Presenter Portal Guide
Section 1

Fill out your Speaker Profile
1. Navigate to the upper right-hand corner of your screen.
2. Click on your name.
3. Click on “My Profile”. 
4. Fill out your speaker profile completely.

Click on “Edit” to add your information
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.
2. Click on your session title.

Click on Session Title to review description
3. Review your Session Details.

If you have edits for Session Description please notify Laura Knoll: lknoll@airweb.org
Section 3
Make Sure All Presenters are Listed
1. Navigate to the "My Sessions" page where your approved sessions are listed.
2. Click on your session title and review the "Speakers" field.
If you have edits for listed Speakers please notify Laura Knoll: lknoll@airweb.org
Section 4

Confirm Your Intent to Present
1. Navigate to the My Sessions page where your approved sessions are listed.
2. Click on your session title and select the “Session Requests” tab.
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.)

Click on “Edit” to confirm your intent to present.
4. Type your name into the field and add “Confirmed”.
Click “Save” to save changes
Section 5
Upload Presentation Materials
1. Navigate to the My Sessions page where your approved sessions are listed.
2. Click on your session title and select the “Manage Documents” tab.
Click on "Manage Documents" tab
3. Click “Upload” to bring up the upload dialog.
4. Use the "Choose File" button to upload your Material.
5. Under "File Type" select material type.

- Select PPT Deck for PowerPoints
- Select Resources for Documents
- Select Video for Videos
6. Enter the title of your material in the "Title" field.
7. In the “Description” field please include first and last name for each author to be listed. *This is required for Scholarly Papers.*
8. If you are submitting a Scholarly Paper, add the words “Scholarly Paper” in the “Comments” section.
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.
2. Click on your session title and select the “Manage Documents” tab.
Click on “Manage Documents” tab
3. Click “Upload” to bring up the upload dialog.
4. Use the "Choose File" button to upload your paper.
5. Under "File Type" select "Resources"
6. Enter the title of your paper in the "Title" field.

Choose 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.
7. Under "Comments" type in 'Scholarly Paper'
Click on “Upload” Button to upload file