

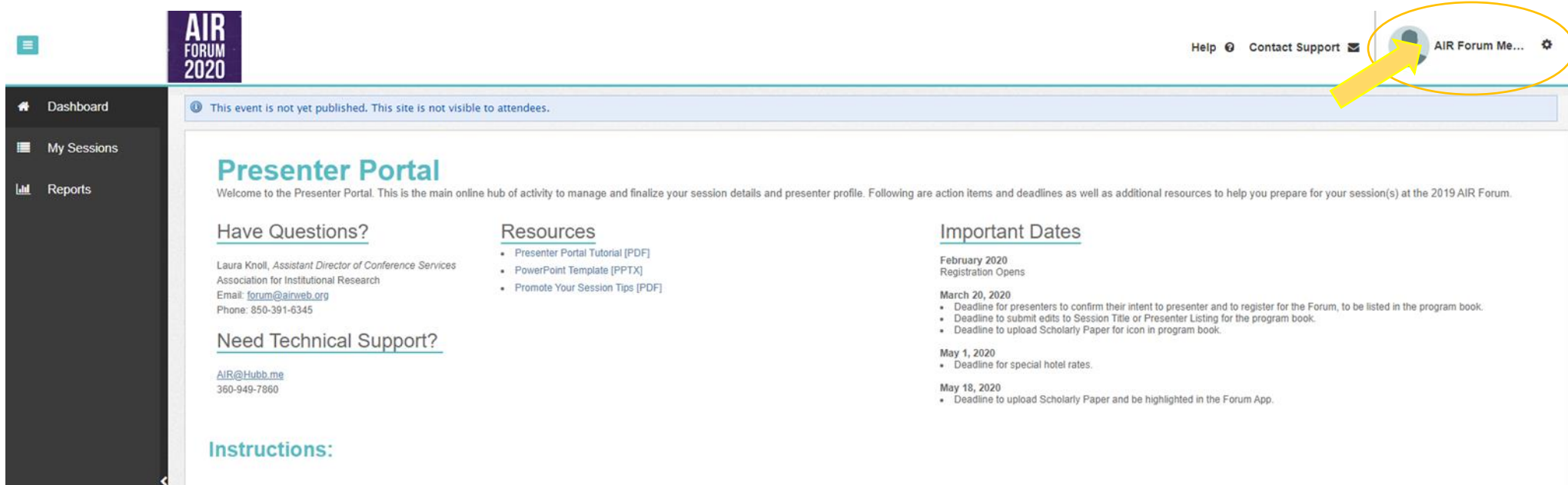


Presenter Portal Guide

Section 1

Fill out your Speaker Profile

1. Navigate to the upper right-hand corner of your screen.



The screenshot shows the AIR Forum 2020 Presenter Portal. The top navigation bar includes a menu icon, the AIR FORUM 2020 logo, and links for Help, Contact Support, and a user profile icon labeled "AIR Forum Me...". A yellow circle and arrow point to the user profile icon. Below the navigation bar, a message states: "This event is not yet published. This site is not visible to attendees." The main content area is titled "Presenter Portal" and includes a welcome message. It is divided into three columns: "Have Questions?" with contact information for Laura Knoll, "Resources" with links to a tutorial, template, and tips, and "Important Dates" with deadlines for registration, session title submission, and scholarly paper upload.

AIR FORUM 2020

Help Contact Support AIR Forum Me...

This event is not yet published. This site is not visible to attendees.

Presenter Portal

Welcome to the Presenter Portal. This is the main online hub of activity to manage and finalize your session details and presenter profile. Following are action items and deadlines as well as additional resources to help you prepare for your session(s) at the 2019 AIR Forum.

Have Questions?

Laura Knoll, Assistant Director of Conference Services
Association for Institutional Research
Email: forum@airweb.org
Phone: 850-391-6345

Need Technical Support?

AIR@Hubb.me
360-949-7860

Resources

- [Presenter Portal Tutorial \(PDF\)](#)
- [PowerPoint Template \(PPTX\)](#)
- [Promote Your Session Tips \(PDF\)](#)

Important Dates

February 2020
Registration Opens

March 20, 2020

- Deadline for presenters to confirm their intent to presenter and to register for the Forum, to be listed in the program book.
- Deadline to submit edits to Session Title or Presenter Listing for the program book.
- Deadline to upload Scholarly Paper for icon in program book.

May 1, 2020

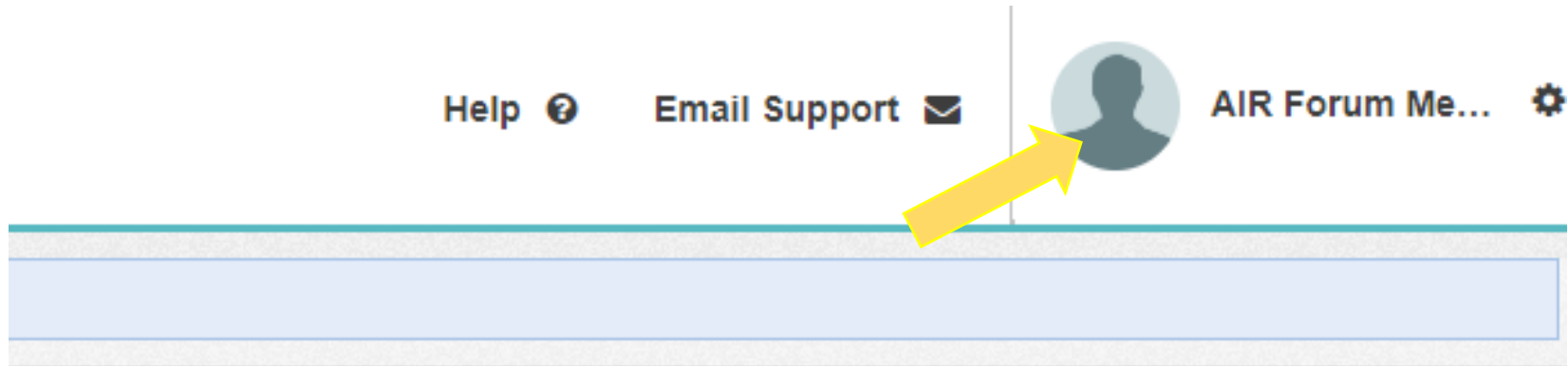
- Deadline for special hotel rates.

