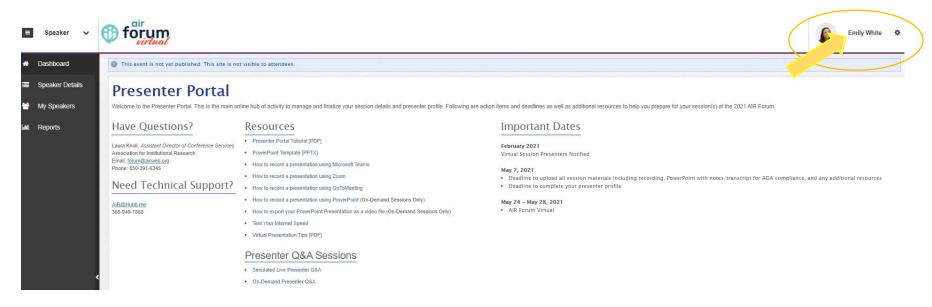


Presenter Portal Guide

Section 1 Fill out your Speaker Profile

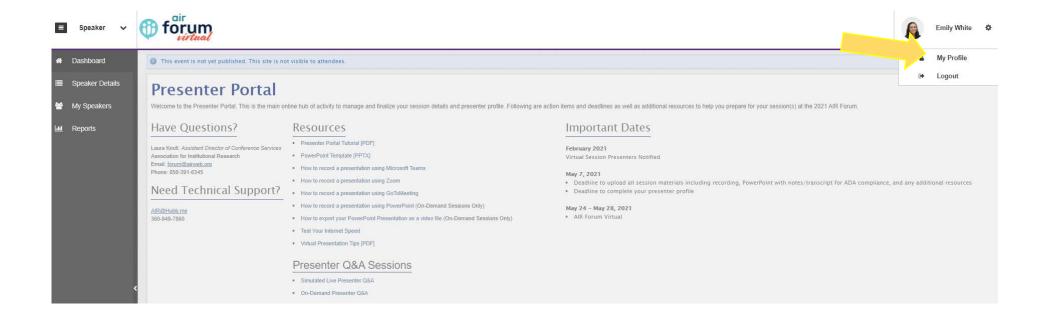
1. Navigate to the upper right-hand corner of your screen.



