

## Creating your BSG LIVE E-Poster

### INTRODUCTION

#### **Welcome to the instructions for submitting your e-poster for BSG LIVE'24!**

This guide will take you through the requirements and steps to create an eposter for the BSG meeting. Your e-poster can be created and amended using the Learning Toolbox tool. **We recommend that you read through the information prior to starting the e-poster - this guide is intended to be a brief overview; there is a lot more information available at <https://support.ltb.io/faq-bsg/>**

*Please note – the system that we are using uses the term “stack” for e-posters. When we reference stack in this guide, we are referring to an e-poster.*

#### **Where will my eposter be displayed?**

We are expecting your eposter to be accessible to delegates in three ways:

##### **1. On the event e-poster screens**

Your e-poster will be available to view on large screens at the BSG Conference. Delegates will access the BSG Live Showcase (see example here - <https://my.ltb.io/#/showcase>) where they can search for and click to view your e-poster.

##### **2. On their computer**

Delegates will be given access to the showcase to view abstracts on their own device.

##### **3. On a Mini Poster**

In addition to the screens we are planning to display mini posters of all e-posters on a board – these mini posters are small concise versions of your e-poster which contain a QR code which delegates can use to view your full e-poster. Please see screenshot of a typical mini poster below

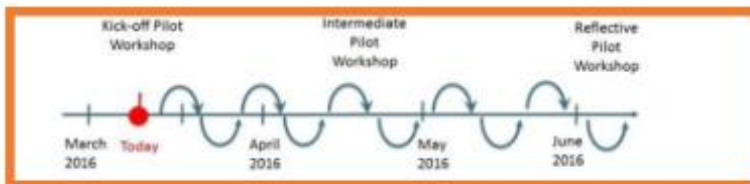
## Informal Learning @ Work Evaluation Study

Clinical Education Network Symposium, 23rd May 2018, Leeds

Tamsin Treasure-Jones

Leeds Institute of Medical Education, UK

There is great potential for technology to support workplace learning. We co-designed & evaluated tools to support informal learning in the healthcare workplace. Working with 38 healthcare professionals in 4 different workplace settings, over a 5 month period, we studied the usage of these tools and the changes they brought about in practice.

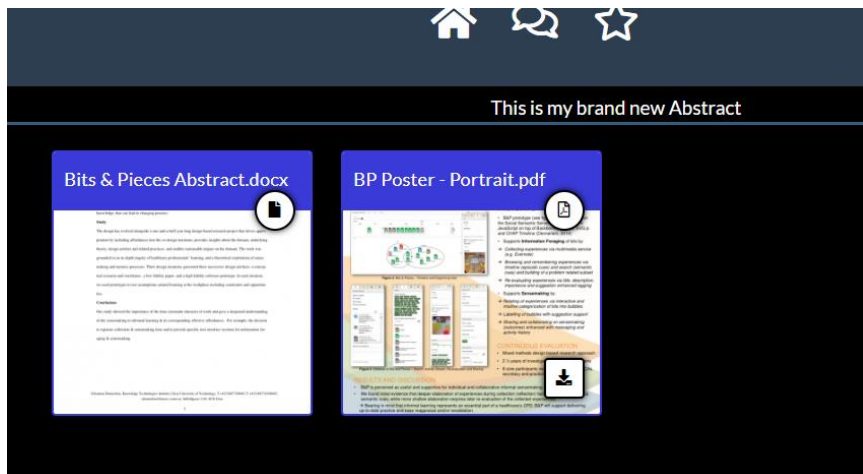


### Take home message

We identified 3 ways in which the use of our tools led to changes in working and informal learning practices. Our study suggests that informal learning at the workplace is an important learning metaphor in healthcare and that tools can help staff to manage increasing learning demands.

### What you need to do:

You need to create an your e-poster / mini poster using the learning toolbox system – there is a lot you can add. However - as a minimum you need to ensure that you have entered your name, contact details and uploaded your poster and finalised abstract. Please see screenshot below.



