Instructions for Viewing 2024 Celebration of Science Virtual Poster Session

Locate a Poster/Author(s) Using the Search Bar

Are you looking for a specific poster, author or area of research? To use the search mechanism within the poster session portal, please follow the steps below.

- Click on <u>2024 COS Poster Session</u> to enter the poster session on April 3 anytime between 11am – 1pm.
- 2. Click on "Go to Interactive Poster Gallery" found under the Poster Session segment of the landing page
- 3. The search bar is located on the far left of the poster gallery landing page. See image below.
- 4. You may use this mechanism to search by title, author(s), department or keyword. You may also use the dropdown list of MGH Departments.
- 5. To narrow down the list of posters, you may click:
 - a. "Bookmark" to see a list of virtual appointments you've bookmarked.
 - b. "Award" to see a list of the posters that received MGH ECOR Poster of Distinction Awards.
 - c. "Available to Chat" to see a list of poster presenters who are available to speak with you at the time of your search. Please see the section below, "Find Poster Presenters Who are Available to Chat".



Find Poster Presenters Who Are Available to Chat

When considering posters to visit on the day of the event, you may use the "Available to Chat" option. This option is in the search area of the poster gallery.

- 1. Select "Available to Chat".
- 2. Click on a poster from your list. The "Visit the Authors" button, will appear at the bottom of the landing page.
- 3. Click "Visit the Authors!" button to speak with the author(s). When you enter the presenter's videoconference, other guests may be in conference with the presenter. This is similar to an in-person poster session when attendees are visiting a poster at the same time



Bookmark a Poster(s) Prior to April 3 to Schedule Time to Speak with a Poster Presenter(s)

This feature is available prior to the April 3 poster session or if a presenter is not available while you are attending the poster session.

- 1. Once you have reviewed the gallery list of posters and identified a poster(s) and presenter who you would like to speak with, select "Bookmark" to let the presenter know that you are interested in speaking with them during the poster session.
- 2. Once you select "Bookmark", the event will be added to your calendar and the presenter will receive notification that you will be visiting their poster during the poster session.
- 3. Also, once you have bookmarked a poster(s), you may use the search box to list only the posters you have bookmarked.

Leave Comments for Poster Presenters

During the poster session, you may also leave comments for the poster presenter(s). Please know that these comments are not private and can be read by all attendees.