2. Click on your name.



3. Click on "My Profile".



4. Fill out your speaker profile completely.

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

tester



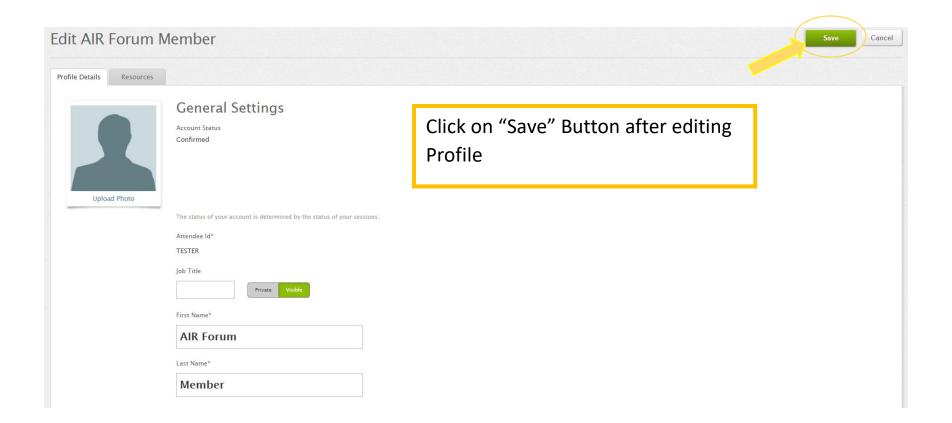


No interests available

No website available

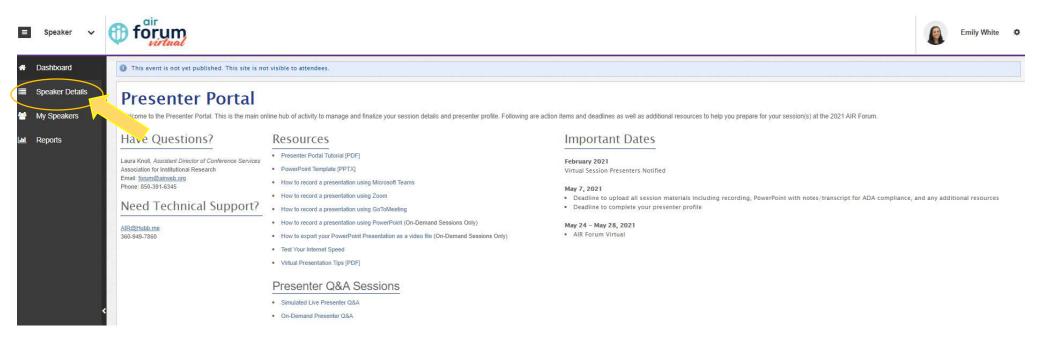
No blog available

No biography available

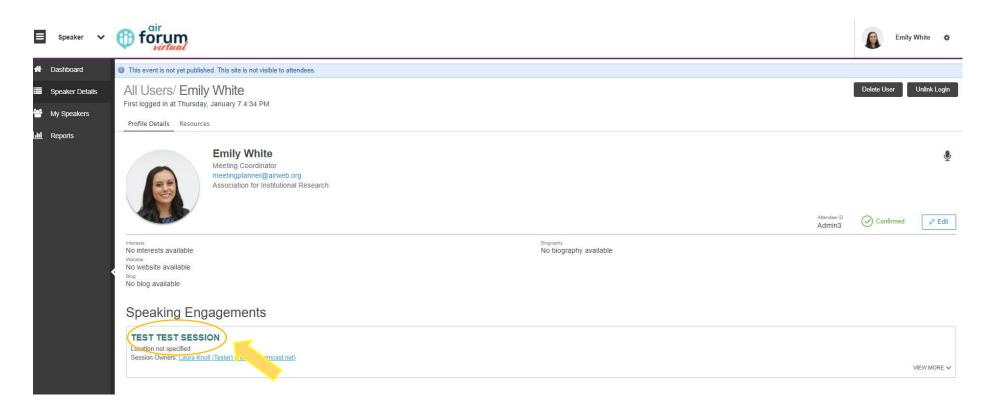


Section 2 Review Your Edited Title and Abstract

