



ePoster on-site setup

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ePoster on-site setup

This guide covers the on-site setup options for displaying ePosters in Slidecrew.

It is intended for events where the main on-site requirement is ePoster display, rather than full presentation room management.

Before you start

Make sure the following are in place:

- **An event portal with ePosters enabled** → The event should include ePosters, either as an ePosters-only event or as a combined presentations and ePosters event.
- **ePosters added or imported** → ePosters can be imported or added manually under **Programme** → **ePosters**.
- **Public ePosters selected** → ePosters start as **Pending** and do not appear in the ePoster App until they are changed to **Public**.
- **A device for each ePoster station** → The full ePoster App runs through the Slidecrew App Launcher. The limited ePoster Screen runs through Web Apps in a Chromium-based browser.
- **A Style for the ePoster station** → If you want branding on the ePoster station, create or edit the relevant Style before pairing the device.

Choose the ePoster display option

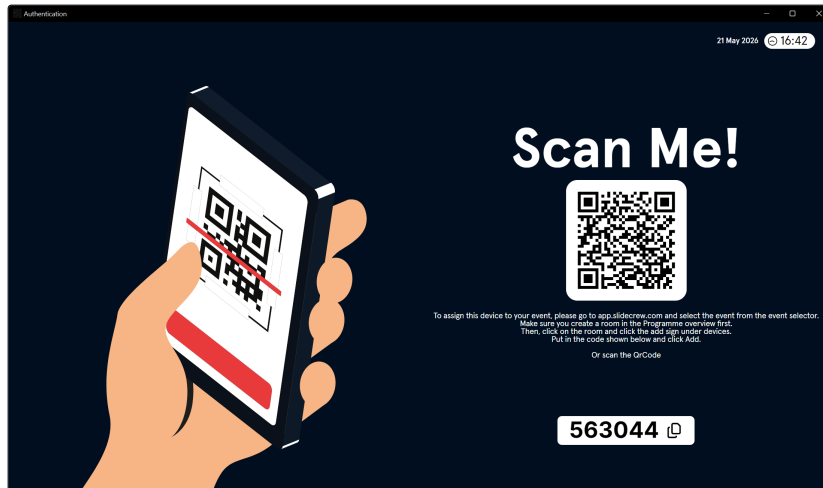
Slidecrew has two ways to display ePosters on site.

Option	Best for	Main limitation
ePoster App through the App Launcher	Full ePoster stations with browsing, multi-page viewing, video playback, ratings, comments, downloads, and contact author options.	Requires the Slidecrew App Launcher on the device.
ePoster Screen through Web Apps	Simple browser-based display of Public ePosters.	Only shows the first page of each ePoster and does not support video playback.

Use the full ePoster App when attendees need to browse and interact with ePosters. Use the Web App ePoster Screen only when a simple display is enough.

Set up the full ePoster App

The full ePoster App runs through the Slidecrew App Launcher on a paired device.

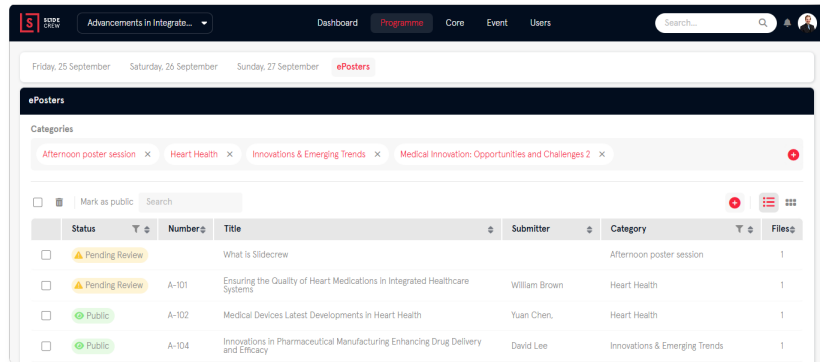


1. In the portal, go to the **Dashboard**.
2. Download and install the Slidecrew App Launcher from the **Tools** widget.
3. Open the App Launcher on the ePoster station device.
4. Pair the device to the event from **Core → Devices** using the six-digit code or QR code shown in the App Launcher.
5. Assign the device to the correct room or station location.
6. Select the required **Device Default Style**.
7. After pairing, wait for the App Launcher to finish syncing.
8. In the App Launcher, open the **Rooms** tab.
9. Click **ePoster App**.

The ePoster App opens and shows ePosters with **Public** status.

Make ePosters visible

ePosters do not appear in the ePoster App while they are still **Pending** or **Hidden**.



