How to Upload a Poster PDF and Poster Video

1. Login to the abstract submission portal as a Returning User:
   https://www.xcdsystem.com/tctws/abstract/index.cfm?ID=eO6kpOq

2. Once you have logged in you can view general instructions for the portal. Upload your speaker headshot (optional) and scroll down the page to the Current Abstracts section.

3. For each of your abstracts, you can upload your poster pdf by clicking the '**Poster PDF**' button. The deadline for uploading will be displayed below the button.

Current Abstracts

ID #	Title	Your Status: Primary Contact & Primary Presenter
9	*Connecting the Dots: Documenting the Full Annual Period Movement Patterns of Migrant American Kestrels.*	

- 🔍 View Abstract
- 👥 Authors
- 📄 Download
- Invitation Response Accepted

- 📹 Poster Recordin...
  Deadline: 2023-02-22
- 📎 Poster PDF ←
  Deadline: 2023-02-20

- View Session Assignment

This submission is considered complete. It may be edited until the system is closed.

4. Click the '**Upload File**' button to upload your poster PDF. NOTE: If you need to make edits and submit a new file, as long as it is before the deadline just select your new file to upload. You are only allowed to upload one file and any existing file will be overwritten.

Media File Management for

Upload File For: Poster PDF

Poster should be no larger than 4ft wide x 3 ft tall (horizontal layout).

In addition to bringing your printed poster to the conference for display, poster presenters are required to submit a digital copy of their poster for upload into the meeting app (pdf format, 20 MB max file size).
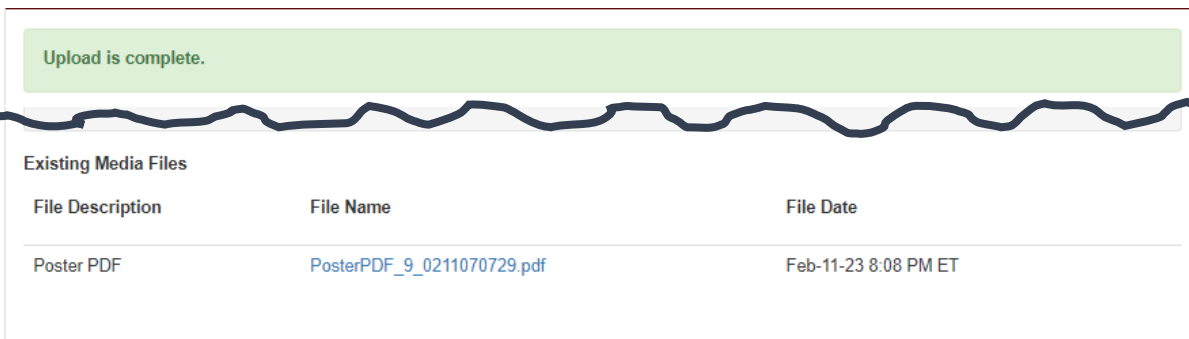
The deadline for uploading files is 20 February 2022.

Allowed file types: pdf,pdfx,jpg
File names should not have any special characters
Files are all auto re-named based on your submission ID #
If you replace an uploaded file, the name will remain the same,
but the associated date and time will be updated.

Upload File ←

Existing Media Files

File Description	File Name	File Date
Poster PDF	Missing	

When your file successfully uploaded, you will see a green '*Upload is complete.*' notification and the *File Name* and *File Date* will be displayed in the table.
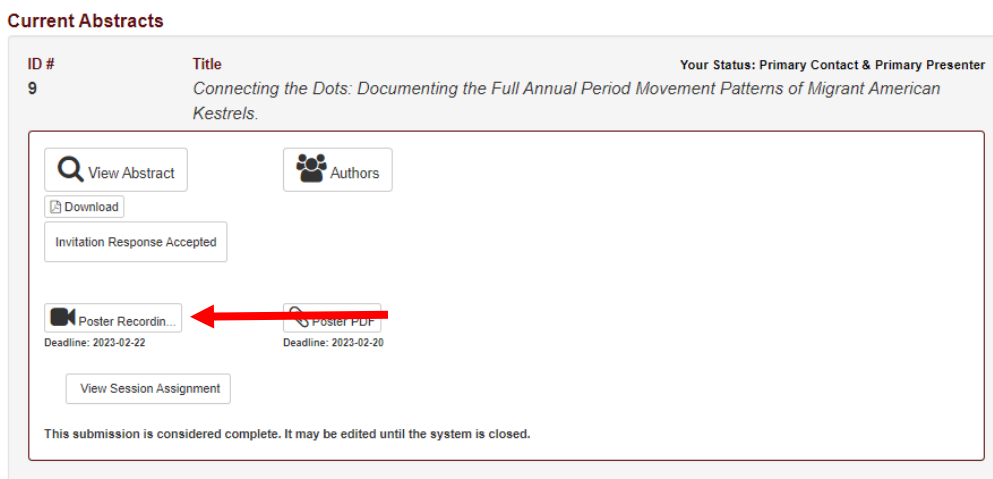

