



## How to create a poster in SCOOCs (SWC 2021 online conference platform)

- To create a poster in Scoocs, the online conference platform we will be using at SWC 2021, poster authors will receive their login details about two weeks before the conference starts.
- Once you are logged in, click “Poster Area” on the left menu. Then click the “Create Booth” button at the top.
- You can now include the title of your poster and an email (or several) to receive notifications. At this step, it is important to pick the **“Poster Booth”** type.
- Now you can include a banner, if needed, and complete the poster content (text, pictures, videos...).
- You can also include your LinkedIn, Twitter or other networking accounts at this point.
- Please set up a “Booth networking table” by checking the box at the bottom. Set-up the networking table for the duration of the conference. This allows you to interact with the Congress Attendees on your poster.
- If you would like to upload a PDF of your poster, please find instructions [in a video here](#).
- If you are finished, click on the “Save” button.  
To see your poster, click on “View Booth” on top of the page.

Edit Booth

VIEW BOOTH

- Once your poster is ready, you will have to click on the “Active” box at the top of the page to make it visible, then again on “Save”. See image below (in yellow):

A screenshot of the 'New booth' form in the SCOOCs platform. The form has a title 'New booth' and a yellow 'Active' button in the top right corner. Below the title, there are two input fields: 'TITLE' with a placeholder 'Insert title' and 'E-MAIL FOR NOTIFICATIONS' with a placeholder 'You can add multiple emails separated by ;'. Below the 'E-MAIL FOR NOTIFICATIONS' field, there is a checkbox labeled 'Notify all representatives'.

- If you click on “Poster Booths” on the left menu, you should be able to see your poster by clicking the name or the banner of the booth you just created. If you wish to re-edit your poster booth, click first on “visit”, then again on “edit booth”.