To make one ePoster visible:

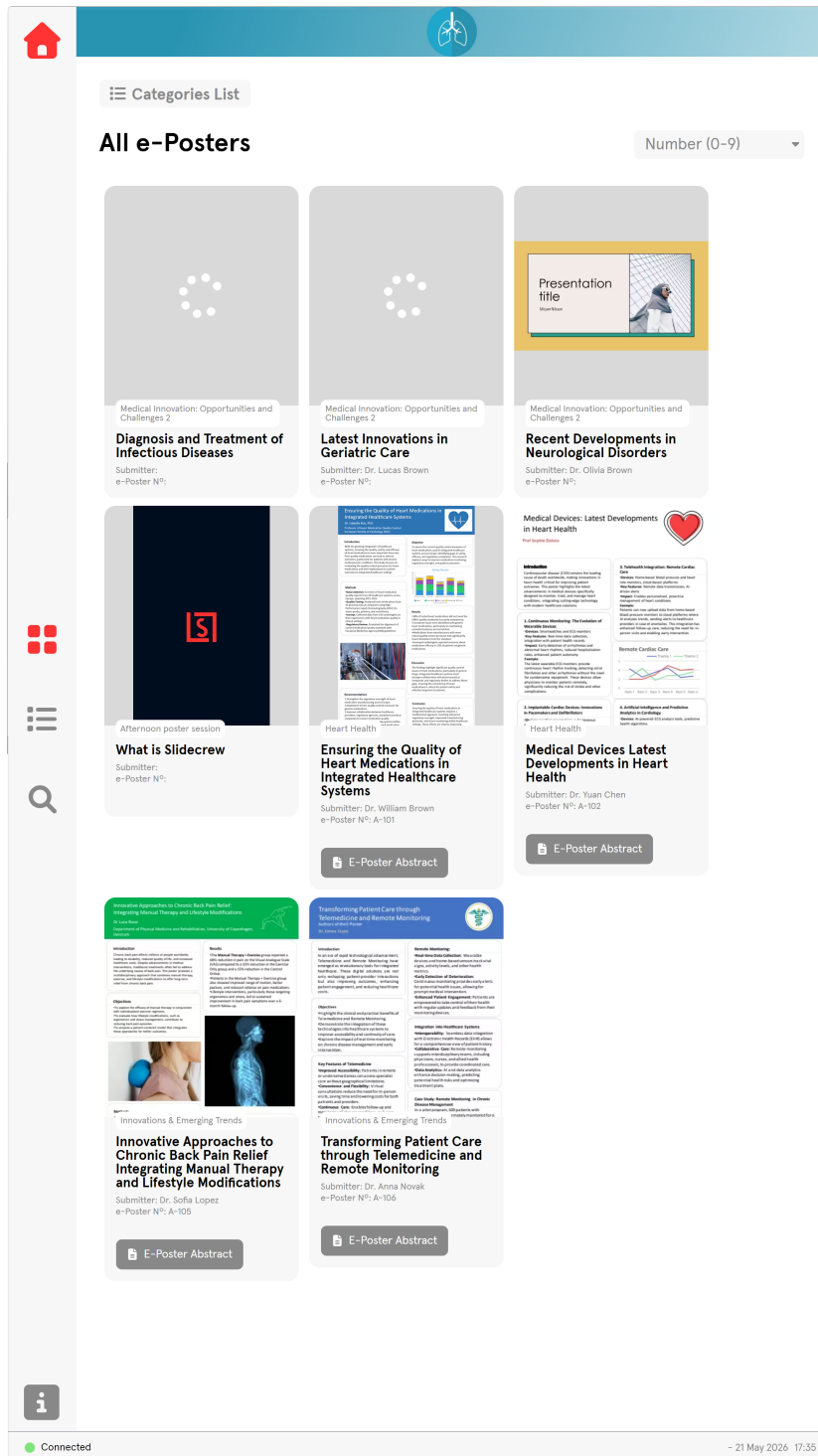
1. Go to **Programme** → **ePosters**.
2. Click the ePoster.
3. Set **Status** to **Public**.
4. Click **Save**.

To make several ePosters visible at once:

1. Go to **Programme** → **ePosters**.
2. Switch to **List View**.
3. Tick the ePosters that should be shown.
4. Click **Mark as Public**.

Categories only appear in the ePoster App when at least one ePoster in that Category is Public.

Browse ePosters in the App



The ePoster App opens with a sidebar and a poster gallery.

