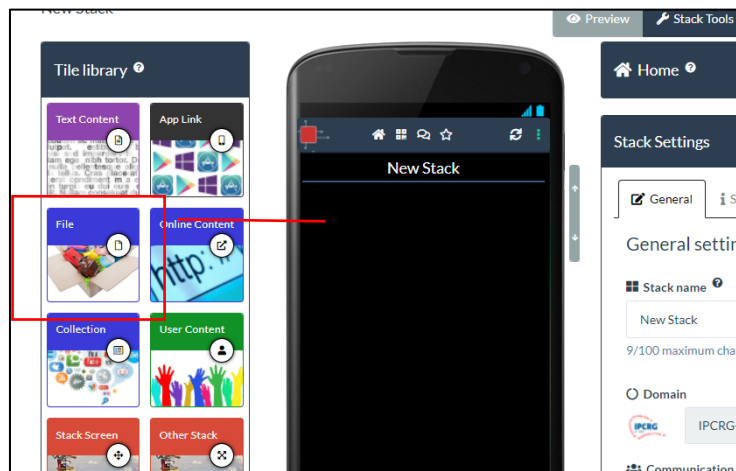# NHS Scotland Event 2025

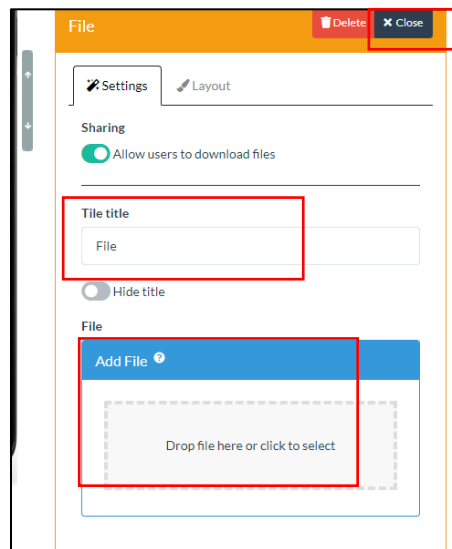## How to upload your poster and supporting resources to Learning Toolbox.

Once you have completed your poster you must upload the final PDF file to Learning Toolbox. (Remember your poster should be created for display in portrait format, A0 size).

Follow the steps below to upload:

1. Follow the link in your invitation email from Learning Toolbox (email address: mail@ltb.io). If you don't receive the link, please email nhsscotlandevent@eventage.co.uk to receive instruction.

2. Create a Learning Toolbox account or sign into your existing Learning Toolbox account (you may already have an account if you submitted an ePoster to the 2021, 2022 or 2024 Event)

3. To get started for the first time, click on 'Create Stack'. 'Stack' is the Learning Toolbox term for a collection of materials that make up the online version of the poster) at the top of the page.

4. To add the PDF file of your finished poster drag and drop a 'File' tile into your stack – see below:

5. Once the tile is dragged and dropped, the screen below will open on the right-hand side. You should entitle your tile 'Poster' and upload the PDF by dropping the file in the 'Add file' section or double clicking to select the file from your computer. Once you have completed these steps click 'Close'.
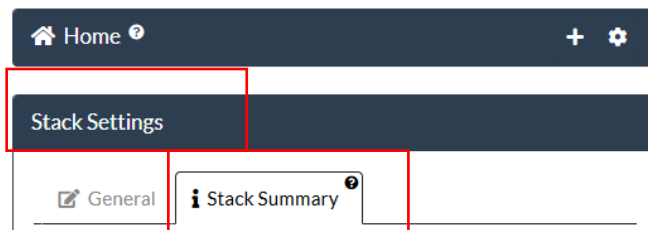
6. **The minimum requirement for uploading is to add a Pdf of the poster you are creating for the NHS Scotland Event.**

   But the platform allows you to do much more - adding images, videos, documents and links to external sites and social media feeds. To add more content, follow the steps above selecting the tile type based on the content you are adding.

   Watch this quick video for help with adding content to your poster.

7. The final step is to complete some information within the 'Stack Summary' tab in 'Stack Settings' – see below. Please ensure you complete:

   - The 'Stack Summary' box. The text you enter here will appear in your stack's summary box on the Showcase website.
   - Include a poster / details image. The image that you set here will appear in your stack's summary box on the showcase website.

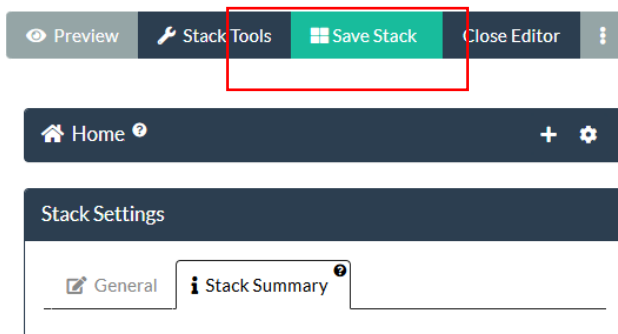**Important Information on Copyright of Content and Use of Images:**

You should only upload material to your ePoster/Stack that you have permission to add. Even when material is in the public domain (such as websites), you should be careful to ensure that you are not presenting it as if it was your own.

If your ePoster includes images or identifiable details, then you must have the person's permission.

As the poster author, it is your responsibility to ensure that you have received all the necessary permissions for your content.

Copyright Information and Legal Restricions for Learning Toolbox ePosters   The Pixabay image library that is integrated in Learning Toolbox, provides over 1 million images that can be freely used.

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8. Once you have completed the steps above **save** your poster.

The deadline date for uploading the final PDF of your poster is 25 May. You can continue to add supporting resources after this date but should not change the final poster PDF.

Full instructions and guidance on creating you ePoster can be found on the ePosters Support Page for the NHS Scotland Event

View the NHS Scotland Event 2024 Online Poster Showcase

Useful How to Video Links:

How to create an ePoster/Stack – Demo video (21mins)
Creating your ePoster – a quick start video (3mins)

Contact for queries: nhsscotlandevent@eventage.co.uk