MANUAL FOR THE PARTICIPANTS
Dear Sir or Madam,

We present a short manual, which should make the platform Kampus Projekty more available to you.

The platform can be found under the address: https://kampus-projekty.ckc.uw.edu.pl/

Direct link to the conference: https://kampus-projekty.ckc.uw.edu.pl/course/view.php?id=3
Posters can be uploaded on the platform

June 26th (12:00) – June 28th (23:59)
Contents

1. Account activation
2. Completing of the profile
3. Author guideline
4. Poster uploading
5. Discussion with other participants
Account activation
Account activation

- You will receive an e-mail with your username, a temporary password and a link to the platform
- Click on the link: https://kampus-projekty.ckc.uw.edu.pl/login/ to access the platform

Log in

Enter your username and your temporary password
- You will be asked to change your password

Enter your temporary password

Enter your new password.

Confirm your new password.
You will see the message „Hasło zostało zmienione”. Then click on the „Kontynuuj” button.
The main page of the conference
Changing your profile
To add your profile picture, click on your name, on the right side of the main page of the conference.
- Go to „My profile“.
Click on „Edit profile“. 
- You will find "User picture" section, click on the blue arrow at the bottom of the section
You will see „File picker“ window, click on „Upload a file“, and then „Browse“. To confirm the action click on „Upload this file“.
You will see your picture in „User picture“ section. To confirm the action click on „Update profile“.
To go back to the main page of the conference “pwknko” on the right side, in “Navigation” section.
Instructions for posters’ Authors
Instructions for posters’ Authors

- Vertical poster design;
- A1 or A0 size;
- Pdf file up to 10 Mb;
- Graphical file format (*.jpg; *.png) size 900 x 1600 (autoscaling is available);
Poster uploading
- Go to the desired section in „Poster session“ tab, E.g. „Biological Sciences“. 
Click on „Add a new discussion topic“ button.
Enter the title of your poster

Click on the "Picture" icon to upload your poster in the graphical file format.

Check the "Discussion subscription" box to be notified of comments, which will be added to your poster.
Uploading your poster in graphical file format

After you have clicked on the „Picture“ icon you will see „Image properties“ window. Click on „Browse repositories“ button.
You will see „File picker“ window. Click on „Upload a file“ button, and „Browse“ button. To confirm the action click on „Upload this file“ button.
Check „Description not necessary“ box, and click on „Save image“ button to confirm the action.
You will see the uploaded poster „Message“ section.
Click on the blue arrow in „Attachment“ tab to upload your poster in pdf file format.
You will see „File picker“ window. Click on „Upload a file“ button, and „Browse“ button. To confirm the action click on „Upload this file“ button.
- Click on "Post to forum" button.
You have completed the process. Now you have 15 minutes to apply any changes to your poster, if necessary.
Discussion with other participants
▪ Click on the “Discuss this topic” button to start the discussion with the author. You will see the button below every poster.

▪ Click on “Reply” button.
Enter the message.

Check “Discussion subscription” box to be notified of replies.

Click on “Post to forum” to confirm the action.
THANK YOU FOR ATTENTION

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