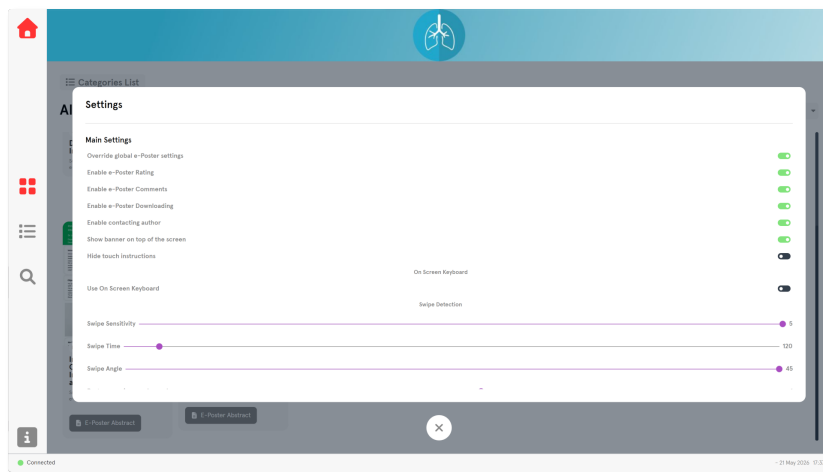
Attendees can:

- Browse ePosters by Category.

- Search for an ePoster.
- Open an ePoster fullscreen.
- Zoom in while viewing a poster.
- Play video content, if the uploaded file includes video.
- Rate, comment, download, or contact the author, if those options are enabled.

Configure ePoster App settings

The ePoster App has its own settings menu inside the App. These settings are not opened from the main App Launcher settings sidebar.



1. On the ePoster App screen, click the small green connection indicator in the bottom left corner.
2. Enable **Override global ePoster settings** if this station needs its own settings.
3. Turn the station options on or off as needed.

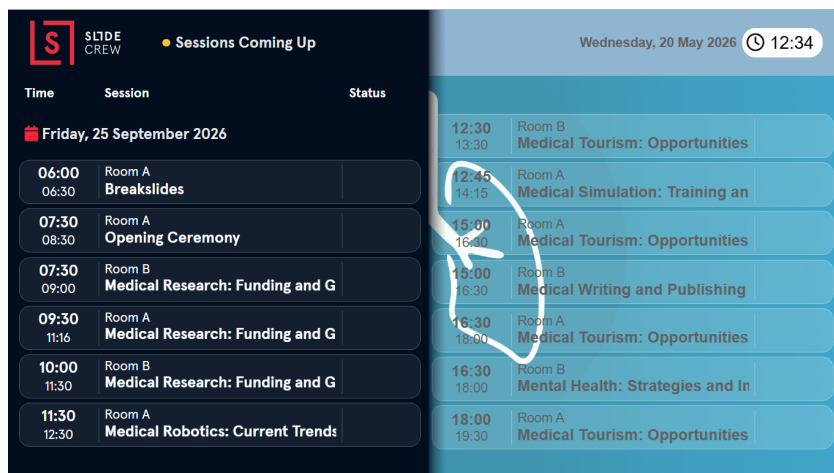
Setting	What it controls
Enable ePoster rating	Allows attendees to rate ePosters.
Enable ePoster comments	Allows attendees to leave comments.
Enable ePoster downloading	Allows attendees to download ePosters as PDFs where downloading is allowed.
Enable contacting author	Allows attendees to send a message to the ePoster submitter.

Setting	What it controls
Show banner on top of screen	Shows a banner across the top of the ePoster App.
Use On Screen Keyboard	Shows an on-screen keyboard for touchscreen-only devices.
Swipe Detection	Adjusts swipe sensitivity.
Categories Showing	Shows or hides individual Categories on that device.

Global ePoster settings are managed in the portal under **Event Information → Other Settings**. Device settings only override the global settings when **Override global ePoster settings** is enabled.

Apply Styles to ePoster stations

Styles are managed under **Event → Styles**.



The ePoster station uses the Style assigned to the device. If no device Style is assigned, Slidecrew falls back through the normal Style priority order.

For ePoster stations, the most important Style detail is the logo. When **Show banner on top of screen** is enabled in the ePoster App settings, the ePoster App uses the Style logo as a wide banner across the top of the screen.

