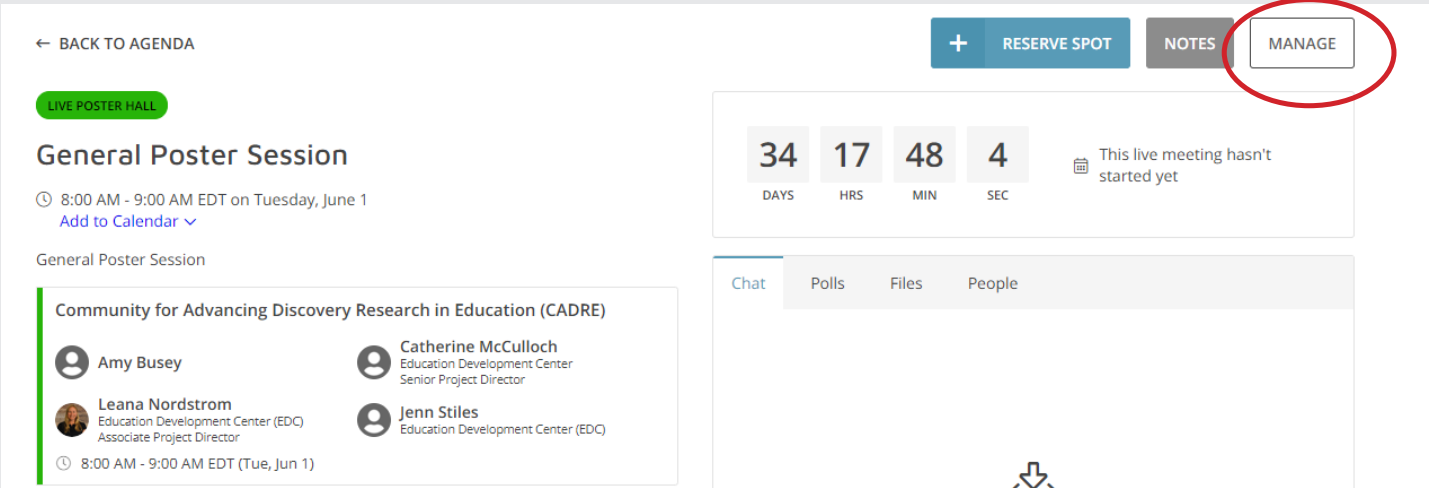# How to Upload a Poster or Resources to Your Poster Page
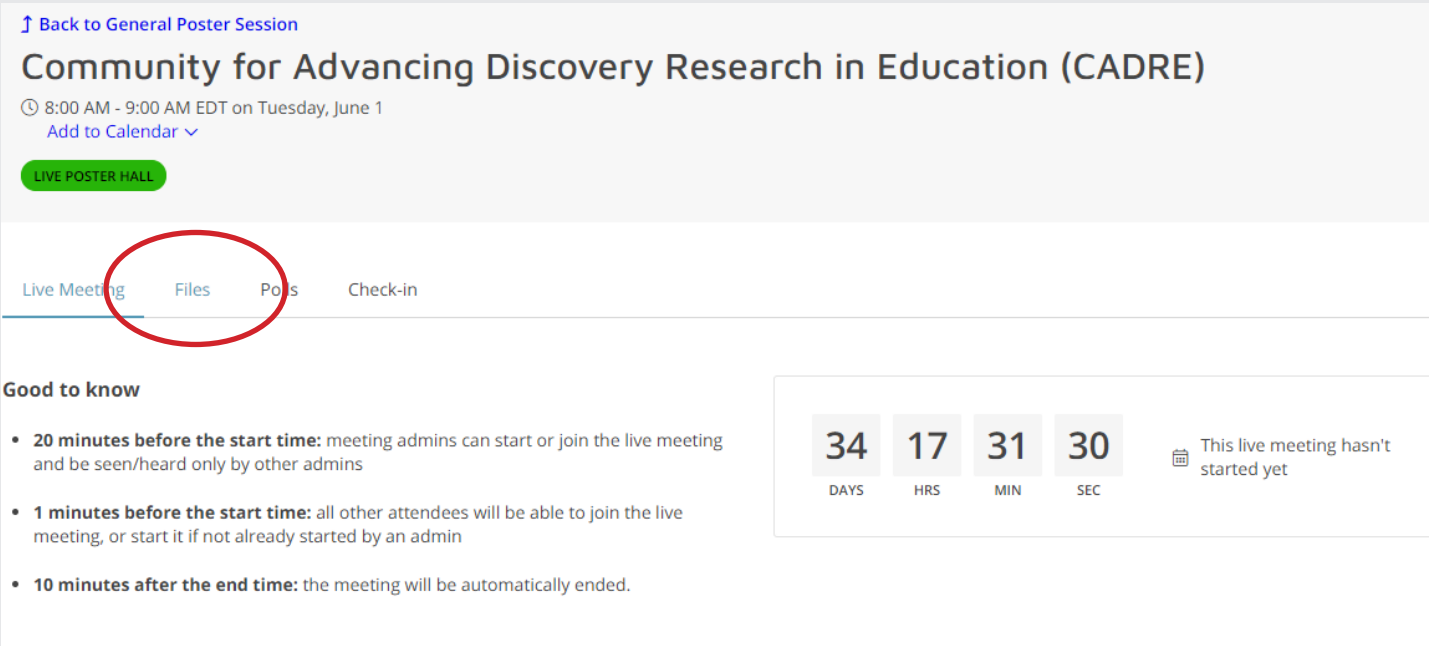
STEP 1: Find your session in the agenda (under Program)