If you would like some inspiration on what other people have done in addition, then you can also look at the [showcase of stacks](#) from other conferences to explore the e-posters that other people have made. This example is a particularly good one : <https://api.itb.io/show/ABBDL>

### When do I need to do this by?

You will need to have submitted your e-poster no later than 23:59 BST on **Monday 3<sup>rd</sup> June**.

### Further Support

Please contact us at [bsg.abstracts@filodestar.com](mailto:bsg.abstracts@filodestar.com) for any further queries!

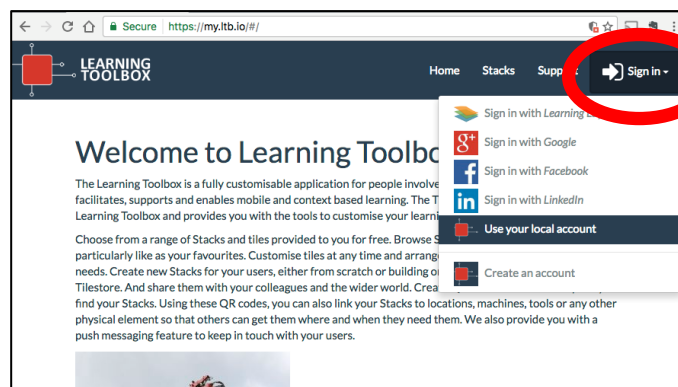
## STEP BY STEP GUIDELINES

### Step 1: Follow the invite link you were sent

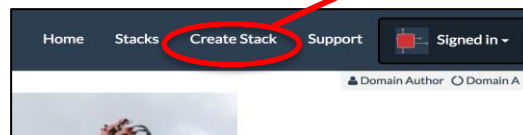
- You will have been emailed an invite link from the Learning Toolbox system.
- Find that email, click on the invite link and follow the instructions to sign-up and activate your invite.

### Step 2: Sign in to Learning Toolbox to create your stack

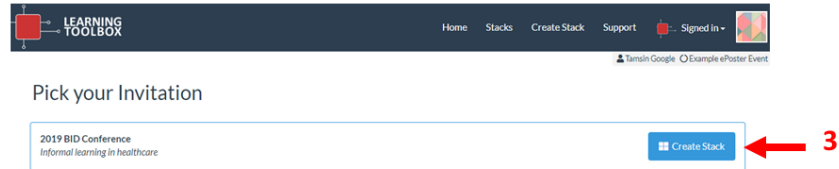
1. After you have activated your invitation(s) then you can go directly to the Learning Toolbox site <https://my.ltb.io> and click on **Sign in** and sign in using whichever route (social media or a local account) that you used when you followed the invite link.



