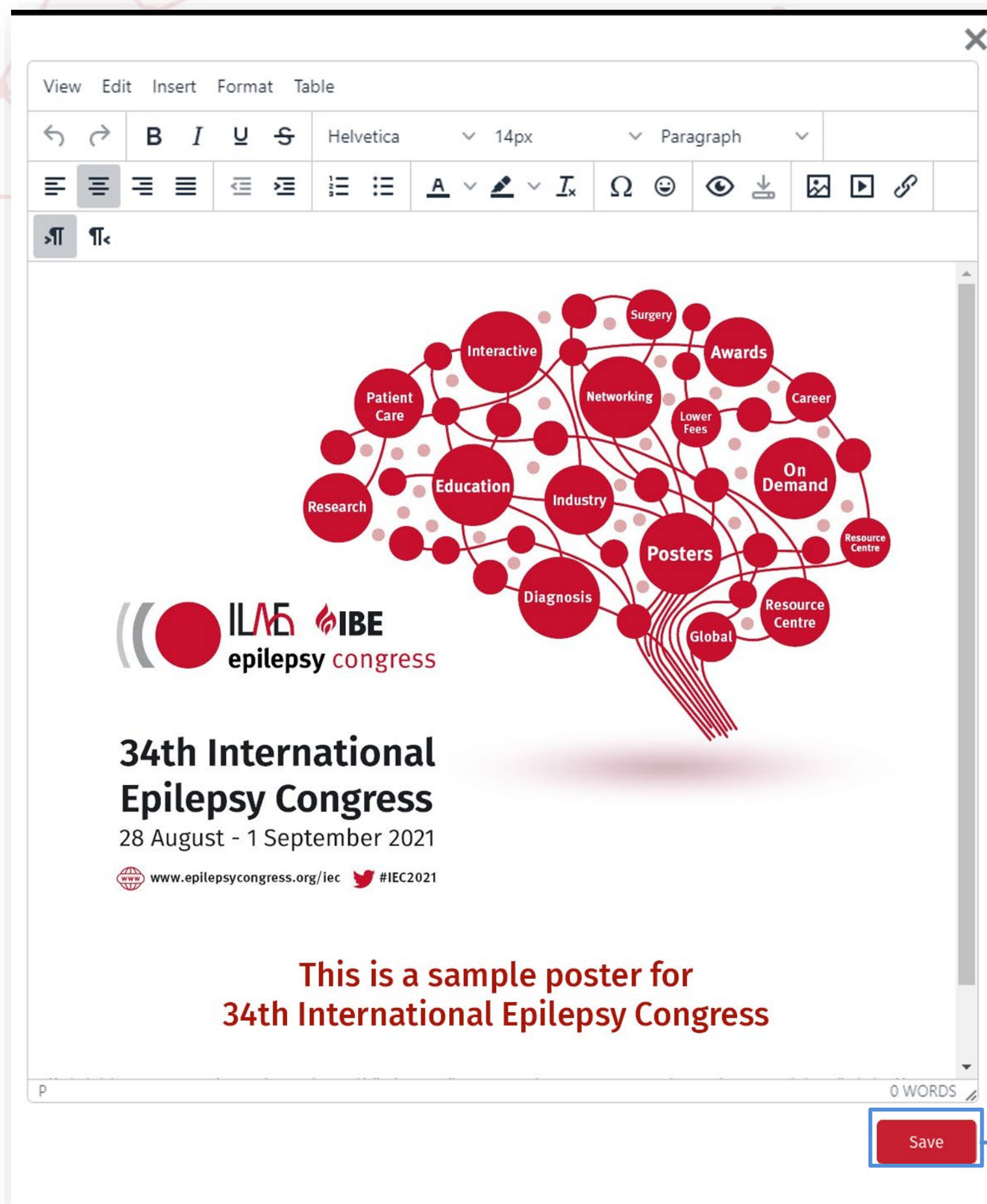
The screenshot displays the ILAE/IBE epilepsy congress poster editing interface. On the left sidebar, there is an 'Upload' button and a 'See More' button. The main area shows a sample poster for the 34th International Epilepsy Congress, featuring a brain diagram with various topics like Research, Education, Industry, and Posters. The poster includes the ILAE/IBE logo, the event title, dates, and a 'See More' button. A blue arrow points from the 'See More' button in the sidebar to the 'See More' button on the poster.

NEW POSTER (EDITING)