STEP 2: Click on your session to go to the session page
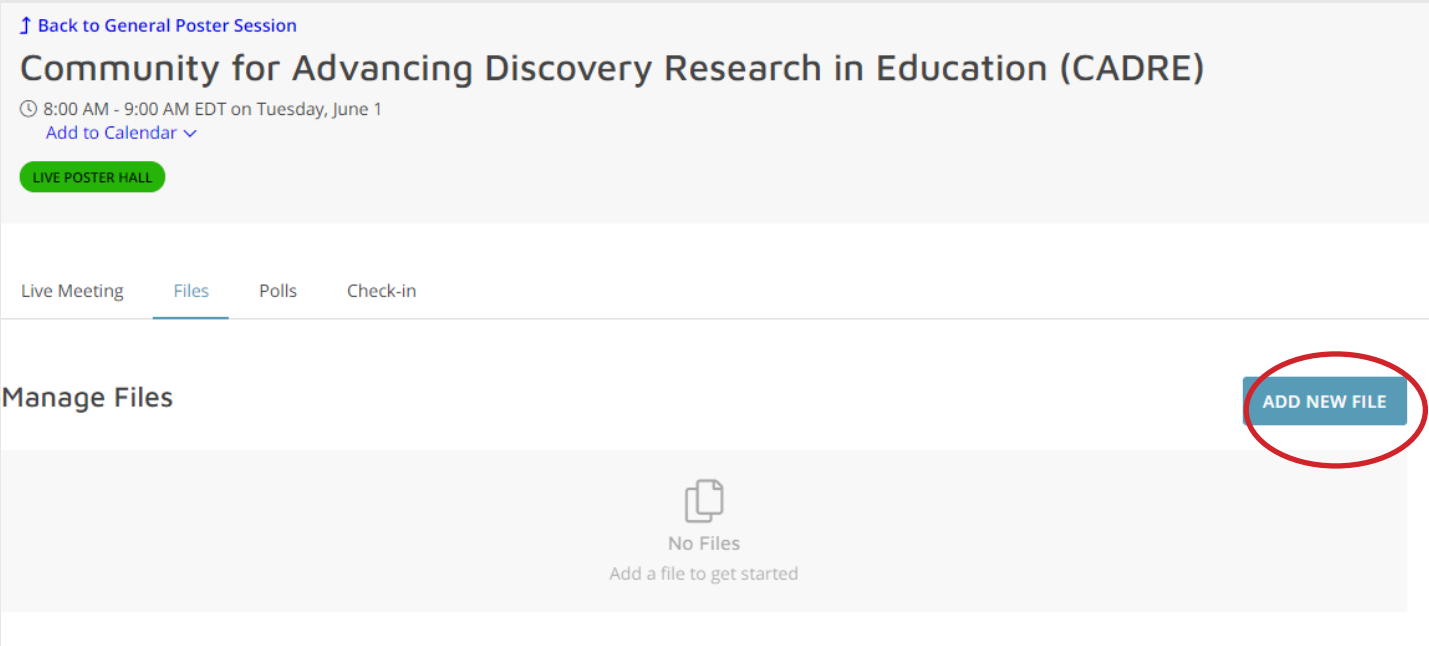