2. Click on **'Create Stack'**.



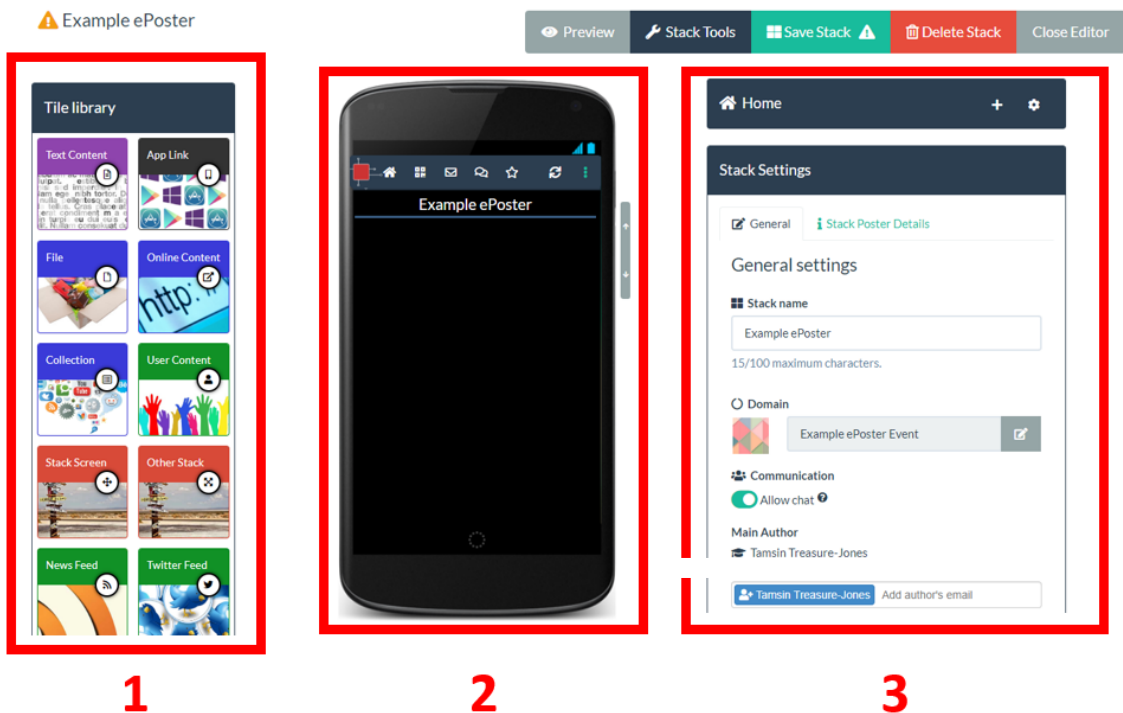
3. You will be asked which conference invite you want your stack to be linked to. Choose the relevant invite.



You will then be taken to the main editing screen.

## The three main areas of the Learning Toolbox editing screen

There are three main parts to the Learning Toolbox editing screen:



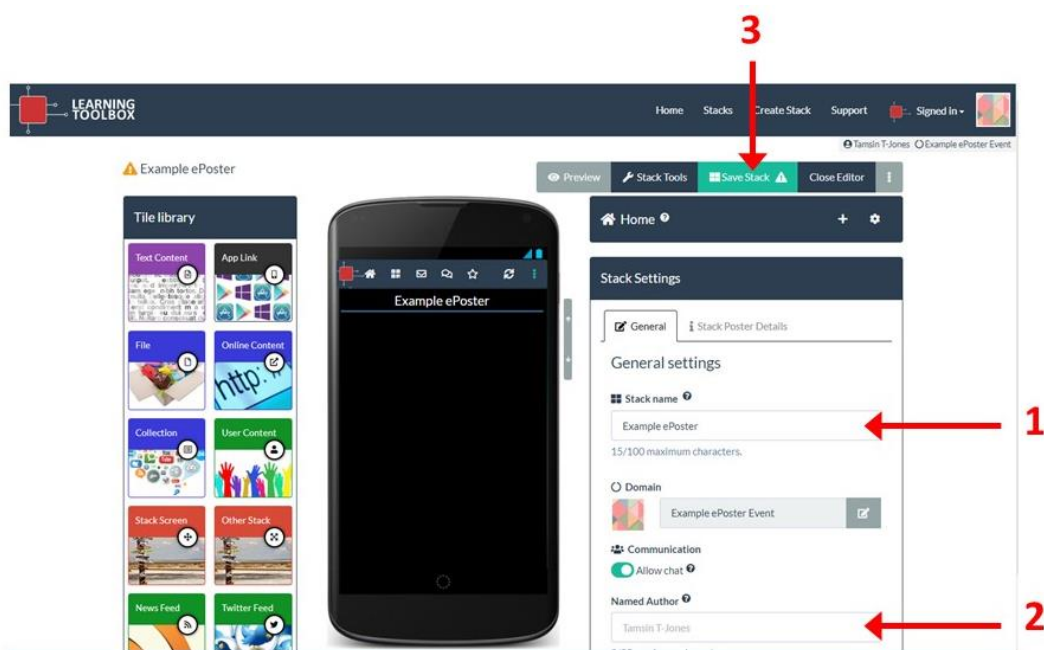
1. **The tile library.** This shows all the different types of content that you can add to your stack.
2. **Your stack.** You can see your stack as you build it. It is shown as it would appear on a mobile phone.
3. **The settings.** The settings area changes dynamically depending on which part of the stack you are editing.