May 18, 2020

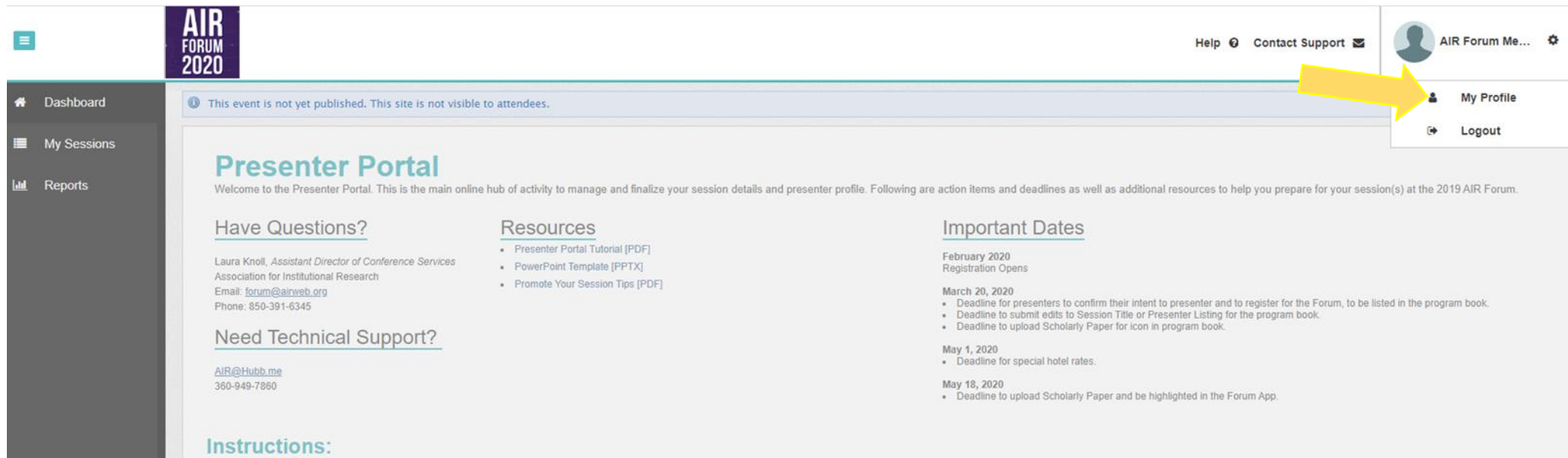
- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

2. Click on your name.



3. Click on “My Profile”.



The screenshot shows the AIR Forum 2020 Presenter Portal. The top navigation bar includes a menu icon, the AIR Forum 2020 logo, and links for Help, Contact Support, and a user profile. The user profile dropdown menu is open, showing 'My Profile' and 'Logout' options. A yellow arrow points to the 'My Profile' link. The main content area is titled 'Presenter Portal' and includes sections for 'Have Questions?', 'Resources', and 'Important Dates'.

AIR FORUM 2020

Help ⓘ Contact Support ✉

AIR Forum Me... ⚙

Dashboard
My Sessions
Reports

ⓘ This event is not yet published. This site is not visible to attendees.

Presenter Portal

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- Presenter Portal Tutorial [PDF]
- PowerPoint Template [PPTX]
- Promote Your Session Tips [PDF]

Important Dates

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Registration Opens

March 20, 2020

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May 1, 2020

- Deadline for special hotel rates.

May 18, 2020

- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

4. Fill out your speaker profile completely.

AIR Forum Member

This person has not yet logged in.

Profile Details Resources



AIR Forum Member

No title available

test@gmail.com

No company available

Click on “Edit” to add your information



Attendee ID
tester

☐ Pending

[Edit](#)

Interests

No interests available

Website

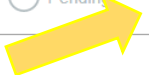
No website available

Blog

No blog available

Biography

No biography available



Edit AIR Forum Member

Save

Cancel

Profile Details

Resources



Upload Photo

General Settings

Account Status
Confirmed

The status of your account is determined by the status of your sessions.