STEP 3: Click "Manage" (see red circle in image below)
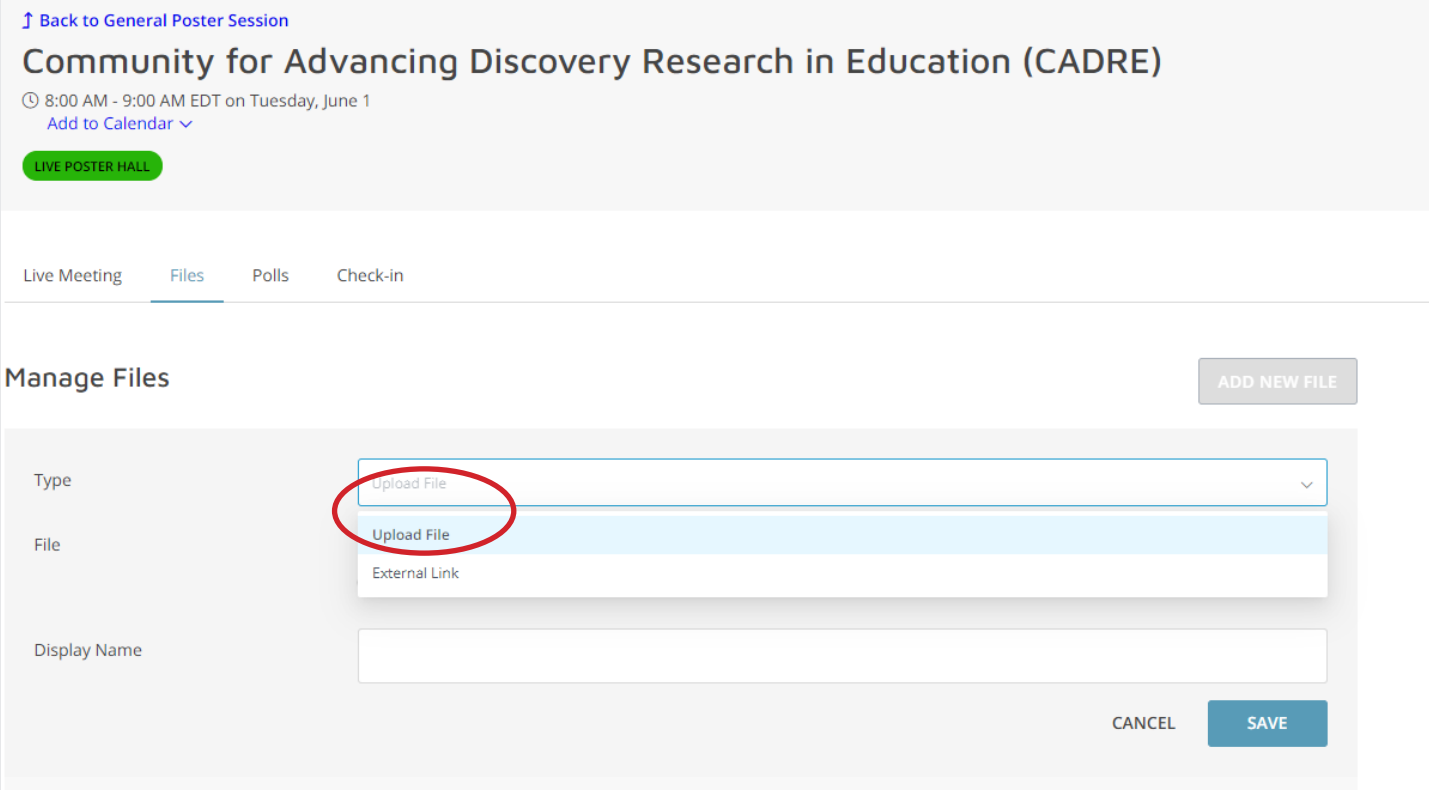