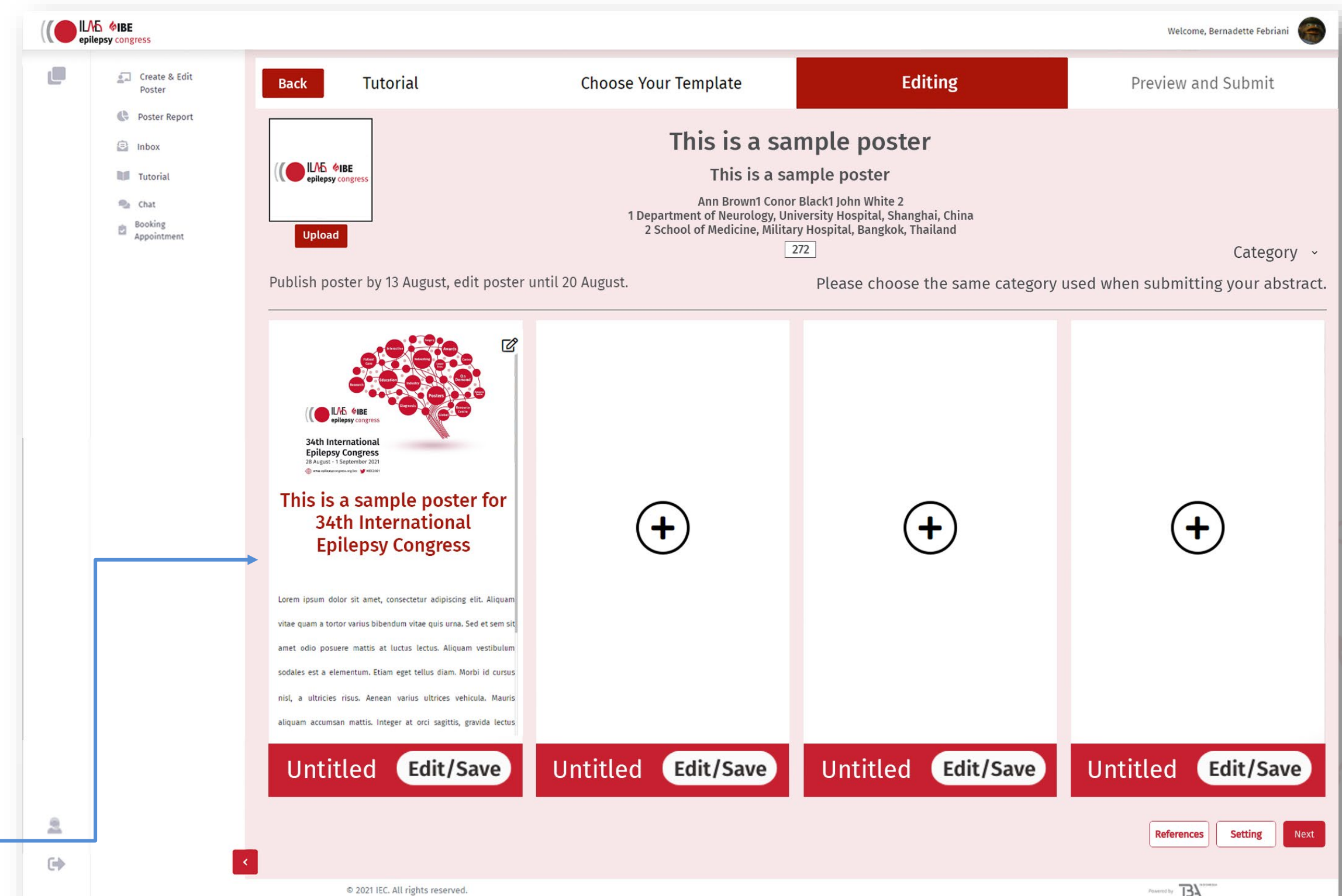
- Fill out each box with your text and take advantage of interactive media and use graphs, illustrations, embedding videos, links and photos. A pop-up box comes up after you hit the plus button in each box. There are many editing options in the text box to place and highlight important text including multimedia tools.
- You can either write directly into the box or copy and paste text from other sources although be careful to place as plain text in order to strip away any formatting codes from exterior sources. Content boxes are scrollable so you can create as much content as you need.
- If you need to add maths equations, use the Special Character button in the text box pop-up.



NEW POSTER (EDITING)



Once saved, you can see
your progress in the
Editing thumbnail

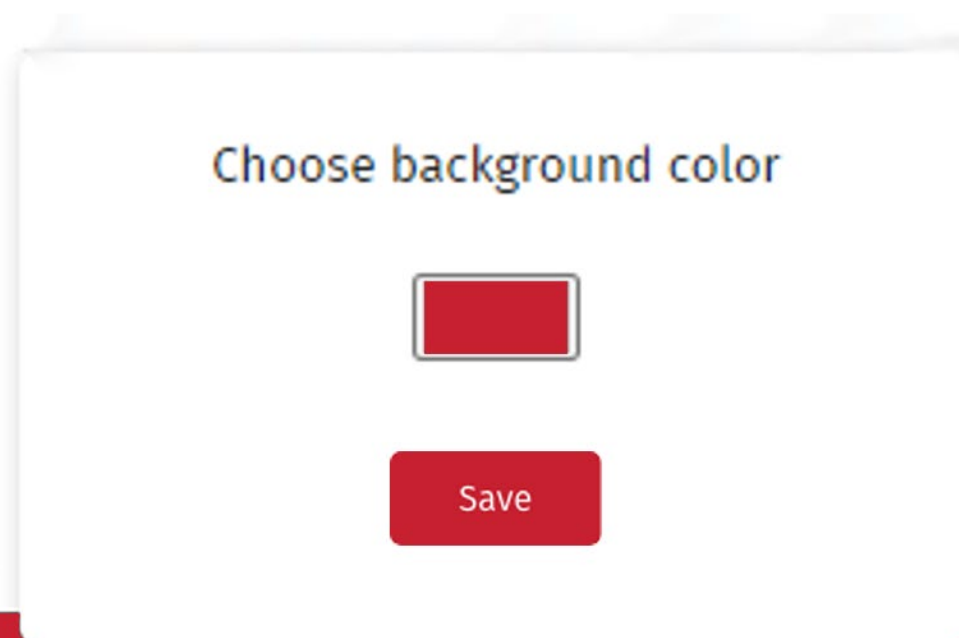


NEW POSTER (EDITING)

