

## How to Use Padlet – Step By Step Guide

We will be using Padlet to enable viewing and discussion of all posters during the Pliocene Workshop.

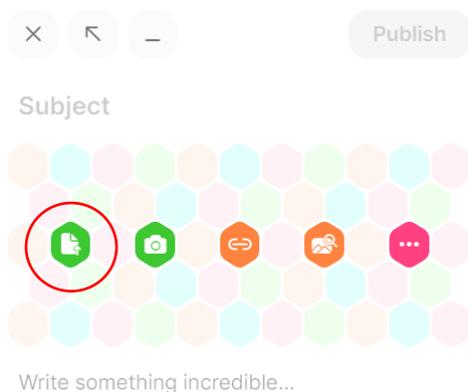
When you arrive on your specific Padlet you will see that it is already populated with a link to your abstract. If you do not see this, or you see a different abstract, please let [Aisling Dolan](#) know.

### 1. Uploading your poster and talk

Content may be posted by dragging files onto your Padlet board, double-clicking anywhere on the screen, or pressing the red/pink plus button at the bottom of your screen.



From here, you can upload a file (e.g. ppt, pdf), enter a URL or upload an image. The green icon on the left will allow you to upload a file.

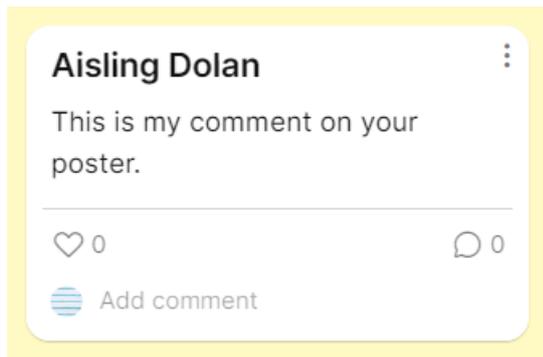


Once you have two files (poster and intro talk) added to your padlet please check that the content views as you would wish. Then you are all set for the conference.

### 2. Commenting on Padlet Boards

You can view and comment on any Poster by following the link to the Padlet: <https://conferences.leeds.ac.uk/pliocene/> - see specific poster session.

Padlet will not automatically record who makes a comment, so please add your name to the top/bottom of the comment so presenters know who they are interacting with. For example:



Presenters and co-authors can then respond to any comments/questions/feedback during the course of the meeting.

You can also like comments by clicking on the heart symbol to show your appreciation of a point or question.

Please also note that you can delete any post on any Padlet you are interacting with. To do this you click on the 3 dots in the right-hand corner of the post. Once a post is deleted it cannot be retrieved, so please only delete your own posts if you have added something in error. Do not delete any posters or intro talks that are not your own.

We hope that this approach will allow for some of the conversations that would normally happen at an entirely in-person conference to take place.

If you have any problems in uploading, navigating or accessing the Padlets, please let one of the Conference Organisers or Conference Assistants know and we can try to help.