Attendee Id*

TESTER

Job Title

Private

Visible

First Name*

AIR Forum

Last Name*

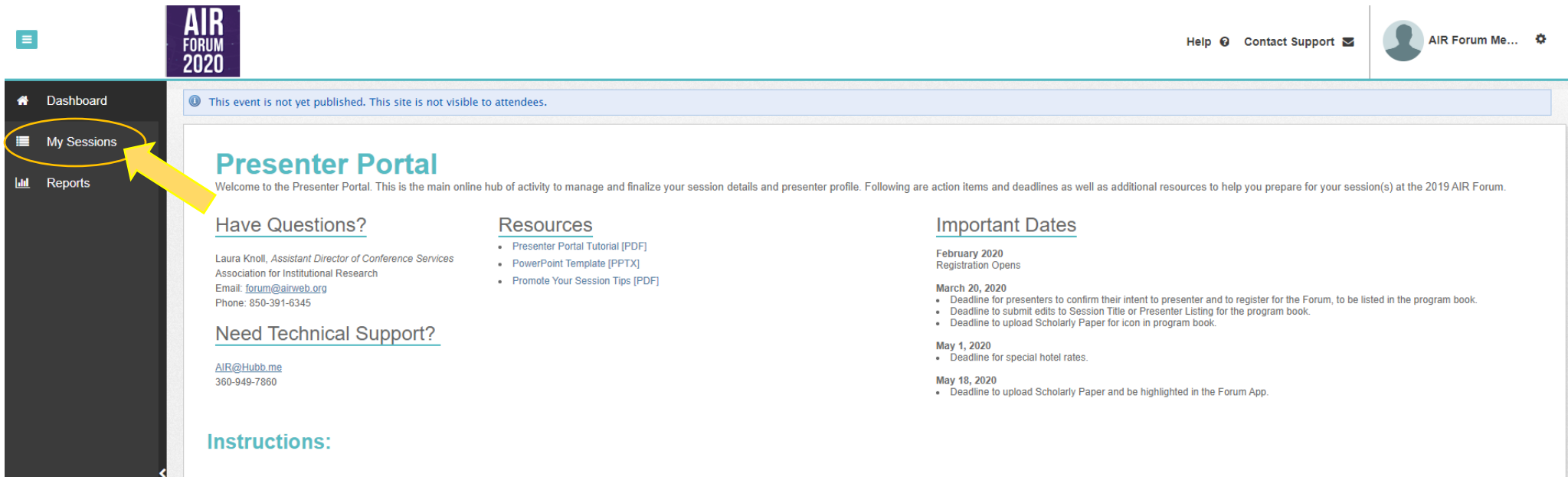
Member

Click on "Save" Button after editing Profile

Section 2

Review Your Edited Title and Abstract

1. Navigate to the "My Sessions" page where your approved sessions are listed.



AIR FORUM 2020

Help ⓘ Contact Support ✉

AIR Forum Me... ⚙

Dashboard

My Sessions

Reports

This event is not yet published. This site is not visible to attendees.

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Resources

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- [PowerPoint Template \[PPTX\]](#)
- [Promote Your Session Tips \[PDF\]](#)

Important Dates

February 2020
Registration Opens

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- Deadline to submit edits to Session Title or Presenter Listing for the program book.
- Deadline to upload Scholarly Paper for icon in program book.

May 1, 2020

- Deadline for special hotel rates.

May 18, 2020

- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

2. Click on your session title.

The screenshot shows the 'AIR FORUM 2020' Speaker Dashboard. The left sidebar contains navigation links: Dashboard, My Sessions, My Speakers, and Reports. The main content area has a header with a notification: 'This event is not yet published. This site is not visible to attendees.' Below this is the 'My Sessions (1)' section, which contains a table with one session listed. The session title 'Sample Session' is circled in yellow, and a yellow arrow points to it. Below the table is an 'Add new session' button. The 'My Schedule' section shows a calendar view for the dates 5/23/2020 to 5/29/2020, with columns for Saturday 23rd May, Sunday 24th May, Monday 25th May, Tuesday 26th May, Wednesday 27th May, and Thursday 28th May. The time slot '7 am' is visible for the first day.

Title	Featured	Mandatory	Published	Session ID	Code	Session Type	Track	Location	Time Slot
Sample Session	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	648815	TEST	Speaker Session	Assessment and Evaluation	Location not specified	Time slot not specified

Add new session

My Schedule

5/23/2020 – 5/29/2020

	Saturday 23 rd May	Sunday 24 th May	Monday 25 th May	Tuesday 26 th May	Wednesday 27 th May	Thursday 28 th May
7 am						

Click on Session Title to review description

3. Review your Session Details.

All Sessions / Sample Sessions

Edit

Session Details

Session Requests

Manage Documents

Standard Fields

Session Code

TEST

Title

Sample Sessions

Description

This is a sample session abstract.

Track

Operations and Leadership

Session Type

Speaker Session

Speakers

AIR Forum Member

If you have edits for Session Description please notify Laura Knoll: lknoll@airweb.org

Session Management

Status

☐ Published

Attributes

☐ Featured ☐ Mandatory ☒ Can be evaluated

Assistants

No assistants

Location

Location not specified

Time Slot

Time slot not specified

Section 3

Make Sure All Presenters are Listed

1. Navigate to the "My Sessions" page where your approved sessions are listed.

AIR FORUM 2020

Help ⓘ Contact Support ✉

AIR Forum Me... ⚙

Dashboard

My Sessions

Reports

This event is not yet published. This site is not visible to attendees.

Presenter Portal

Welcome to the Presenter Portal. This is the main online hub of activity to manage and finalize your session details and presenter profile. Following are action items and deadlines as well as additional resources to help you prepare for your session(s) at the 2019 AIR Forum.

Have Questions?

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Association for Institutional Research
Email: forum@airweb.org
Phone: 850-391-6345

Need Technical Support?

AIR@Hubb.me
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Resources

- [Presenter Portal Tutorial \[PDF\]](#)
- [PowerPoint Template \[PPTX\]](#)
- [Promote Your Session Tips \[PDF\]](#)

Important Dates

February 2020
Registration Opens

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- Deadline to upload Scholarly Paper for icon in program book.

May 1, 2020

- Deadline for special hotel rates.

May 18, 2020

- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

2. Click on your session title and review the "Speakers" field.

My Sessions (1)

Search...

All Tracks

Title	Featured	Mandatory	Published	Code	Session Type	Track	Room	Time Slot	Speakers
TESTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000	Speaker Session	Assessment: Accountability, Institutional Effectiveness, and Accreditation	Room not specified	Time slot not specified	Laura Knoll, AIR Member

Click on Session Title to review listed Speakers

Session Details Session Requests Manage Documents

Standard Fields

Session Code 0000

Title **TESTING**

Description Test

Track Assessment: Accountability, Institutional Effectiveness, and Accreditation

Session Type Speaker Session

Speakers Laura Knoll (Association for Institutional Research)
AIR Member (Association for Institutional Research)

If you have edits for listed Speakers please
notify Laura Knoll: lknoll@airweb.org