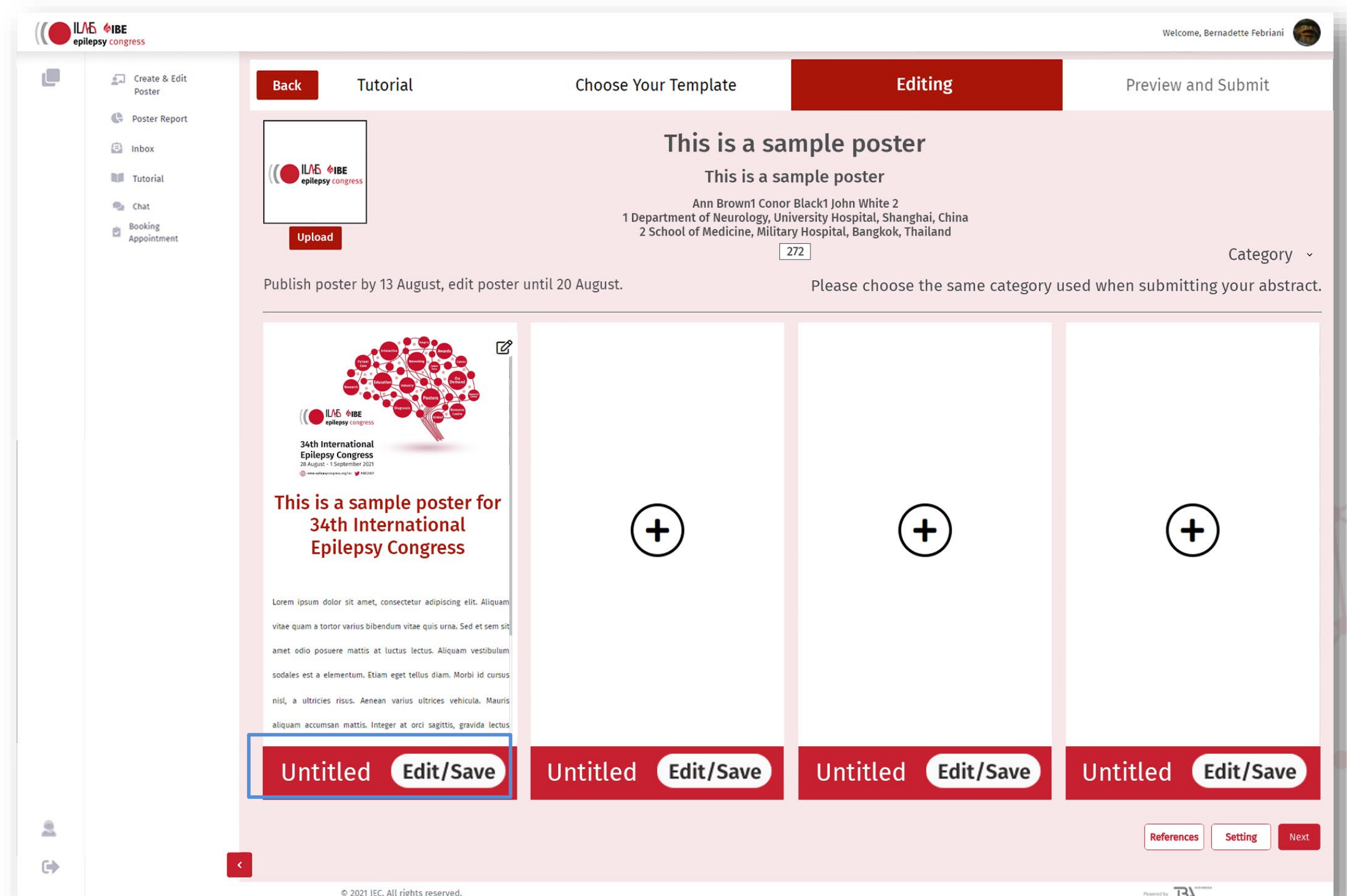
- Don't forget to update the title of each box and press Edit/Save afterwards to save your title. Using the paintbrush icon, you can change the colour of the boxes if you wish.