1. Navigate to the "Speaker Details" page where your approved sessions are listed.

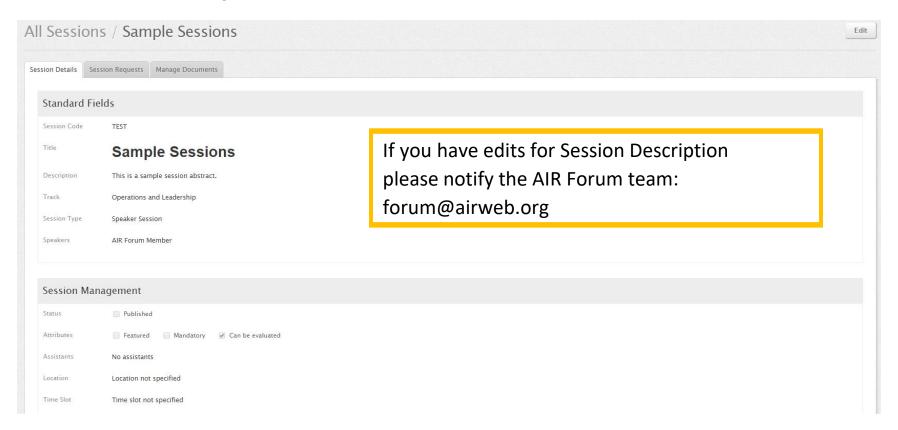


2. Click on your session title.



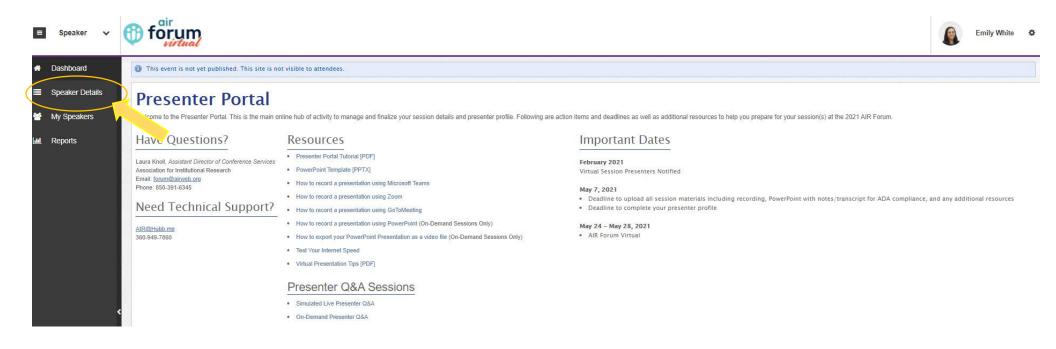
Click on Session Title to review description

3. Review your Session Details.

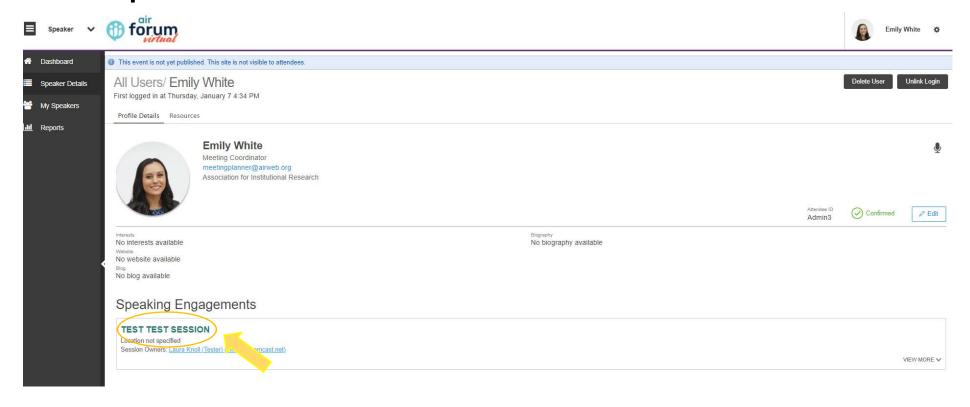


Section 3 Make Sure All Presenters are Listed

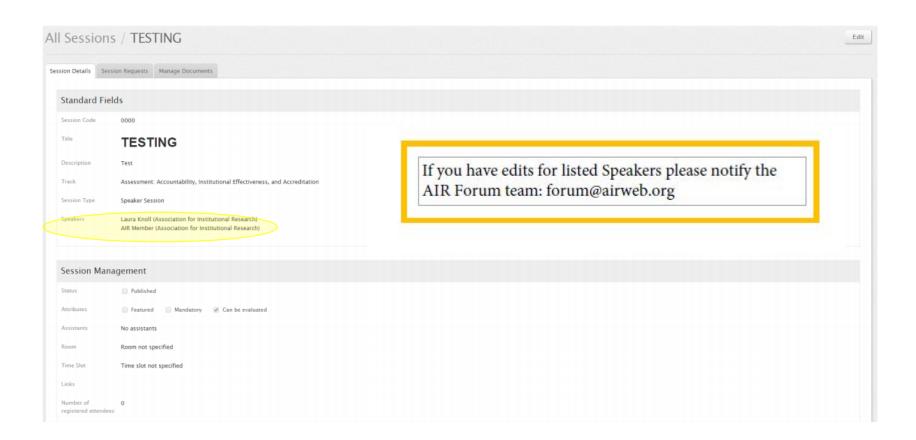
1. Navigate to the "Speaker Details" page where your approved sessions are listed.