Session Management

Status ☐ Published

Attributes ☐ Featured ☐ Mandatory ☒ Can be evaluated

Assistants No assistants

Room Room not specified

Time Slot Time slot not specified

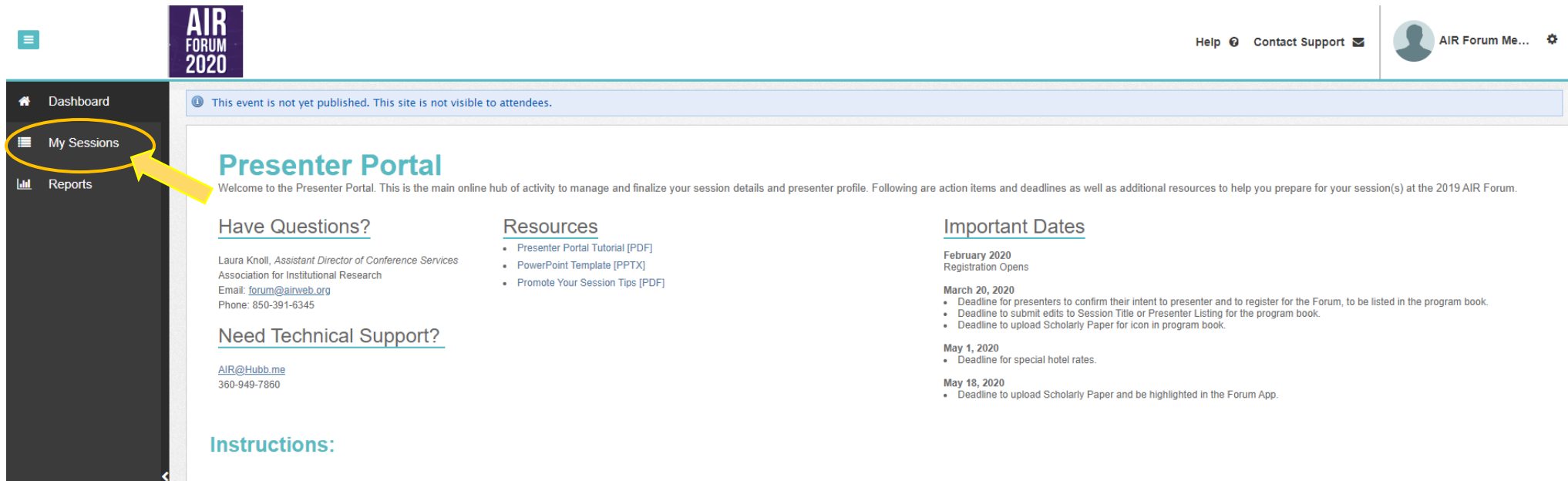
Links

Number of registered attendees 0

Section 4

Confirm Your Intent to Present

1. Navigate to the My Sessions page where your approved sessions are listed.



AIR FORUM 2020

Help ⓘ Contact Support ✉

AIR Forum Me... ⚙

Dashboard

My Sessions

Reports

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Phone: 850-391-6345

Need Technical Support?

AIR@Hubb.me
360-949-7860

Resources

- [Presenter Portal Tutorial \[PDF\]](#)
- [PowerPoint Template \[PPTX\]](#)
- [Promote Your Session Tips \[PDF\]](#)

Important Dates

February 2020
Registration Opens

March 20, 2020

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- Deadline to upload Scholarly Paper for icon in program book.

May 1, 2020

- Deadline for special hotel rates.

May 18, 2020

- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

2. Click on your session title and select the “Session Requests” tab.

The screenshot shows the AIR Forum 2020 Speaker dashboard. The top navigation bar includes a menu icon, the text 'Speaker', the AIR FORUM 2020 logo, and links for 'Help' and 'Contact Support'. The left sidebar contains links for 'Dashboard', 'My Sessions', 'My Speakers', and 'Reports'. The main content area has a blue banner stating 'This event is not yet published. This site is not visible to attendees.' Below this is the 'My Sessions (1)' section, which contains a table with one session: 'Sample Session'. The session details are: Title: Sample Session, Featured: ☐, Mandatory: ☐, Published: ☒, Session ID: 648815, Code: TEST, Session Type: Speaker Session, Track: Assessment and Evaluation, Location: Location not specified, Time Slot: Time slot not specified. A yellow circle highlights the 'Sample Session' title, and a yellow arrow points to it. Below the table is an 'Add new session' button. The 'My Schedule' section shows a calendar for the dates 5/23/2020 to 5/29/2020, with columns for Saturday 23rd May, Sunday 24th May, Monday 25th May, Tuesday 26th May, Wednesday 27th May, and Thursday 28th May. The time slot 7 am is visible for Saturday.

Title	Featured	Mandatory	Published	Session ID	Code	Session Type	Track	Location	Time Slot
Sample Session	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	648815	TEST	Speaker Session	Assessment and Evaluation	Location not specified	Time slot not specified

Add new session

My Schedule

5/23/2020 – 5/29/2020

	Saturday 23rd May	Sunday 24th May	Monday 25th May	Tuesday 26th May	Wednesday 27th May	Thursday 28th May
7 am						

Click on Session Title to get to
“Session Requests” tab

All Sessions / Sample Sessions

Session Details

Session Requests

Manage Documents

Standard Fields

Session Code	TEST
Title	Sample Sessions
Description	This is a sample session abstract.
Track	Operations and Leadership
Session Type	Speaker Session
Speakers	AIR Forum Member

3. Confirm your intent to present. (For sessions with multiple presenters, presenters can confirm without a particular order.)

AIR Forum Member

This person has not yet logged in.

[Profile Details](#) [Resources](#)



AIR Forum Member

No title available

test@gmail.com

No company available

Click on “Edit” to confirm your intent to present.