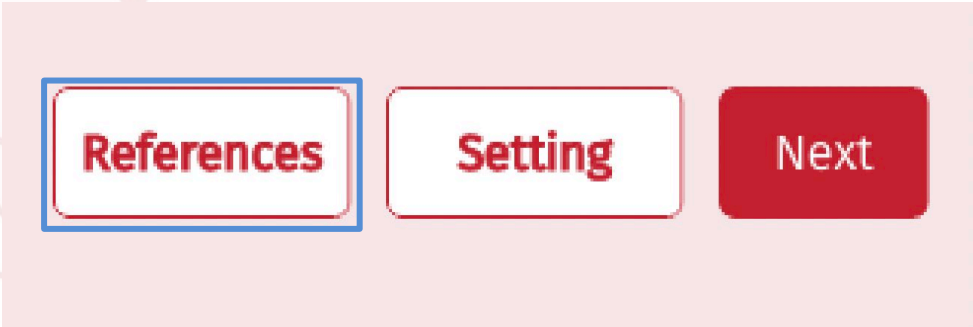
Edit poster title
and save it



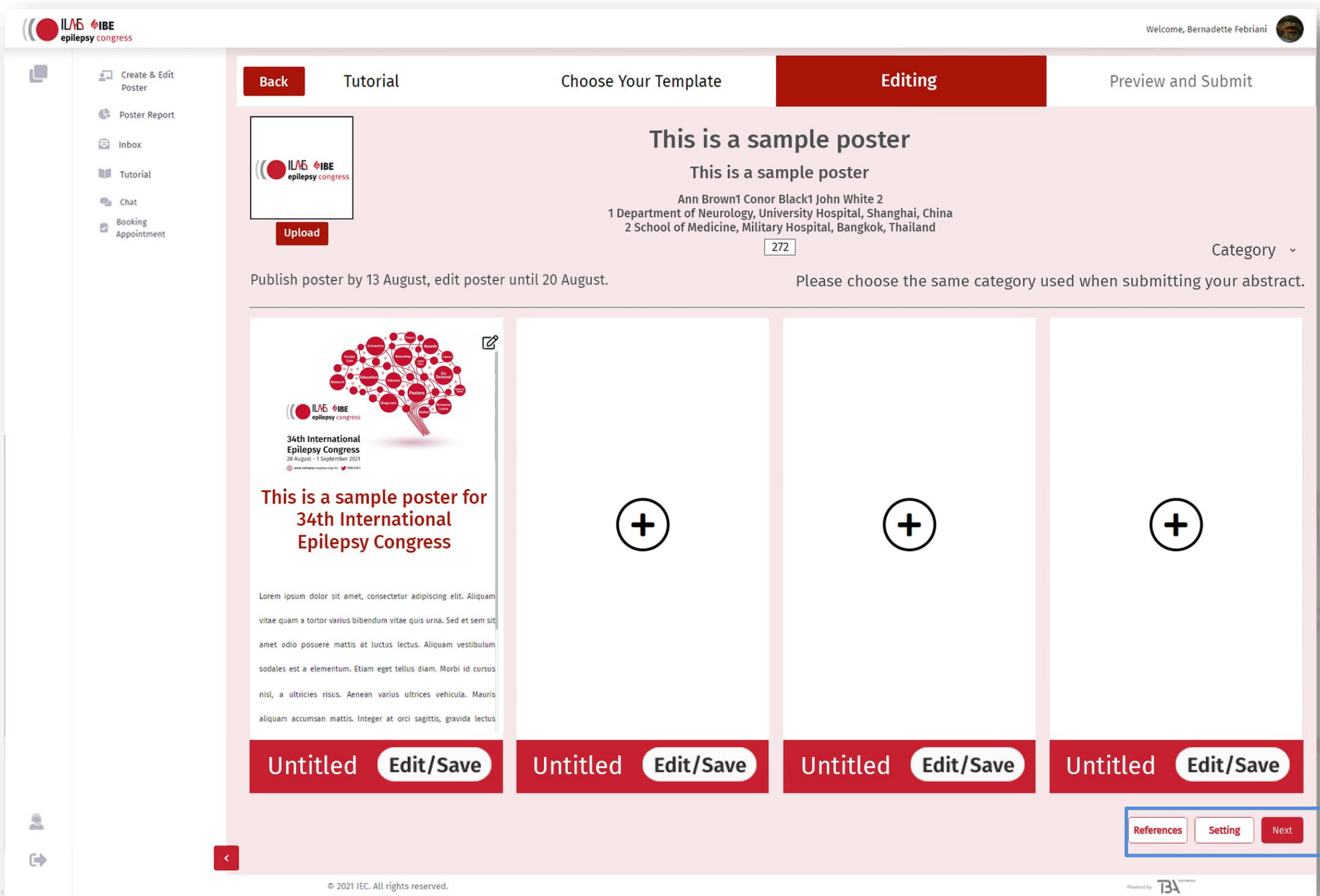
Change
background
colours



NEW POSTER (EDITING)



- There is a special button to add references at the bottom of the template.



NEW POSTER (EDITING)

References Setting Next

Choose color to change the background

Choose image to change the background

Upload

Upload Narration

Choose File No file chosen

Close

- The setting button enables you to change the background colour allowing it to stand out and you can also upload a background image.
- Within the settings, you can also upload an audio narration which allows you to explain your poster further or add, for example, a clip of an interview to support your research. Please be advised that the maximum length is 2 minutes.

Welcome, Bernadette Febriani

Back Tutorial Choose Your Template Editing Preview and Submit

This is a sample poster

This is a sample poster

Ann Brown1 Conor Black1 John White 2
1 Department of Neurology, University Hospital, Shanghai, China
2 School of Medicine, Military Hospital, Bangkok, Thailand

272

Category

Publish poster by 13 August, edit poster until 20 August. Please choose the same category used when submitting your abstract.

