

# EBP Conference Poster Upload

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1. Go to <https://iowaebp.vfairs.com/backend/index.php/job/poster-upload>
2. **Required** fields to complete:
  - **Poster Title**
  - **Poster Track:** select which type of poster was accepted (i.e., Evidence-Based Practice, Clinical Research, Synthesis Report, Nurse Residency EBP, Quality Improvement, Graduate Final Student EBP Project/Capstone)
  - **Full Name:** enter your own name (this will not be shown on the conference platform)
  - **Email Address:** enter your email address (this will not be shown on the conference platform)
  - **Description:** complete using this format (do not add any other information)
    - Presenter 1 First and Last Name, Credentials (e.g., Jane Smith, BSN, RN)
    - Presenter 1 Institution (e.g., University of Iowa Health Care)
    - Presenter 2 First and Last Name, Credentials (e.g., John Williams, BSN, RN)
    - Presenter 2 Institution (e.g., University of Iowa Health Care)
  - **Upload Poster Thumbnail:** Click Browse to locate the file. It should be 300 x 300 pixels and either a PNG or JPEG.
  - **Upload Poster PDF:** Click Browse to locate the file. It should be less than 20 MB.
3. *Optional* fields to complete:
  - *Handout Title:* If you have a handout that is not your poster pdf
  - *Upload Handout PDF:* If you have a handout that is not your poster pdf. Click Browse to locate the file. It should be less than 20 MB.
  - *Collateral Video:* Click Browse to locate the file. It can be up to 5 GB and an MP4, MOV, WMV, AVI, or FLV.
4. Click Submit