Interests

No interests available

Website

No website available

Blog

No blog available

Biography

No biography available

Attendee ID
tester

☐ Pending

[Edit](#)



4. Type your name into the field and add “Confirmed”.

All Sessions / Edit Session Details

Session Details Session Requests Manage Documents

Presenter 1 Participation Confirmation

Laura Knoll - Confirmed

Presenter 2 Participation Confirmation

Presenter 3 Participation Confirmation

Presenter 4 Participation Confirmation

Presenter 5 Participation Confirmation

Presenter 6 Participation Confirmation

Save Cancel

Save

Type your name into the field and add “Confirmed”

Save

Cancel

Session Details

Session Requests

Manage Documents

Presenter 1 Participation Confirmation

Laura Knoll – Confirmed

Presenter 2 Participation Confirmation

Presenter 3 Participation Confirmation

Presenter 4 Participation Confirmation

Presenter 5 Participation Confirmation

Presenter 6 Participation Confirmation

Click “Save” to save changes

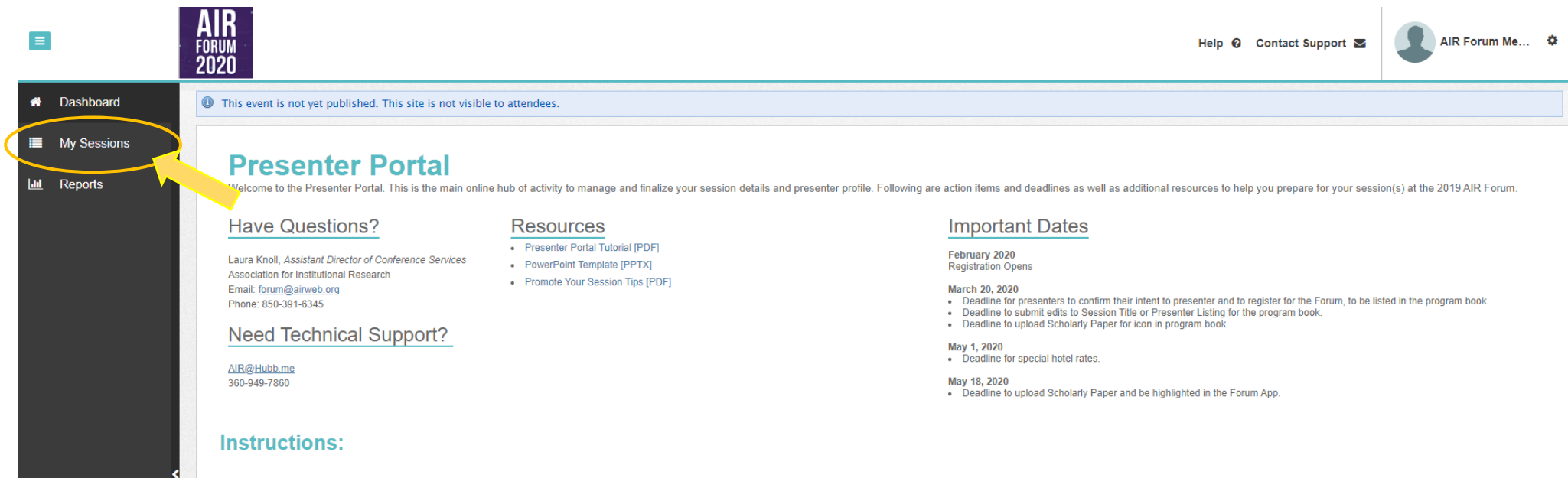
Save

Cancel

Section 5

Upload Presentation Materials

1. Navigate to the My Sessions page where your approved sessions are listed.



AIR FORUM 2020

Help ⓘ Contact Support ✉

AIR Forum Me... ⚙

Dashboard

My Sessions

Reports

ⓘ This event is not yet published. This site is not visible to attendees.

Presenter Portal

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Have Questions?

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Need Technical Support?

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360-949-7860

Resources

- [Presenter Portal Tutorial \[PDF\]](#)
- [PowerPoint Template \[PPTX\]](#)
- [Promote Your Session Tips \[PDF\]](#)

Important Dates

February 2020
Registration Opens

March 20, 2020

- Deadline for presenters to confirm their intent to presenter and to register for the Forum, to be listed in the program book.
- Deadline to submit edits to Session Title or Presenter Listing for the program book.
- Deadline to upload Scholarly Paper for icon in program book.

May 1, 2020

- Deadline for special hotel rates.

May 18, 2020

- Deadline to upload Scholarly Paper and be highlighted in the Forum App.

Instructions:

2. Click on your session title and select the “Manage Documents” tab.

The screenshot shows the AIR Forum 2020 Speaker Dashboard. The left sidebar contains navigation links: Dashboard, My Sessions, My Speakers, and Reports. The main content area has a header with the AIR Forum 2020 logo and a notification: "This event is not yet published. This site is not visible to attendees." Below this is the "My Sessions (1)" section, which contains a table with the following data:

Title	Featured	Mandatory	Published	Session ID	Code	Session Type	Track	Location	Time Slot
Sample Session	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	648815	TEST	Speaker Session	Assessment and Evaluation	Location not specified	Time slot not specified

Below the table is an "Add new session" button. The "My Schedule" section is partially visible at the bottom, showing a calendar grid for Monday 25th May, Tuesday 26th May, Wednesday 27th May, and Thursday 28th May. A yellow circle highlights the "Sample Session" title in the table, and a yellow arrow points to it. A yellow-bordered box contains the text: "Click on Session Title to get to 'Manage Documents' tab".

All Sessions / TESTING

Session Details

Session Requests

Manage Documents

Click on "Manage Documents"
tab

Standard Fields

Session Code	0000
Title	TESTING
Description	Test
Track	Assessment: Accountability, Institutional Effectiveness, and Accreditation
Session Type	Speaker Session
Speakers	Laura Knoll (Association for Institutional Research) AIR Member (Association for Institutional Research)

