



CONFERENCE
**CAHR
2022**

VIRTUAL

April 27 to 29, 2022
#CAHR2022

CONGRÈS DE
**L'ACRV
2022**

VIRTUEL

27 au 29 avril 2022
#ACRV2022

www.cahr-acrv.ca

Poster Presenter Instructions

Thank you for presenting a poster at CAHR 2022 Virtual. This document provides step-by-step instructions on how to view and reply to questions received in the OnAir platform for your poster.

Accessing the Conference Platform

CAHR 2022 Virtual will take place in the OnAIR platform. We recommend you use Chrome, Firefox or Microsoft Edge to access the platform.

To access the platform:

1. Log into the OnAir platform with the personalized access link which will be sent to you via email by April 25 with the subject line "CAHR 2022 Virtual Conference: How to Access and Engage Fully". If you cannot locate your access details, please email conference@cahr-acrv.ca.
2. **On the timeline** click on April 24 and the Poster Abstracts sessions for the four tracks will show. Click into the track for your poster and then find your poster by scrolling through or using the search function.

APR 24 APR 26 APR 27 APR 28 APR 29

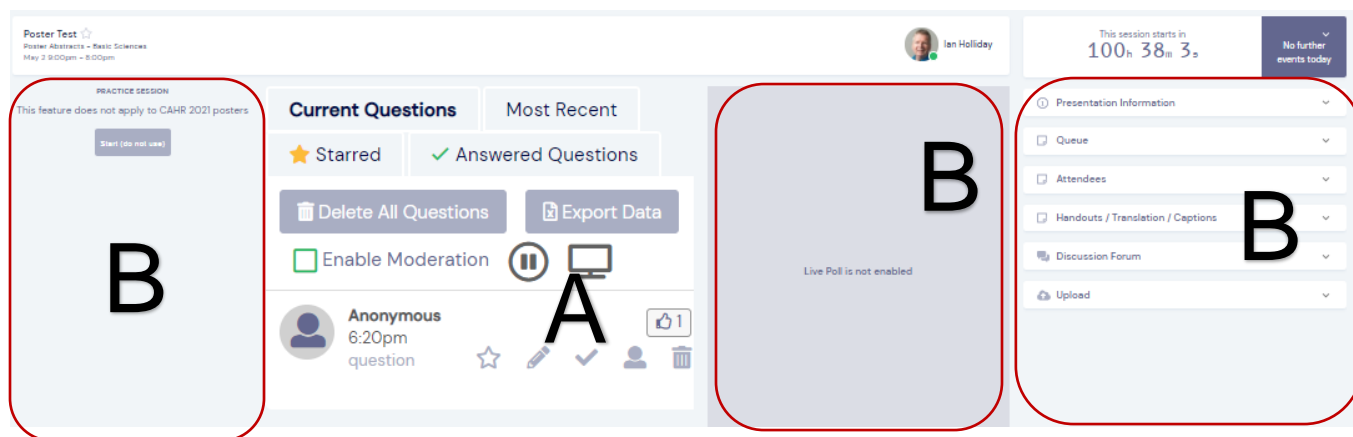
2:11 PM 9:00pm

 Poster presentations will be available for viewing on the online platform starting Monday, April 25, 2022
9:00pm - 8:00pm

Poster Abstracts - Basic Sciences ☆ x	Preview / Prévisualisation
Poster Abstracts - Clinical Sciences ☆ x	Preview / Prévisualisation
Poster Abstracts - Epidemiology & Public Health Sciences ☆ x	Preview / Prévisualisation
Poster Abstracts - Social Sciences ☆ x	Preview / Prévisualisation

Viewing and Answering Questions

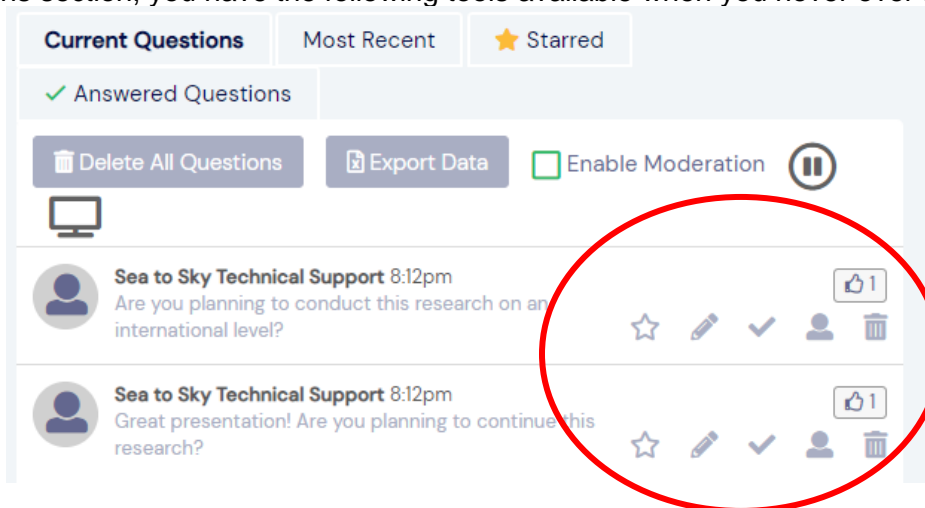
1. Click on the “View My Presentation” button to enter the presenter view, shown below. **Note: as the presenter assigned to this e-poster you actually will be unable to view your own poster - so please make sure you have a copy of it handy if you need to reference it.*








- A. There is a lot of information in this window, however we will only be using the **Questions** section in the middle, section A and not using sections labelled with a B.
- B. CAHR 2021 Virtual will not have live poster presentations so please ignore the Practice Session and Live Poll sections, and the menus on the right hand side (except for Discussion Forum, see Presenter Tips below).

**Note: If you have two posters you will be able to see the ‘View my Presentation’ button on the additional posters once you click into the View / Voir Poster Abstracts link.*

2. **Enable Moderation (Green Box)**: Do not check this box as **Participants will not see the questions when Moderation is turned on.**
3. In the Questions section, you have the following tools available when you hover over a question.



- **Pencil Symbol** (): Click this to answer questions. When you click the pencil, a text box will appear for you to type in an answer. When you click **“Save Answer”**, the question will be automatically moved to “Answered Questions”, and participants will see your answer.
- **Check Symbol** (): Only use this if you have answered a similar question already. By clicking the symbol, the question will automatically be moved to “Answered Questions”.
- **Star Symbol** (): You can star a question if you want to remember to address it later. This is not recommended for poster presentations. Only starred questions are listed in the Starred tab.
- **Trash Symbol** (): If questions are submitted by mistake and/or are inappropriate, you can delete the question by clicking this symbol.
- **Send to Presenter** (): Do not use this feature.

Presenter Tips

- Log on each day to check for and answer questions.
- Check the Discussion Forum menu on the right hand side to see if anyone has entered comments. You can reply by clicking into the text box and typing a message. This is a public forum for all to see.
- To view your poster, click on the Poster Gallery (underneath the Meeting Hub) and search by your last name, title, or use the Advanced search features.