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

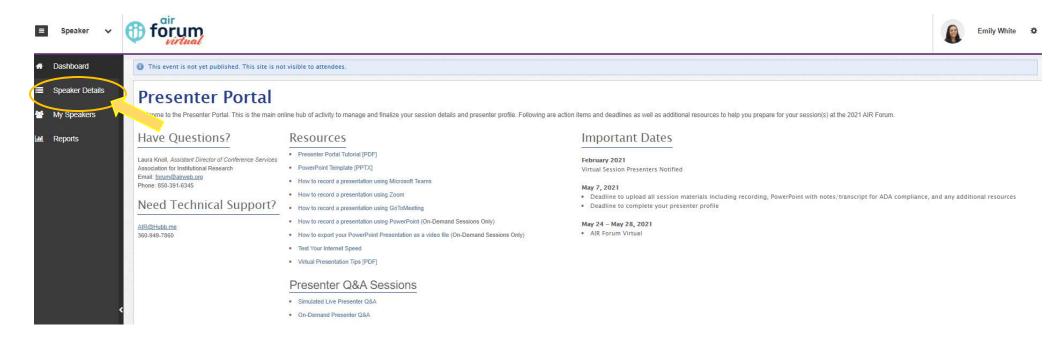


Click on Session Title to review listed speakers.

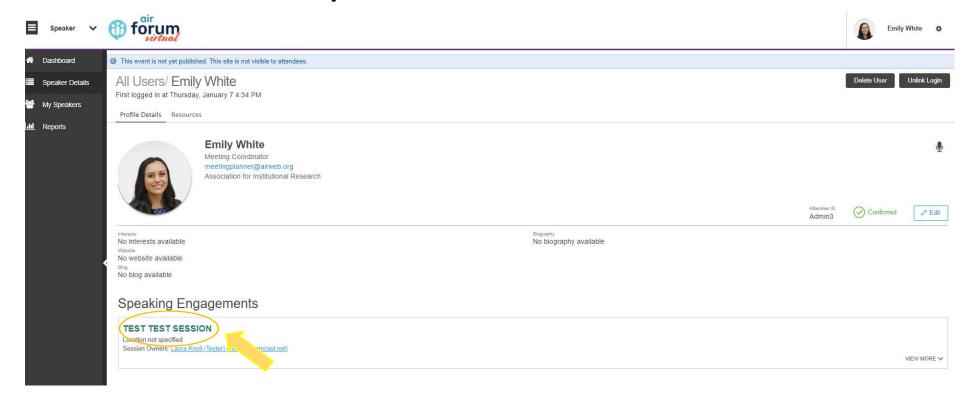


Section 4 Confirm Your Intent to Present

1. Navigate to the Speaker Details page where your approved sessions are listed.

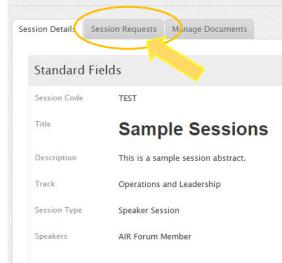


2. Click on your session tittle and select the "Session Requests" tab.



Click on Session Title to get to "Session Requests" tab

All Sessions / Sample Sessions



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@amail.com No company available

Click on "Edit" to confirm your intent to present.