Untitled Edit/Save

Untitled Edit/Save

Untitled Edit/Save

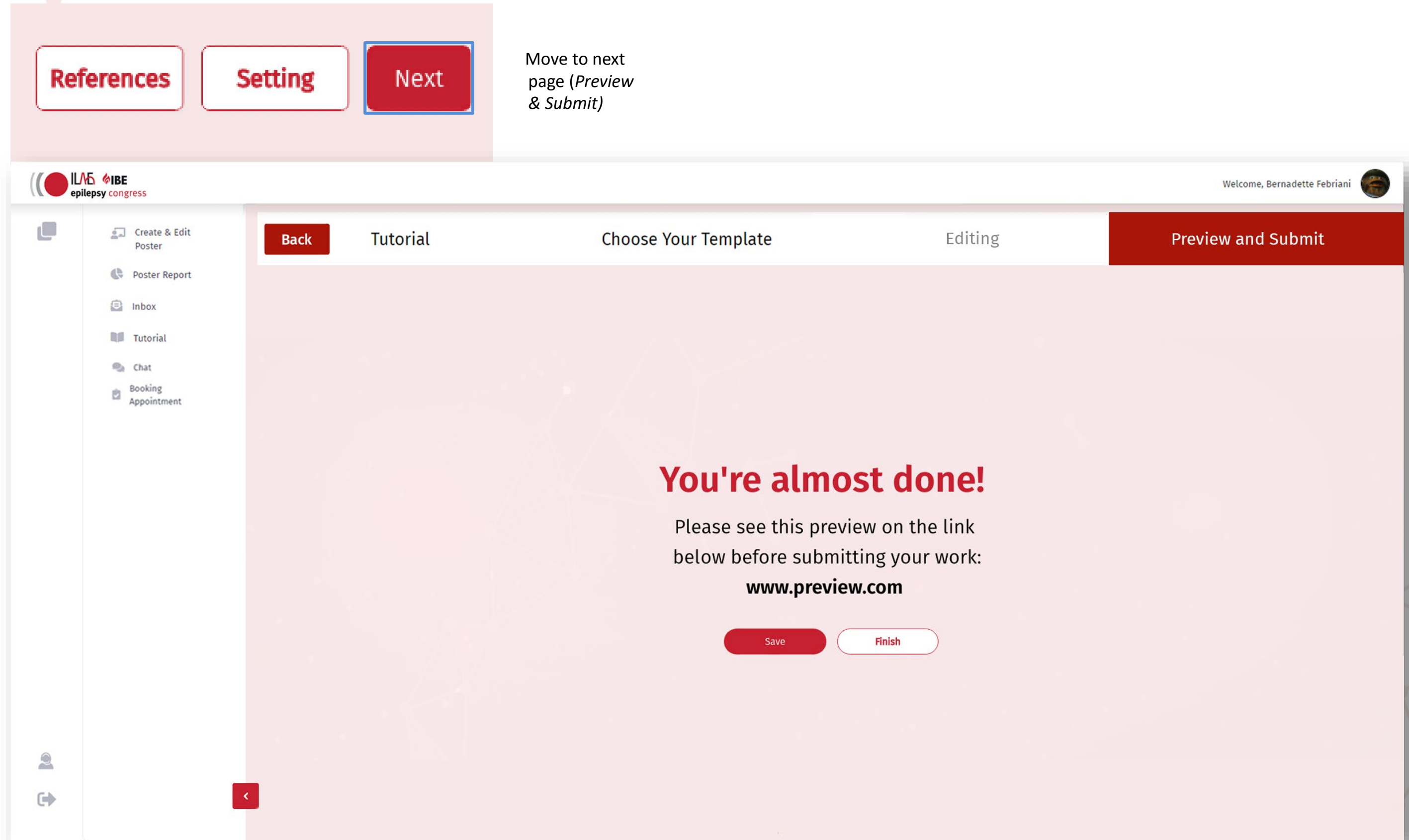
Untitled Edit/Save

References Setting Next


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NEW POSTER (PREVIEW)

- After you hit the Next button, you can preview your poster before publishing it. Please ensure to read through all content thoroughly and check that any links or videos etc are all working correctly.
- If you notice anything that you wish to change, you can close down the preview tab and go back to the main upload page and hit the Editing tab and it brings you back into the poster creation section where you can make your changes.



NEW POSTER (PREVIEW AND SUBMIT)





Upload

This is a sample poster


This is a sample poster

Ann Brown1 Conor Black1 John White 2

1 Department of Neurology, University Hospital, Shanghai, China

2 School of Medicine, Military Hospital, Bangkok, Thailand

272



This is a sample poster for
34th International
Epilepsy Congress

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam vitae quam a tortor varius bibendum vitae quis urna. Sed et sem sit amet odio posuere mattis at luctus lectus. Aliquam vestibulum sodales est a elementum. Etiam eget tellus diam. Morbi id cursus nisl, a ultricies risus. Aenean varius ultrices vehicula. Mauris aliquam accumsan mattis. Integer at orci sagittis, gravida lectus