To add content to your stack you drag the relevant tile from the tile library into your stack and then fill in the information required in the settings area.

### Step 3: Check your stack name and named author

When you first open your stack for editing you will see the **general settings screen**.

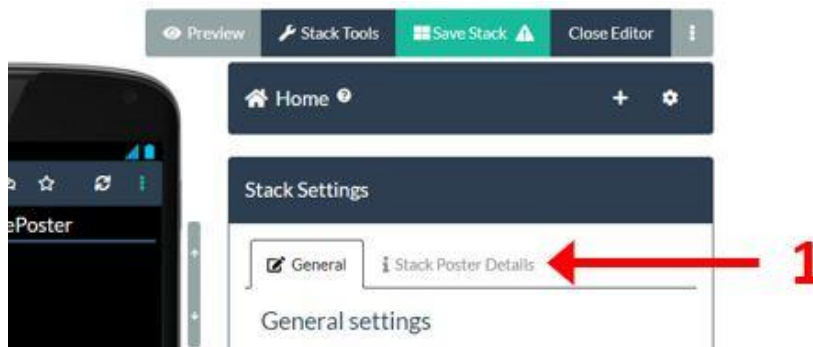
1. Your **stack name** will appear here and you can edit it if you need to change it.
2. The **named author** is the name that will appear in the stack's summary on the showcase website. You can change this here if needed. You do not need to add all the authors' names here, they will be added to the Stack Poster Details later.
3. **Save** your stack. We recommend that you save regularly to ensure that work does not get lost if you lose your internet connection.



### Step 4: Fill in your Stack Poster Details

We will use this information in the summary of your stack on the showcase website and also to print the mini-poster that will be displayed at the conference. The summary and mini-poster act as an advert for and a gateway into your stack at the conference, helping to promote your work.

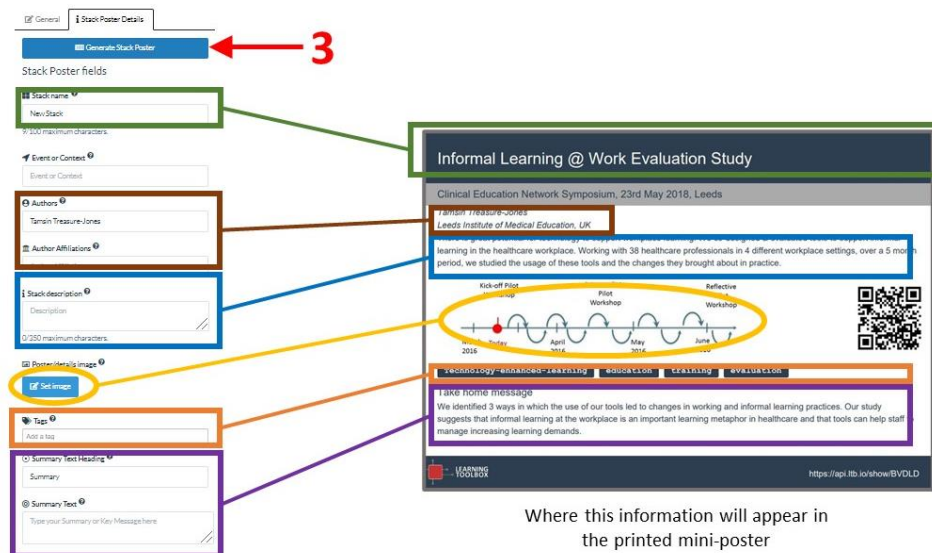
1. Click on the **Stack Poster Details** tab.



- Fill in the information asked for in the **boxes** and click on the **set image button** to upload an image. Click on the question mark next to each box if you have any questions about what information to add there.