> Attendee ID tester





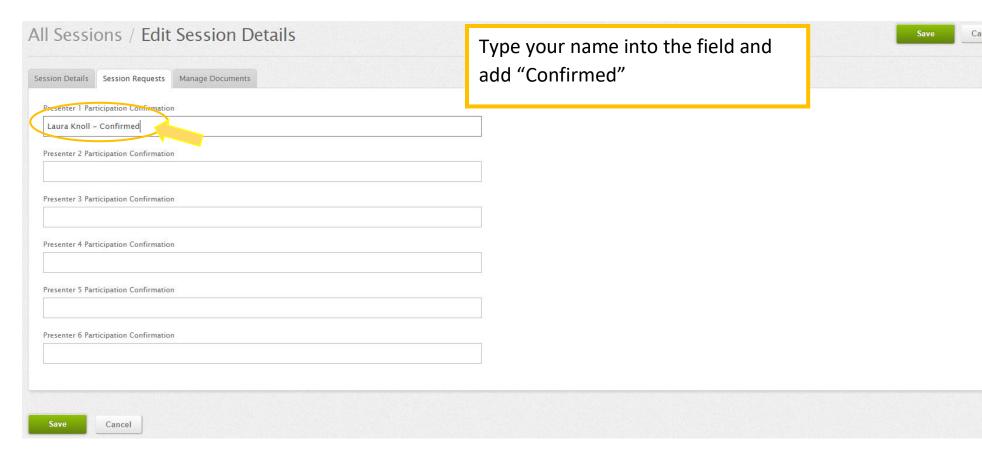
No interests available

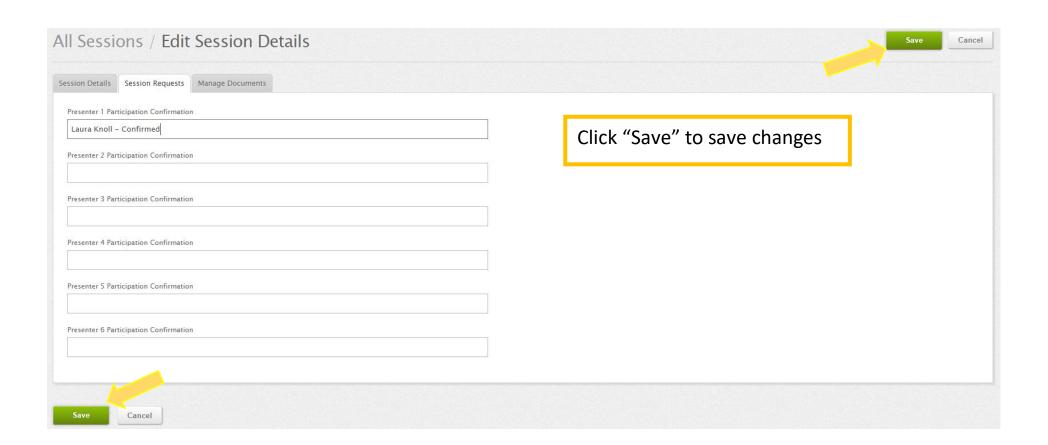
No website available

No blog available

No biography available

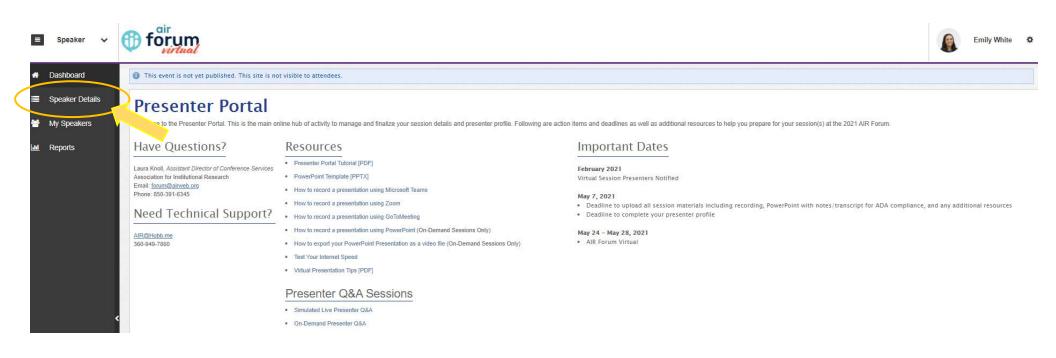
4. Type your name into the field and add "Confirmed".