3. Click “Upload” to bring up the upload dialog.

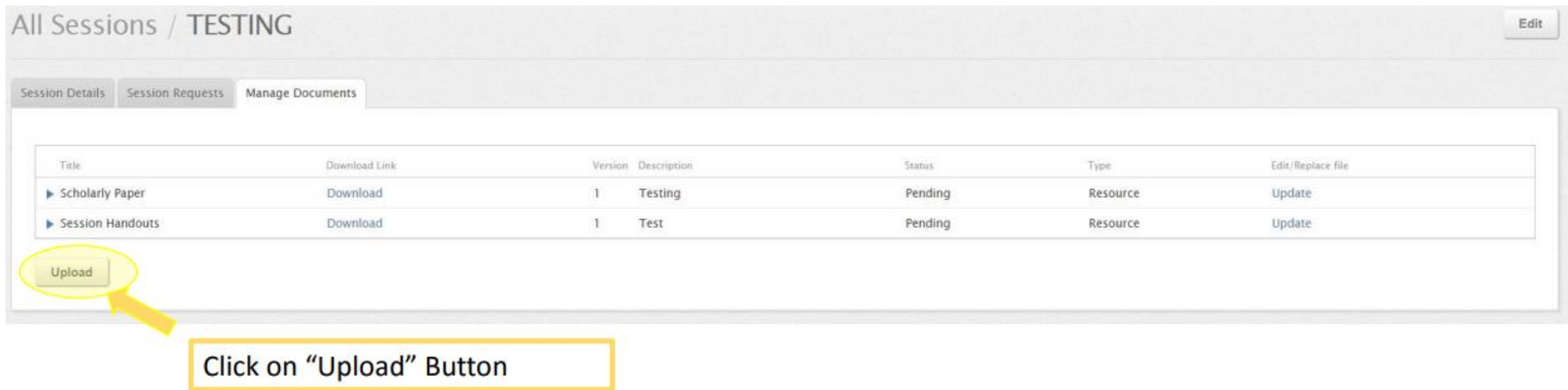
All Sessions / TESTING Edit

Session Details Session Requests **Manage Documents**

Title	Download Link	Version	Description	Status	Type	Edit/Replace File
▶ Scholarly Paper	Download	1	Testing	Pending	Resource	Update
▶ Session Handouts	Download	1	Test	Pending	Resource	Update

Upload

Click on “Upload” Button



4. Use the "Choose File" button to upload your Material.

All Sessions / Upload Attachment

File*

No file chosen

File type*

☐ PPT Deck ☐ Resources ☐ Video

5. Under "File Type" select material type.

File*

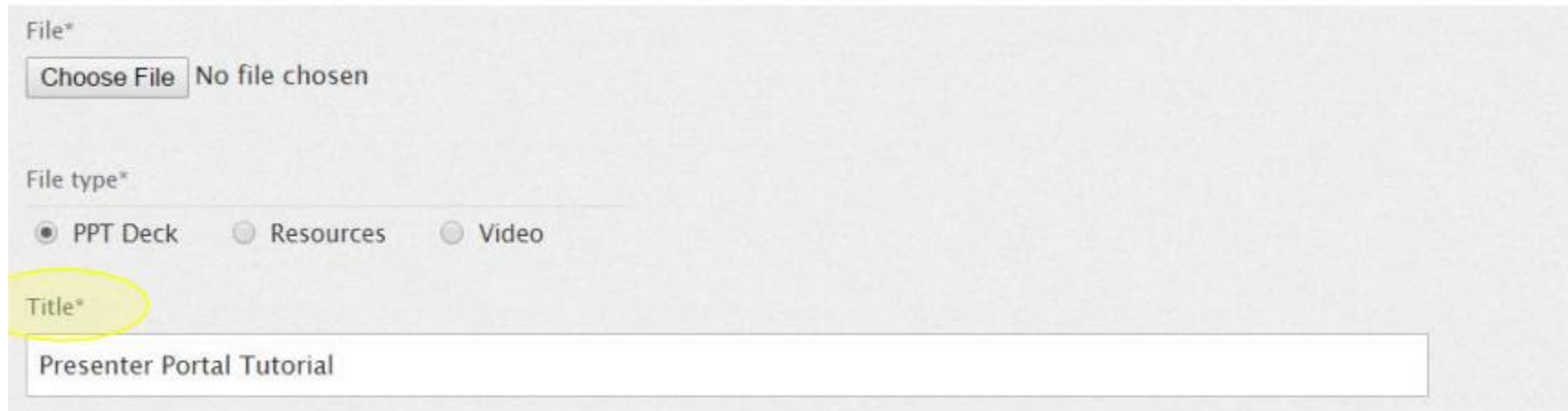
Presenter Portal Tutorial.pptx

File type*

☐ PPT Deck ☐ Resources ☐ Video

- Select PPT Deck for PowerPoints
- Select Resources for Documents
- Select Video for Videos

6. Enter the title of your material in the "Title" field.



The screenshot shows a form with three main sections. The first section, labeled "File*", contains a "Choose File" button and the text "No file chosen". The second section, labeled "File type*", has three radio button options: "PPT Deck" (which is selected), "Resources", and "Video". The third section, labeled "Title*", features a text input field containing the text "Presenter Portal Tutorial". The "Title*" label is highlighted with a yellow oval.

File*

Choose File No file chosen

File type*

☒ PPT Deck ☐ Resources ☐ Video

Title*


Presenter Portal Tutorial

7. In the “Description” field please include first and last name for each author to be listed. *This is required for Scholarly Papers.*

The image shows a web form with the following sections:

- File***: A button labeled "Choose File" and the text "No file chosen".
- File type***: Three radio buttons labeled "PPT Deck", "Resources", and "Video". The "PPT Deck" option is selected.
- Title***: A text input field containing the text "Presenter Portal Tutorial".
- Description**: A large text area. The label "Description" is highlighted with a yellow oval. The text "Laura Knoll" is entered in the first line of the text area.

8. If you are submitting a Scholarly Paper, add the words “Scholarly Paper” in the “Comments” section.



The image shows a screenshot of a submission form. It has two main sections: 'Description' and 'Comments'. The 'Description' section is at the top and contains the text 'Laura Knoll'. The 'Comments' section is below it and is highlighted with a yellow oval. The 'Comments' section is currently empty, with only a vertical cursor visible at the start of the text area.