Untitled

See More

Untitled

See More

Untitled

See More

Untitled

See More

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Poster Title

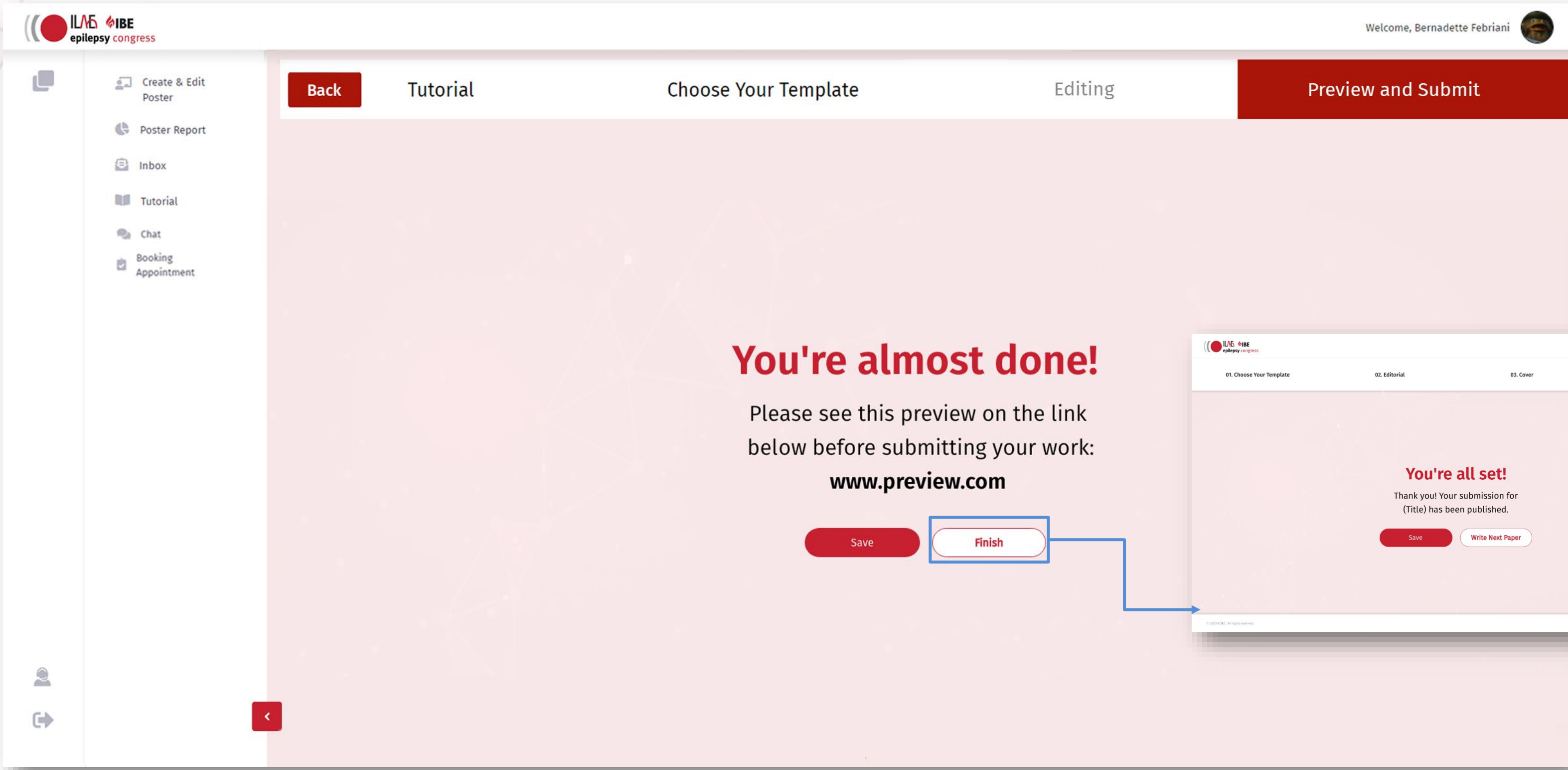
Author Name

Affiliations

Poster
Number

Click here to open
your poster in
bigger view

NEW POSTER (PREVIEW AND SUBMIT)



Finish button submits your posters

BACK TO LANDING PAGE

- Using the Back button you are taken to the Summary page where you can view the poster and make any minor edits to it after it has been published. Please be advised that if you hit the delete button, it will disappear. If you choose to withdraw your poster between now and the congress, rather than hitting the delete button, please advise the congress secretariat first on abstracts@epilepsycongress.org

Your created poster will now be visible in the landing page




The screenshot shows the ILAE IBE epilepsy congress poster management interface. The top header includes the ILAE IBE logo, a welcome message for Bernadette Febriani, and a notification that final edits can be made until 8 June 2021. The main content area displays a table of posters with columns for Poster Title, Status, Time, and Action. A sample poster titled 'This is a sample poster' is shown with a status of 'Published' and a time of '2021-05-04 09:45:29'. The Action column for this poster contains three icons: a pencil (Edit), a trash can (Delete), and an eye (Preview). A callout box on the right side of the image highlights these three icons and labels them as 'Edit', 'Delete', and 'Preview'. The left sidebar contains navigation links for 'Create & Edit Poster', 'Poster Report', 'Inbox', 'Tutorial', 'Chat', and 'Booking Appointment'. The bottom of the interface shows a copyright notice for 2021 IEC and a 'Powered by TBA' logo.

ILAE IBE epilepsy congress

Welcome, Bernadette Febriani

Final edits can be made until 8 June 2021.