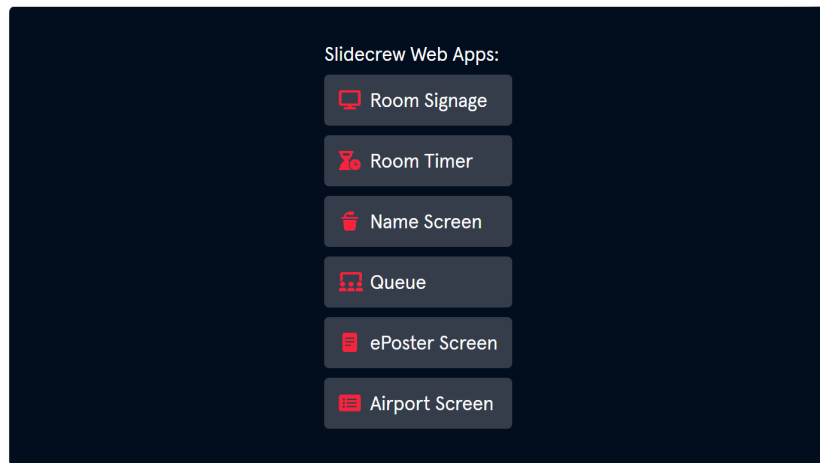
Use a banner-shaped logo image for Styles intended for ePoster stations. The image should be at least 8:1, and preferably 10:1 or wider, in .png, .jpg, or .gif format.

The banner area is 100 pixels high and starts 90 pixels from the left of the screen, but the visible ratio changes with screen scaling. On tested tablets, 100% scaling could show a banner area close to 17:1, 150% scaling was close to 11:1, and 200% scaling was close to 8:1.

The wider the image is, the smaller it will appear, because Slidecrew scales it to fit the width of the banner area. A square or tall logo may not fill the banner area as expected.

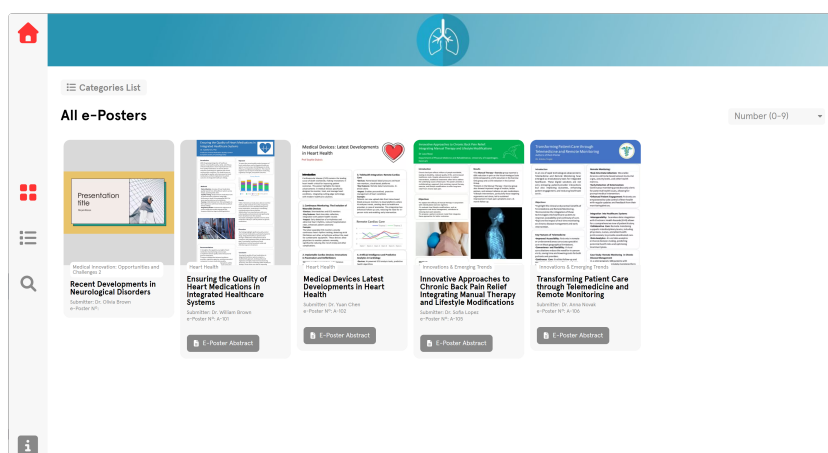
Set up the Web App ePoster Screen

The Web App ePoster Screen is a browser-based alternative for simple ePoster display.



1. Open Google Chrome or Microsoft Edge on the device.
2. Go to app.slidecrew.com/webapp/.
3. Pair the Web App device to the event using the six-digit code or QR code.
4. On the Web Apps selection screen, click **ePoster Screen**.

The ePoster Screen opens and displays all ePosters with **Public** status.



The Web App ePoster Screen is deliberately more lightweight than the full ePoster App. It is intended for devices that cannot run the App Launcher, or that have limited memory, storage, or processing power. This can include Android devices and built-in processors on touch screens.

Web App ePoster Screen limitations

The Web App ePoster Screen is not the same as the full ePoster App.

Limitation	Detail
First page only	Multi-page ePosters cannot be scrolled.
No video playback	Video-only ePosters show as a still image.
No embedded video playback	PowerPoint ePosters with embedded video show the video as a static image.
No full ePoster App settings	Use the App Launcher ePoster App for ratings, comments, downloads, contact author, and per-device ePoster settings.

File types for ePosters

Slidecrew supports the main ePoster file formats used for on-site display.

Format	Notes
PowerPoint	Animations, embedded video, and audio are preserved during conversion.
PDF	Fully supported.
Video	Supported as a standalone ePoster file.

Multiple files can be combined into a single ePoster. Slidecrew stitches them together during processing.

On-site check

Before opening the ePoster station to attendees:

1. Confirm the device is paired and synced.
2. Confirm the ePoster App or Web App ePoster Screen is running.

3. Confirm at least one ePoster in each required Category is set to **Public**.
4. Open a sample ePoster and check that it displays correctly.
5. If using the full ePoster App, test any enabled interactions: rating, comments, download, contact author, and video playback.
6. If using a banner, check that the Style logo appears correctly across the top of the ePoster App.