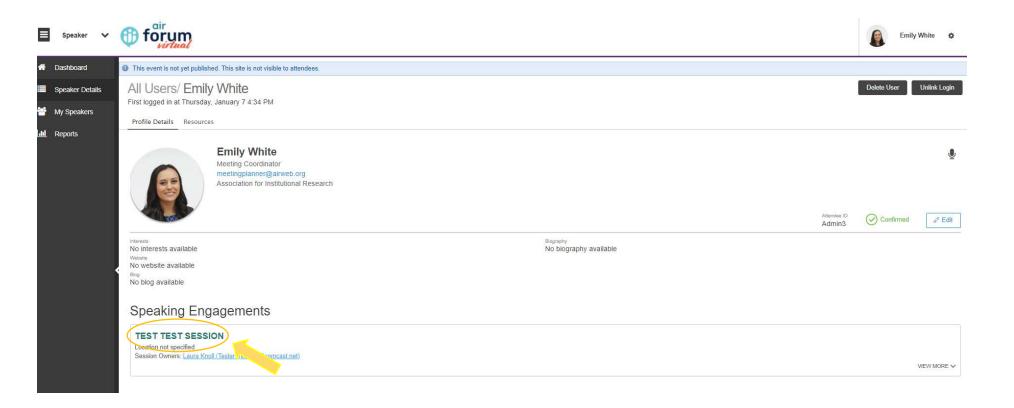


Section 5 Upload Presentation Materials

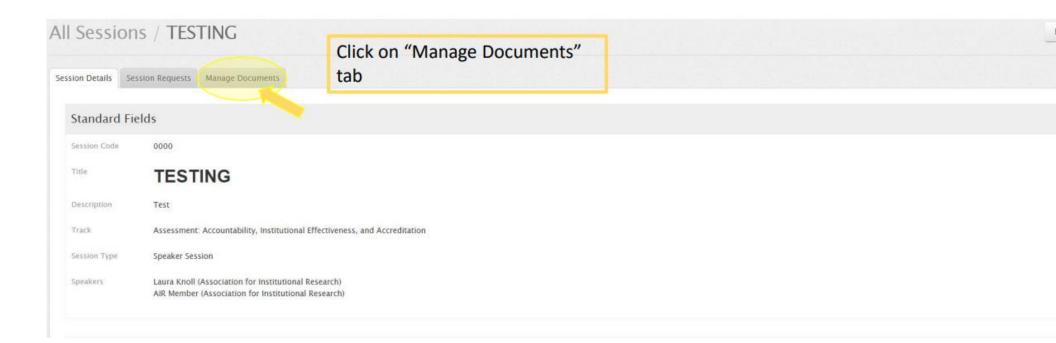
1. Navigate to the Speaker Details page where your approved sessions are listed.



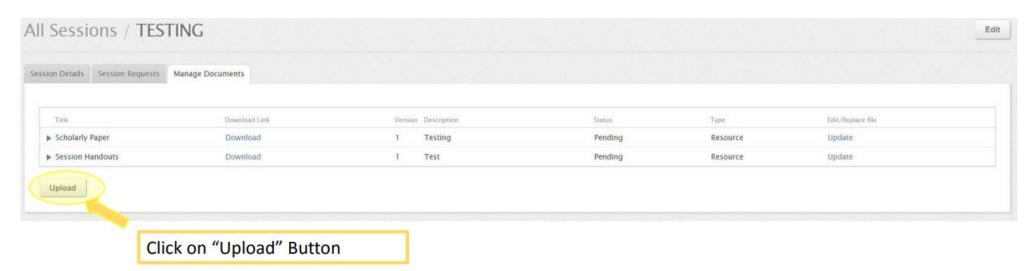
2. Click on your session title and select the "Manage Documents" tab.



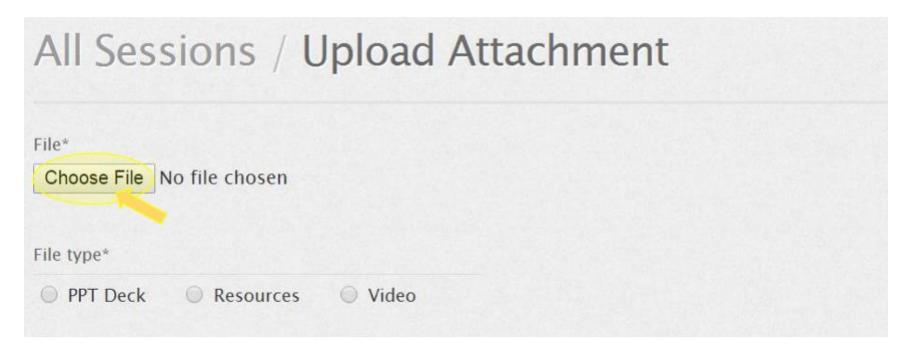
Click on Session Title to get "Manage Documents" tab