Where this information will appear in your stack's summary box on the showcase website

- Please make sure you fill in all the fields in this Stack Poster Details tab to ensure your mini poster and your e-poster are complete. You can click on the **Generate Stack Poster** button to view and check the mini-poster yourself – it will be downloaded to your computer as a PDF file. Remember to Save your stack before you do this.



The next steps show you how to add content to your stack using the Tile Library.

## Step 5: Add content to your stack using the Tile Library

These steps show you how to add a powerpoint presentation to your stack using the File Tile. Other tiles work in a similar way. There is a summary of the different tile types on page 14.

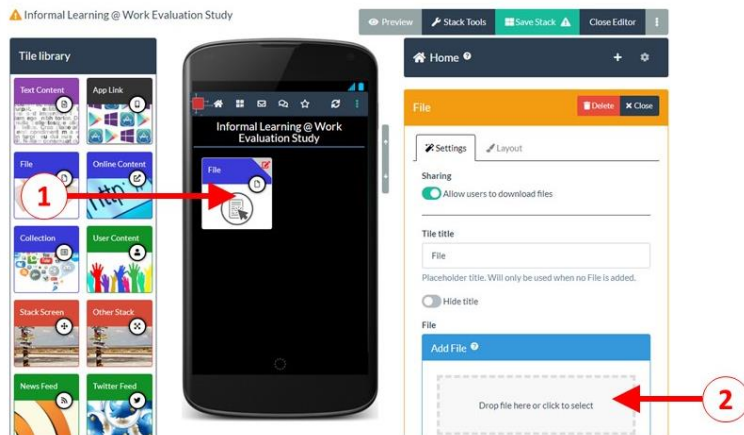
1. Drag and drop a 'File' tile from the 'Tile library' into your stack.
2. You will see the settings area change. Click in the Add File box and upload the powerpoint file from your computer.

The powerpoint will be uploaded to our system and it will also be processed and changed to a PDF file so that it can be viewed across all platforms.



# BSG LIVE'24

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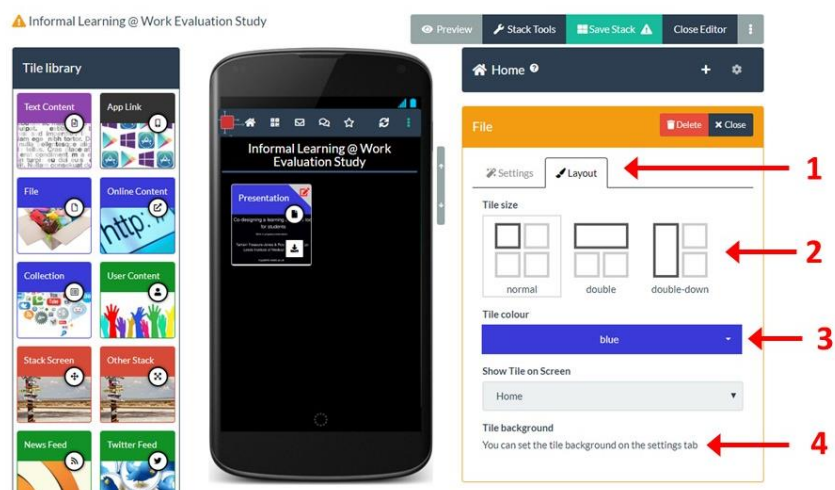


If you want to add another File then just drag and drop another File Tile into your stack and follow the same process. You can use the File Tile to add Word documents, PDF files, audio files and video files. There is a 140MB size limit to each individual file that you add.

## Step 6: Changing the layout of a tile (size, colour and background image)

If you want to, then you can change the layout and appearance of a tile.

1. Click on the **Layout** tab
2. You can change the **tile size**....
3. .... and the **tile colour**....
4. .... and the **background image**.