Description

Laura Knoll

Comments

File*

No file chosen

File type*

☒ PPT Deck ☐ Resources ☐ Video

Title*

Presenter Portal Tutorial

Description

Laura Knoll

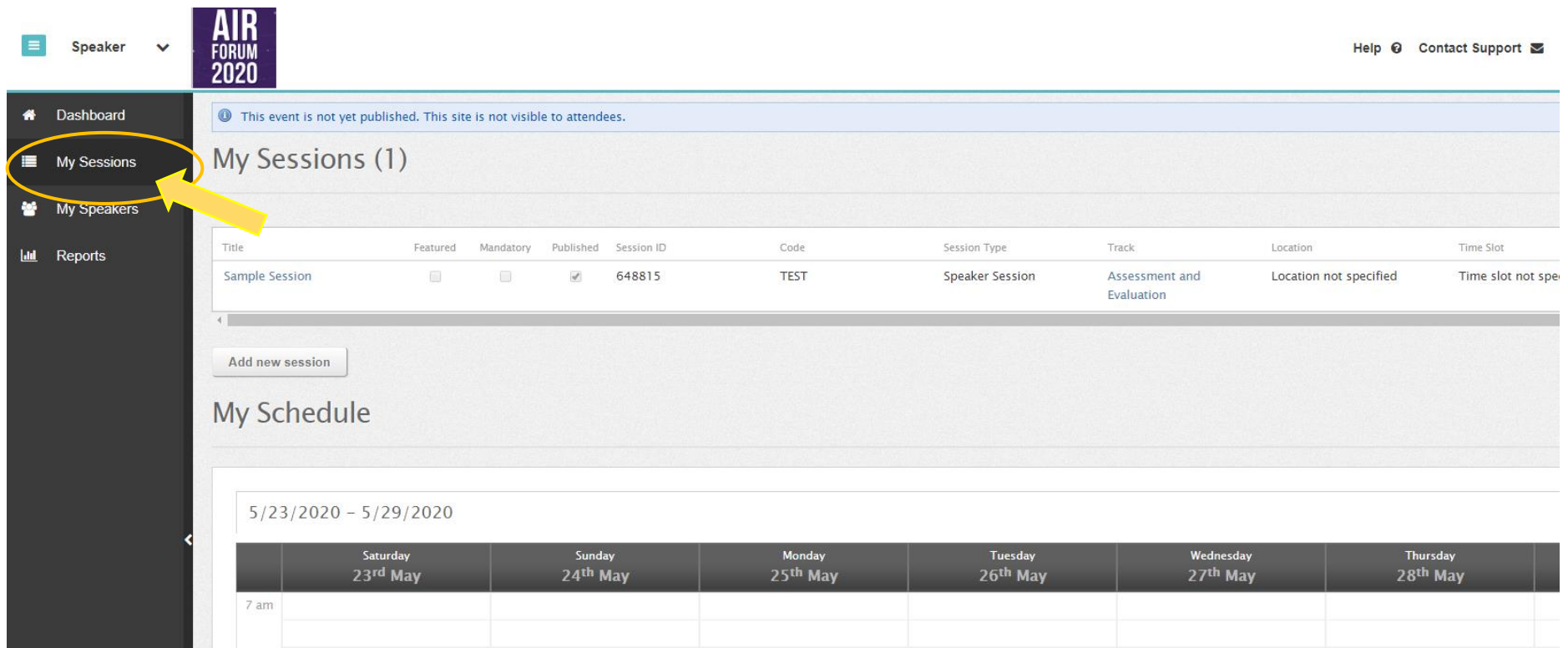
Comments

Click on "Upload" Button to upload file

Section 6

Upload Scholarly Papers (If Applicable)

1. Navigate to the My Sessions page where your approved sessions are listed.



AIR FORUM 2020

Speaker ▾

Help ⓘ Contact Support ✉

Dashboard

My Sessions

My Speakers

Reports

This event is not yet published. This site is not visible to attendees.

My Sessions (1)

Title	Featured	Mandatory	Published	Session ID	Code	Session Type	Track	Location	Time Slot
Sample Session	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	648815	TEST	Speaker Session	Assessment and Evaluation	Location not specified	Time slot not specified

[Add new session](#)

My Schedule

5/23/2020 – 5/29/2020

	Saturday 23 rd May	Sunday 24 th May	Monday 25 th May	Tuesday 26 th May	Wednesday 27 th May	Thursday 28 th May
7 am						

2. Click on your session title and select the “Manage Documents” tab.

The screenshot shows the AIR FORUM 2020 Speaker dashboard. The top navigation bar includes a menu icon, the text 'Speaker', and a dropdown arrow. The AIR FORUM 2020 logo is on the left, and 'Help' and 'Contact Support' links are on the right. The left sidebar contains links for 'Dashboard', 'My Sessions', 'My Speakers', and 'Reports'. The main content area has a blue banner stating 'This event is not yet published. This site is not visible to attendees.' Below this is the 'My Sessions (1)' section, which contains a table with one session: 'Sample Session'. The session details are: Featured (checkbox), Mandatory (checkbox), Published (checked), Session ID (648815), Code (TEST), Session Type (Speaker Session), Track (Assessment and Evaluation), Location (Location not specified), and Time Slot (Time slot not specified). A yellow circle highlights the 'Sample Session' title, and a yellow arrow points to it. Below the table is an 'Add new session' button. The 'My Schedule' section is partially visible at the bottom, showing a calendar grid for May 23rd to 28th.

