

HOW TO SUBMIT A POSTER

1. Log into the conference registration page [here](#) with your username and password.
2. Select the **Attendee Type: Meeting Attendee** and click **Next**.

IAOMS/ALACIBU NEXTGEN ONLINE CONFERENCE | REGISTRATION

The screenshot shows the 'Attendee Type' selection screen. At the top, there are three tabs: 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. Below the tabs, a dark blue bar contains the text 'Please select one of the following'. Underneath, there are two radio button options: 'Meeting Attendee: all meeting attendees except speakers and moderators' (which is selected) and 'Speaker: session speakers and moderators'. A 'NEXT' button is located at the bottom left of the form.

3. On the **Attendee Info** page, complete all fields. Click **Choose File** to upload your poster. Your file name will appear next to the **Choose File** field.
4. After selecting your documents to upload, click the **Next** button.

The screenshot shows the 'Attendee Info' registration form. At the top, there are three tabs: 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. Below the tabs, a dark blue bar contains the text 'Registration Information'. The form is divided into two columns. The left column lists various fields, and the right column contains the input fields. The fields include: Event Name (IAOMS/ALACIBU NextGen Online Conference), Your Name (Becky Anderson), Title (Prof.), Email (kshadle@iaoms.org), Consent (Yes), Institution (IAOMS), Address Line 1 (200 E. Randolph Street), Address Line 2 (Suite 5100), City (Chicago), State/Province (IL), Zip/Postal Code (60656), Country (United States), Phone (+1 630 577-7660), and Number of posters you are submitting (1). There are two sections for uploading posters. The first section is for 'Poster #1' with the title 'Test' and a 'Choose File' button next to the filename 'Test 2.pdf'. The second section is for 'Poster #2' with a 'Choose File' button next to the text 'No file chosen'. A 'NEXT' button is located at the bottom left of the form.

5. Under the **Attendee Selections** tab, select the sessions you wish to attend.
6. Click **Save and Finalize Selection**. This will activate your registration and your poster upload.

Please select any sessions you wish to attend		Convert All Prices:	
<input checked="" type="checkbox"/>	Monday, February 8, 2021 Surgical Innovation	Starts 7:00 PM	Ends 9:30 PM
<input checked="" type="checkbox"/>	Tuesday, February 9, 2021 New Techniques in Dental Implants	Starts 7:00 PM	Ends 9:30 PM
<input checked="" type="checkbox"/>	Wednesday, February 10, 2021 Dynamic Cases in Orthognathic Surgery	Starts 7:00 PM	Ends 9:30 PM
<input type="checkbox"/>	Thursday, February 11, 2021 Insights and Best Practices in Pathology	Starts 7:00 PM	Ends 9:30 PM
<input checked="" type="checkbox"/>	Friday, February 12, 2021 From Diagnosis to Outcomes in Cleft Lip and Palate & Reconstructive Surgery	Starts 7:00 PM	Ends 9:30 PM

SAVE & FINALIZE REGISTRATION

You will receive a registration confirmation via e-mail upon clicking the **SAVE & FINALIZE REGISTRATION** button. You will receive a confirmation that your poster has been received within three days of your registration.

For questions and to upload more than two posters please contact [Kimberly Shadle](#).