5. Click the '***Poster Recording'*** button to upload or record a short video to accompany your poster (optional). This recording will be available in the meeting app with your poster pdf.

6. Click '***Record Presentation Video***' if you would like to use the online system to record your video. Instructions for using the system to record can be accessed by clicking the button in the top left corner of the frame. Direct link to instructions: https://support.x-cd.com/portal/en/kb/articles/record-a-presentation-in-the-submission-platform

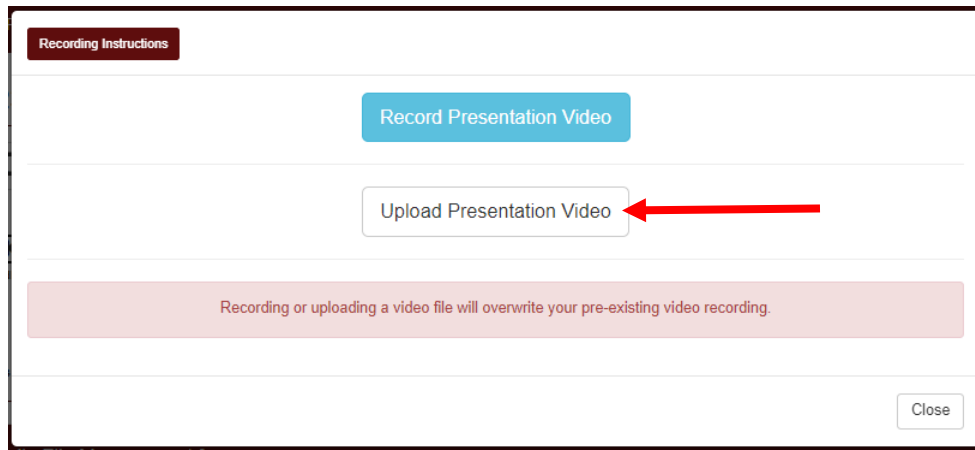7. If you have already recorded a video on your own, you may upload it by clicking the '**Upload Presentation Video**' button. Only .mp4 files are accepted for upload.

8. Click to '**Upload file**'. Only .mp4 files are accepted for upload.
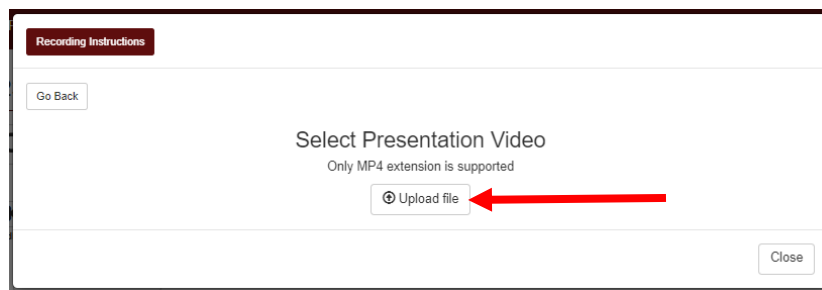
Bring the physical copy of your poster with you to the annual meeting. Poster dimensions should be no larger than 4 ft wide x 3 ft tall. There will be a designated setup time, presentation session, and tear down schedule published in the meeting schedule.

Questions regarding the poster sessions? Contact Student Activities Committee (student.activities@tctws.org)

Technical issues with uploading files? Contact IT Committee (Texas.chapter@tctws.org)