Click on Session Title to get to “Manage Documents” tab

All Sessions / TESTING

Session Details

Session Requests

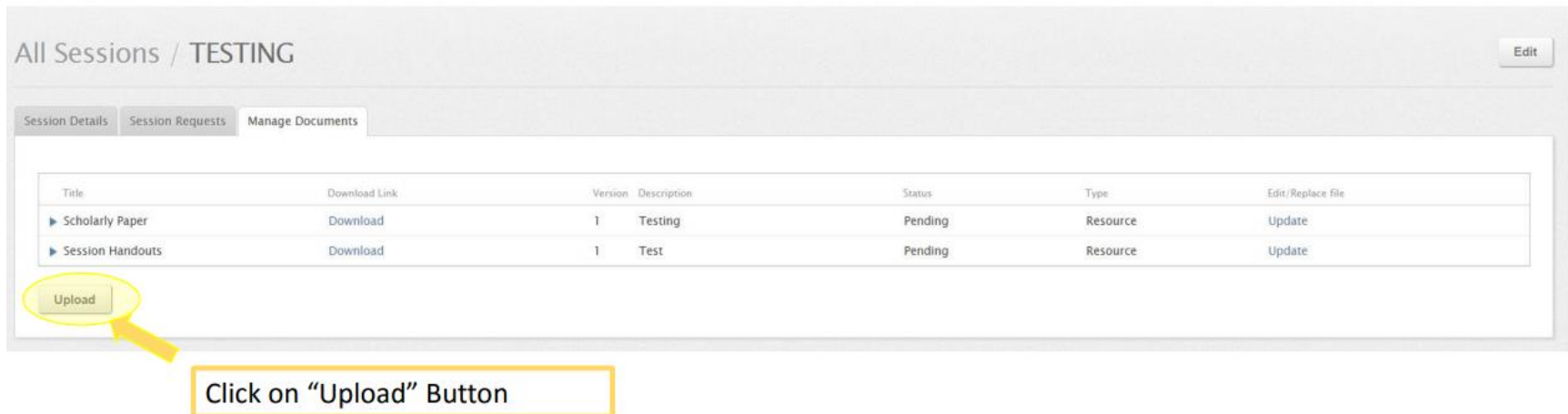
Manage Documents

Click on "Manage Documents"
tab

Standard Fields

Session Code	0000
Title	TESTING
Description	Test
Track	Assessment: Accountability, Institutional Effectiveness, and Accreditation
Session Type	Speaker Session
Speakers	Laura Knoll (Association for Institutional Research) AIR Member (Association for Institutional Research)

3. Click “Upload” to bring up the upload dialog.



The screenshot shows a web application interface for managing documents. At the top, there is a header bar with the text "All Sessions / TESTING" and an "Edit" button. Below the header, there are three tabs: "Session Details", "Session Requests", and "Manage Documents". The "Manage Documents" tab is active, displaying a table with the following data:

Title	Download Link	Version	Description	Status	Type	Edit/Replace file
▶ Scholarly Paper	Download	1	Testing	Pending	Resource	Update
▶ Session Handouts	Download	1	Test	Pending	Resource	Update

Below the table, there is an "Upload" button highlighted with a yellow circle. An arrow points from this button to a yellow-bordered text box that contains the text "Click on “Upload” Button".

4. Use the "Choose File" button to upload your paper.

All Sessions / Upload Attachment

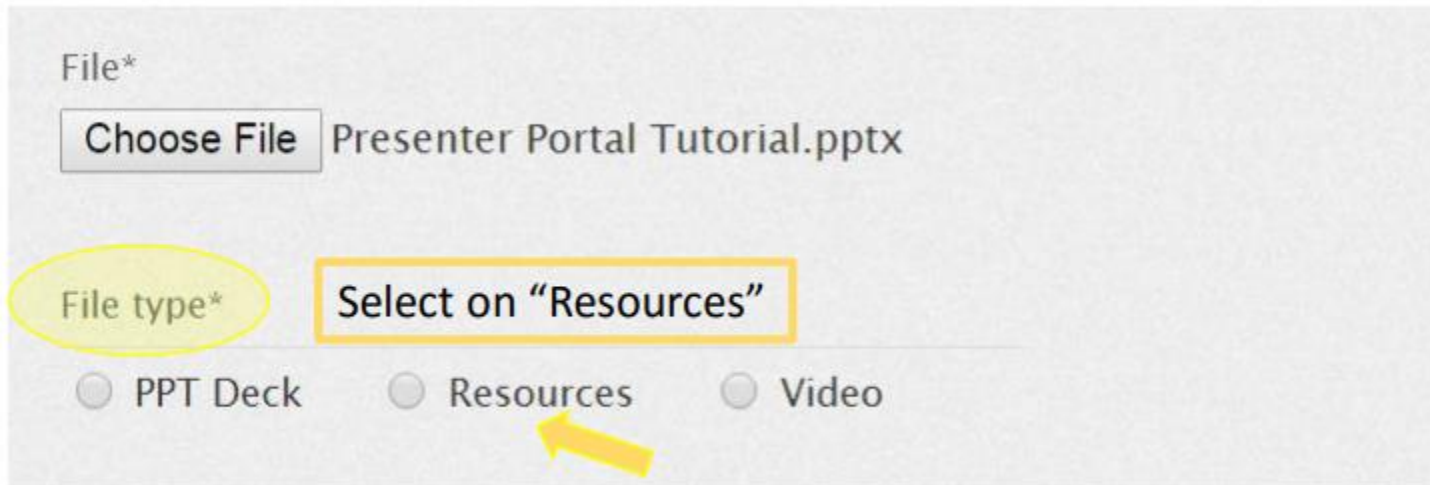
File*

No file chosen

File type*

☐ PPT Deck ☐ Resources ☐ Video

5. Under "File Type" select "Resources"



File*

Choose File Presenter Portal Tutorial.pptx

File type*

Select on "Resources"

☐ PPT Deck ☒ Resources ☐ Video

A yellow arrow points to the 'Resources' radio button.

6. Enter the title of your paper in the "Title" field.

File*

Presenter Portal Tutorial.pptx

File type*

☐ PPT Deck ☒ Resources ☐ Video

Title*

Presenter Portal Tutorial

7. In the “Description” field please include first and last name for each author to be listed.

The image shows a web form for uploading a presentation. It includes a file selection button, a file type selector, a title field, and a description field. The 'Description' label is highlighted with a yellow circle, and the text 'Laura Knoll' is entered in the description field.

File*

Presenter Portal Tutorial.pptx

File type*

☐ PPT Deck ☒ Resources ☐ Video

Title*

Presenter Portal Tutorial

Description

Laura Knoll

7. Under "Comments" type in 'Scholarly Paper'

☐ PPT Deck ☒ Resources ☐ Video

Title*

Presenter Portal Tutorial

Description

Laura Knoll

Comments

Scholarly Paper

File*

Presenter Portal Tutorial.pptx

File type*

☐ PPT Deck ☒ Resources ☐ Video

Title*

Presenter Portal Tutorial

Description

Laura Knoll

Comments

Scholarly Paper



Click on "Upload" Button to
upload file