## Setting the background image on a tile

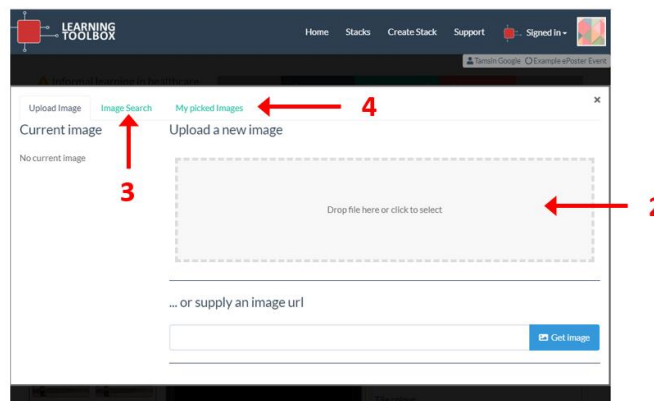
A blue rectangular button with a white document icon and the text "Set image".

1. Click on the **Set Image button**

The set image button appears in the **Layout** tab for most tiles, but appears in the **Settings** tab for the **File** and **Online Content** tiles.

This opens the image selector. From here you can choose to:

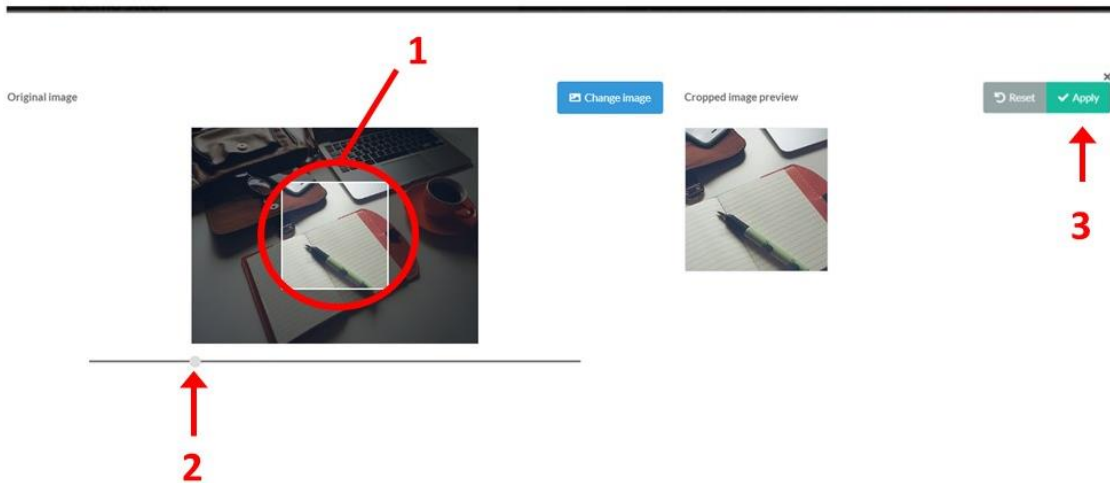
2. Upload an image from your computer.
3. Search the Pixabay repository of images that are free to re-use.
4. Pick an image you have previously used from Pixabay.



## Cropping an image

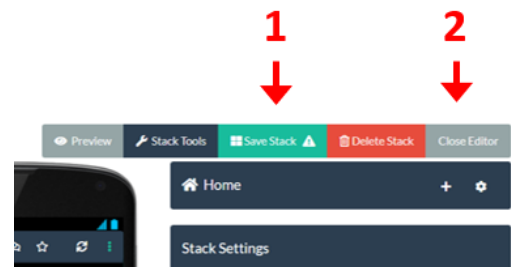
When you pick an image then you will have the chance to crop and resize it.

1. You can crop it by dragging and moving the image so that the area you want appears within the focus area.
2. You can resize the image using the **resize scrollbar**.
3. Click on **Apply** when you are happy with the image preview (note that you will lose the top section of the image as this will be covered by the tile title).



## Step 7: Save your stack and preview it

1. **Save** your stack. We recommend that you save your stack regularly.
2. **Close** the editor.