Published : 0 Withdrawn : 0 Search + New Poster

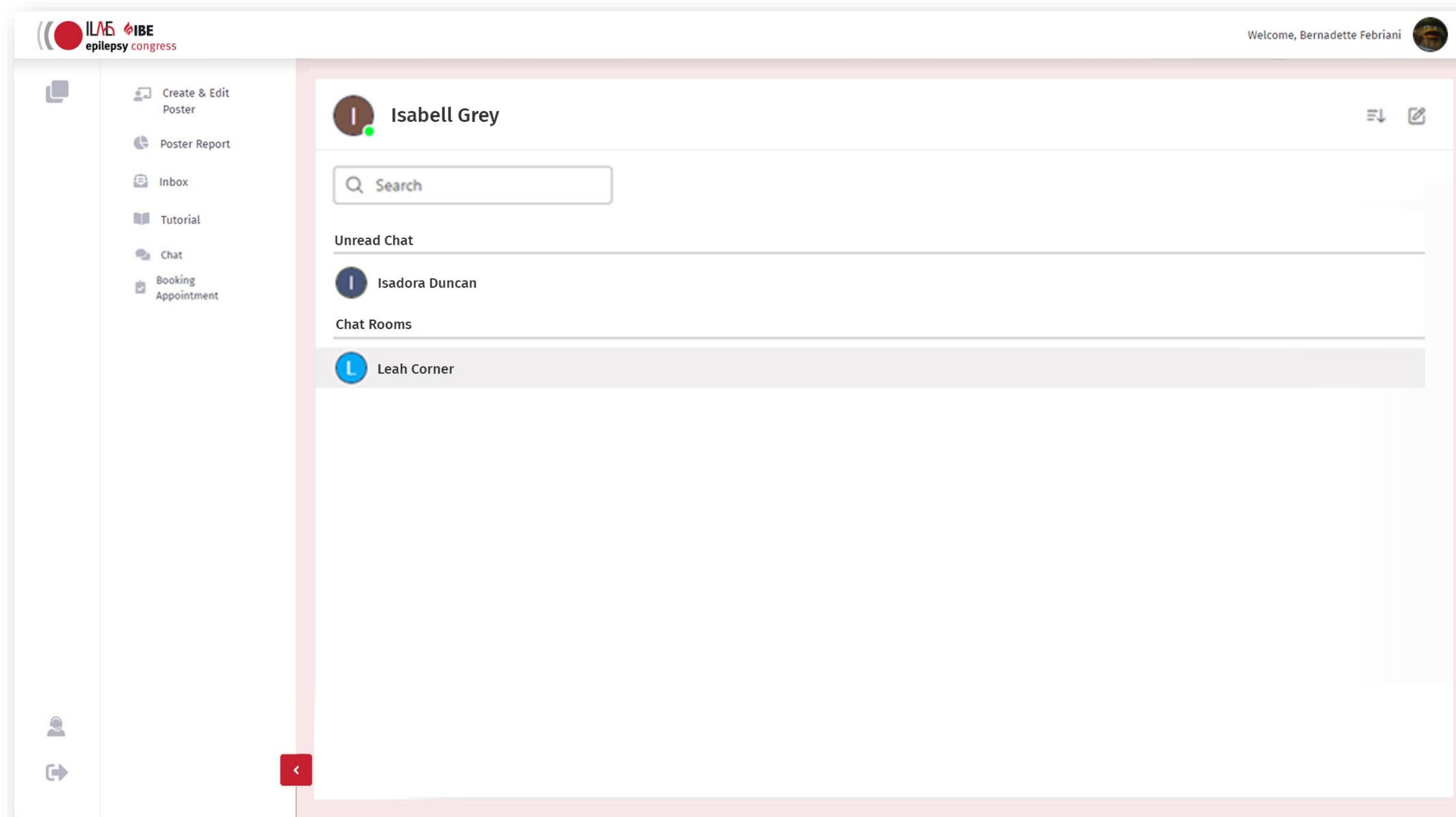
Poster Title	Status	Time	Action
<input type="checkbox"/> This is a sample poster	Published	2021-05-04 09:45:29	  

