



Registering a poster in Pure

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Always check first if the poster is already registered in Pure. Search with (a part of) the title in the search box in the top right corner of the screen. If the poster is already registered in Pure, but the name of the researcher is not listed, or he/she is listed as an external person, send an email to pure.library@wur.nl.

Fill in the fields below. Fields that are not mentioned can be filled, but are not required.

- Click *Add content* in the top right corner
- Select in the left column: *Research Output* -> *Conference contribution* -> *Poster*
- Choose *Publication category Academic*
- Enter the publication year (below *Publication status*)
- Enter the title
- Click *Add event*. Search for the right congress. If the congress is not available, create a new one; enter the title of the conference, the start and end date, city and country.
- Add all the authors one by one. Click *Add person* and search for the right person. WUR authors must be added as internal persons, authors from other organisations as external persons. If an external person is not available in the system, you can create a new one.
- The *Managing organisational unit* is added automatically. If this doesn't happen, choose your own organisation unit.
- If the researcher wishes to make the poster publicly available, upload the pdf of the poster. For this, click *Add electronic version* and select *Upload*. Upload the pdf and set the *Access* to open. Don't make the poster publicly available if the content is possibly copyrighted by another organisation, or if the researcher intends to submit an article to a journal. Ask the researcher if he/she wants to make the poster publicly available.
- Click *Save*.

Extra information:

This infosheet is about a poster that is presented on a conference or a meeting.

A poster that is not presented, but for example hangs in the building, or is used as teaching material, should be registered as *Pamphlet*.