STEP 4: To upload a file, click Files (see red circle in image below).

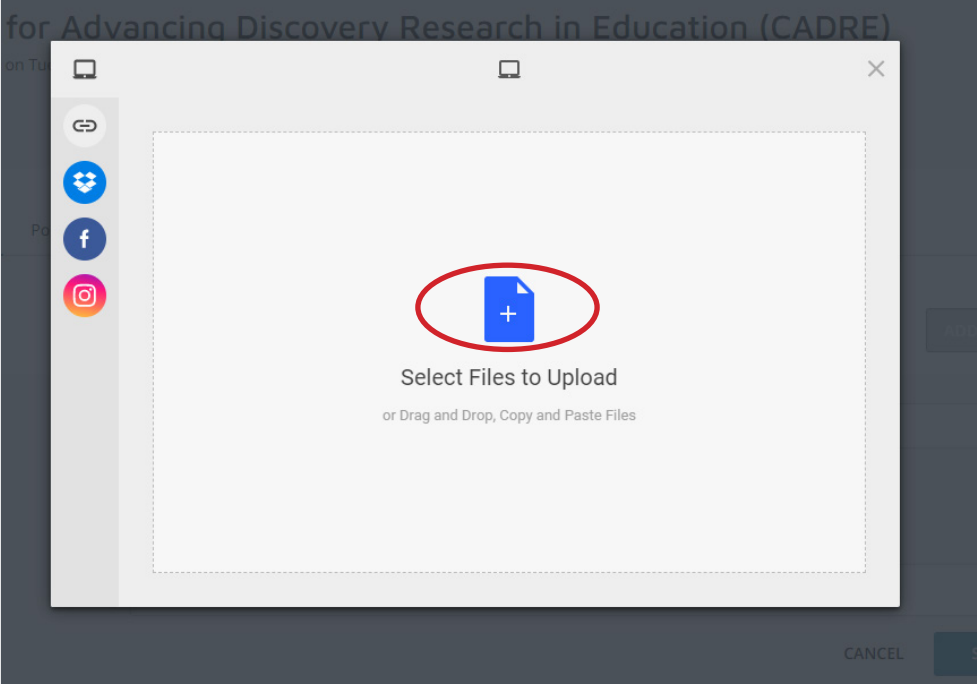**STEP 5**: Then click "Add a New File" (see red circle in image below)

STEP 6: Select "Upload File" under Type (red circle in image below) to add a file. Select "External Link" to add a URL.

STEP 7: Click the "Upload" button. A pop-up window will appear (image below). Follow the directions: Click + (red circle) to find files on your computer or simply drag and drop the file into the window.

STEP 8: Type a file or link name in the "Display Name". (Be clear about what the file is here. This name is visible to other attendees when they view the files/links on your poster page).

STEP 9: Click Save.