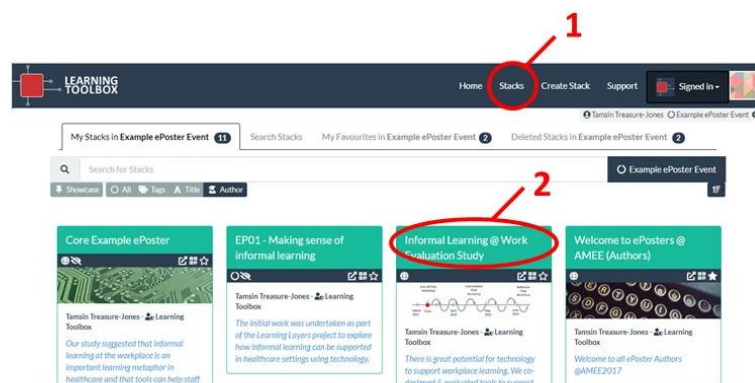


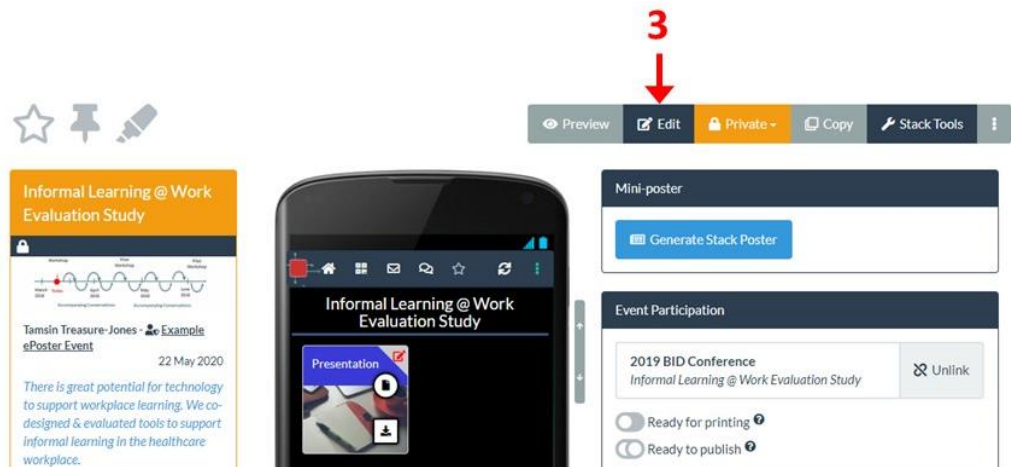
3. You can now click on **Preview** to see how your stack looks and interacts in a web browser.
4. You can also see how it works on a mobile phone by scanning the **QR code**. However, in this case you should first change the access permissions to make it accessible. See guidance on how to do this on the Support page.



## Step 8: Returning to editing your stack

1. Whenever you sign in to Learning Toolbox you can return to your stack and add more content. Click on the **'Stacks'** menu. This will show you any stack that you have created in Learning Toolbox.
2. Click on the **title bar of the stack** you want to edit.
3. This will open the stack, now click on **Edit**.