Edit Delete Preview

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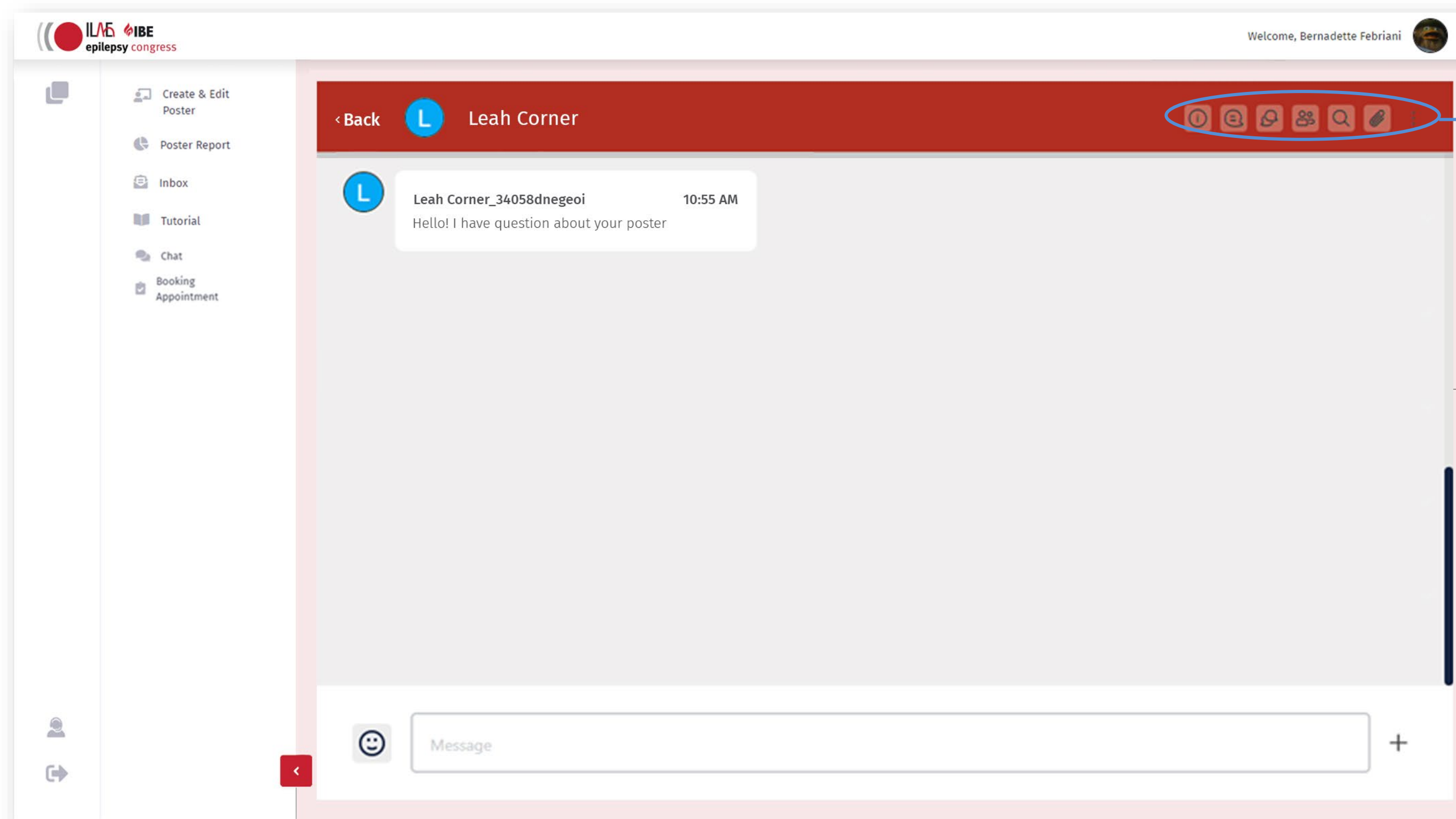
Chat

- You can access chat from Attendee in the CMS page.



Chat room

- The chat inside this chat room will only be visible to you and the visitor. If you wish to reply another person, you can go back to the main chat page by clicking back button and choose another visitor to chat to.



CREATE & EDIT POSTER
Create or edit existing pos

Booking Appointment

- Your poster viewer can also book appointment with you. You can set the appointment time on the booking appointment tab.

The screenshot displays the 'Booking Appointment' section of the ILAE/IBE epilepsy congress website. The interface includes a sidebar with navigation options: Create & Edit Poster, Poster Report, Inbox, Tutorial, Chat, and Booking Appointment (which is currently selected). The main content area features a search bar with a magnifying glass icon and a red 'Search' button. To the right of the search bar is a red 'Add Data' button. Below the search bar is a table with the following headers: No, Host, Title, Exhibitor, Type, Meeting Category, Schedule On, and Booked By. The table currently displays the message 'No records found'. The footer of the page includes the copyright notice '© 2021 IEC. All rights reserved.' and the text 'Powered by TBA'.

ILAE IBE
epilepsy congress

Welcome, Bernadette Febriani

Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment

Booking Appointment

Add Data

Search...

Search

No	Host	Title	Exhibitor	Type	Meeting Category	Schedule On	Booked By
No records found							

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Booking Appointment Setting (1/2)

- Set your availability for Attendee to make appointment with you.

ILAE IBE epilepsy congress

Welcome, Bernadette Febriani

Create & Edit Poster

Poster Report

Inbox

Tutorial

Chat

Booking Appointment

Meeting Content
Set your meeting

Type
Audio Conference

Meeting Category
General Meeting

Title

Start Date Use GMT +2 mm/dd/yyyy

Start Time Use GMT +2 --:--

Finish Time Use GMT +2 --:--

Estimated Period Minute

Select Representative
Select Representative

Meeting Link *

SELECT MEETING TYPE

You can choose different type such as: webinar, live class, podcast or video conference

SELECT MEETING CATEGORY

TYPE MEETING TITLE

You can name the meeting

TIME

Set the date and time meeting. Kindly remember to put it in GMT+2 or CEST time

PERIOD

Set the period of your meeting

Booking Appointment Setting (2/2)

ILAE IBE epilepsy congress

Welcome, Bernadette Febriani

07/22/2021 08:00 08:30

Estimated Period

30 Minute

Select Representative

Select Representative

Meeting Link *

<https://meet.google.com/yoj-mgtk-jmh>

Description

Save Cancel

CHOOSE REPRESENTATIVE

Please choose yourself for representative

MEETING LINK

Paste your meeting link here. It can be taken from Google Meet, Zoom, Microsoft Teams, etc. please keep in mind to only put 1 link per meeting

DESCRIPTION

Put description or additional information of your meeting



THANK YOU