

## Upload your poster for the digital poster exhibition

(Please read completely to get all the information)

The ePoster upload will be open in [congress portal m-anage](#) from **1 July 2022**.

**ATTENTION: Only the speaker assigned to the abstract has the possibility to upload.**

Below you will find guidelines for preparing and uploading your digital poster:

### 1. Preparing your presentation

- **Format:** Only ePosters in **PDF format** will be accepted.
- All ePosters must be 1-sided and created in **portrait format**.
- To ensure the best quality of the ePoster, we recommend that the PDF file is created in A4 format (210mm x 297mm or 8.3 x 11.7 inches).
- In case you use Photoshop, you can see the resolution there, which should be at least 200dpi.
- Hyperlinks, animated images, animations and videos are not allowed and will not work.
- QR codes can be integrated.
- **Privacy:** It must be guaranteed that all content used in your ePoster can be displayed in the ePoster Lounge during and after the congress. If your ePoster contains confidential data, remove this data before uploading your ePoster to m-anage.

### 2. Log-in in [congress portal m-anage](#), open "Content Submission"

### 3. Preparing the audio

Here you will find the instructions on how to add an audio description to your ePoster online or upload an already produced recording.

**ATTENTION: The audio recording must not exceed 180 seconds!**

### ➔ Online audio recording

- Click on "Poster narration recorder & Upload" within the step "Poster narration".

The screenshot shows the 'Poster narration' step in the m-anage system. At the top, there is a form with fields for 'Title of your content' (filled with 'Test Poster'), 'Session' (filled with '99 test'), 'Date and place' (filled with '01 September 2022 06:45 PM'), and 'Raum IX'. A 'Poster' button is visible on the right. Below this, the '1. Poster narration' section is active, containing instructions and a 'Please note' about re-uploading. A green button labeled 'Poster narration recorder & Upload' is highlighted with a red arrow. The '2. File transfer' section below it shows a 'Required file type' of PDF and MP3, with a 'Choose files...' button.

## Deutscher Rheumatologiekongress 2022

Estrel Hotel Berlin // 31. August - 3. September 2022 **50.** Kongress der Deutschen Gesellschaft für Rheumatologie (DGRh)  
36. Jahrestagung der Deutschen Gesellschaft für Orthopädische Rheumatologie (DGORh) // 32. Jahrestagung der Gesellschaft für Kinder- und Jugendrheumatologie (GKJR) [www.dgrh-kongress.de](http://www.dgrh-kongress.de)

- When you access the recorder for the first time, you will be prompted to allow access to your microphone at [www.m-anage.com](http://www.m-anage.com). You must allow access to your microphone in order to record a commentary via your browser. Make sure to use the latest possible browser version. Adobe Flash must be installed with at least version 12 for recording.
- You can use the recorder as soon as "Ready Start your recording" is displayed.

### Narration recorder

Ready Start your recording ●



Available narration time: 03:00 minutes

- Please press this button once to start your recording and again to stop the recording.



= START;



= STOP

- The system will now upload your recording.
- You can play your recording again in the player.

### Listen to your recording

#### Audio

Please check your recording and click on 'Next' to get back to the content upload. Your recording will be saved with your poster.

▶ 0:00 / 0:08



28/05/2021 17:13:26 | Lisa Langer ([lisa.langer@rheumaakademie.de](mailto:lisa.langer@rheumaakademie.de))

Delete

In case you want to re-record your audio description, please delete the file and repeat the previous steps.

### ➔ Upload an existing audio recording

You are welcome to create a recording on your own device and upload it here.

- Click on "Poster narration recorder & Upload" within the step "Poster narration" and select your file.



#### 📁 Upload a recording



#### 🔊 Listen to your recording

Audio

Please check your recording and click on 'Next' to get back to the content upload. Your recording will be saved with your poster.

- You can play your recording again in the player.
- ATTENTION: Only files in **mp3 format** can be uploaded.

#### 4. Upload your PDF-file

To upload your PDF, click on "choose files" within the "File transfer" step

#### 📁 2. File transfer

📌 Required file type  PDF

You can only submit your ePoster via the [congress portal m-anage](#) in the module "Content Submission". Submission is open from 1 July to 15 August 2022.

Further information on the congress can be found at [www.dgrh-kongress.de](http://www.dgrh-kongress.de).

If you have any questions, please feel free to contact [info@dgrh-kongress.de](mailto:info@dgrh-kongress.de) or [lisa.langer@rheumaakademie.de](mailto:lisa.langer@rheumaakademie.de).

With best regards,  
Your Rheumatologische Fortbildungsakademie