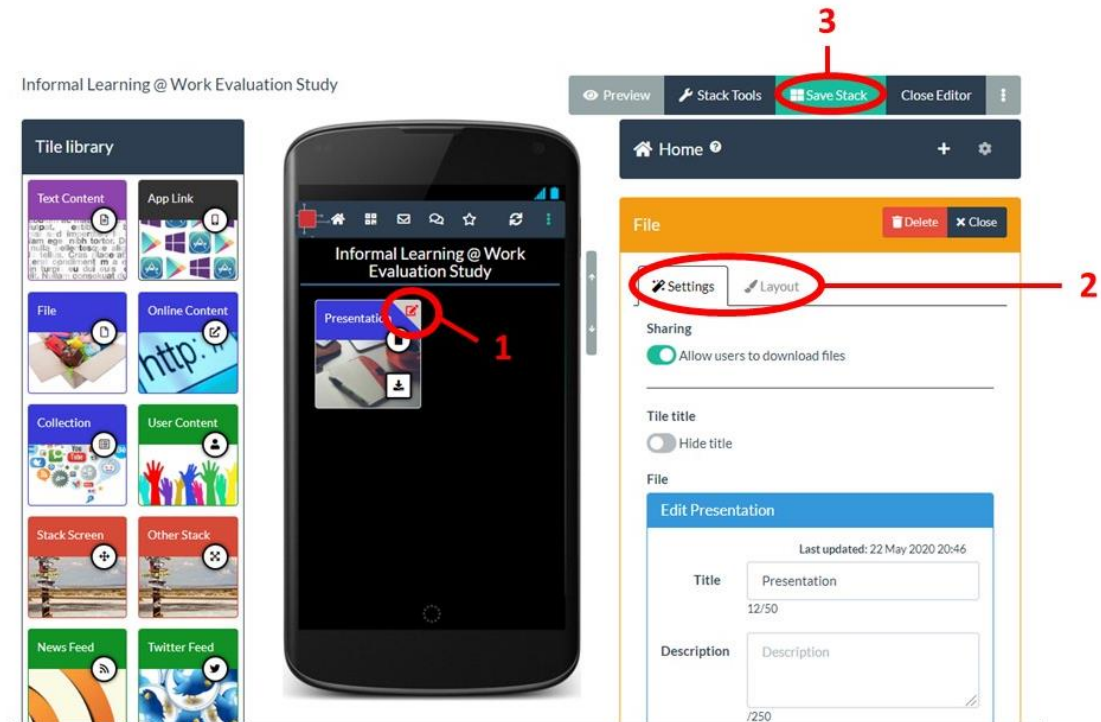


4. You are now returned to the Learning Toolbox editing screen and you can continue to add more content to your stack using the Tile Library or you can edit a Tile you have already added.

## Step 9: Returning to edit a tile

Within the editor, you can open and edit a tile that you have previously added to your stack.

1. Click on the **edit icon** (top right-hand corner) on the tile that you want to edit.
2. You can now make any changes you want to the **Settings** or **Layout** of that tile.
3. **Save** the stack.



## Step 10: Adding more content to your stack

- You have now been introduced to the basic steps of creating a stack and adding content to it by using the Tile Library.
- To add more content you can just drag and drop more tiles from the Tile Library.
- To return to editing a tile you have already added, remember to click on the edit icon in the top right corner of the tile.
- The editing of tiles is similar for most tile types, but please email your support address if anything is not clear. The tile content is set within the Settings tab. The tile layout is set within the Layout tab.
- You can rearrange the tiles on the stack screen by just dragging and dropping them within the screen.
- Remember that at any time you can save your stack and preview it to check exactly how your changes are working.

You might want to try adding some of the following tiles:

**Tile library**

- Text Content:** Add text which can include simple formatting and images
- App Link:** Connect the tile to an App (limited list available, let us know if there is an App you would like added)
- File:** Link a file to the tile. Many types of file can be added including Word, PowerPoint, PDF, image, audio and video files
- Online Content:** Link the tile to a website. This could be a static website or an interactive one (such as a survey form or a link to a video on a video streaming site)
- Collection:** Link the tile to a collection of files or websites. You give the collection a name and then add items to it.
- User Content:** Allow viewers to upload material (pictures, videos, audio, files, text) to the tile. You first need to give this collection of user content a name, then you can choose what type of content viewers can upload.
- Stack Screen:** Stacks can have multiple screens. Create a tile that will take you to another screen (where you can add more tiles)
- Other Stack:** Connect the tile to another existing stack
- News Feed:** Connect the tile to an RSS feed
- Twitter Feed:** Connect the tile to a twitter account (@name) or topic (#hashtag)

## Further Support

You can find the full support materials including demonstration videos, example stacks and answers to Frequently Asked Questions on the Support page. Just click on Support when you are signed in to Learning Toolbox.

Please contact us at [bsg.abstracts@filodestar.com](mailto:bsg.abstracts@filodestar.com) for any further queries!