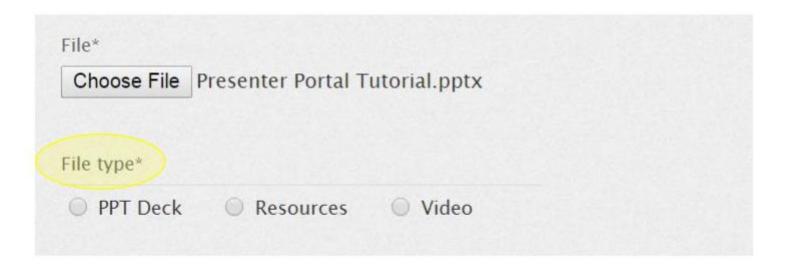
3. Click "Upload" to bring up the upload dialog.



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



5. Under "File Type" select material type.

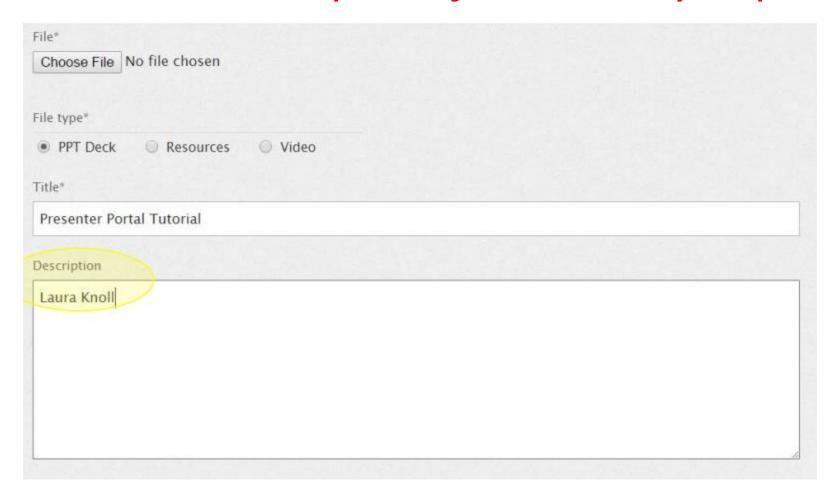


- Select PPT Deck for PowerPoints
- · Select Resources for Documents
- Select Video for Videos

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*.



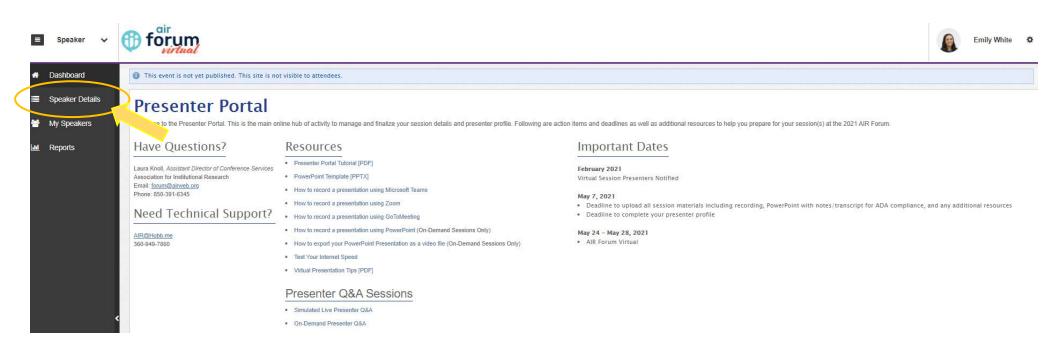
8. If you are submitting a Scholarly Paper, add the words "Scholarly Paper" in the "Comments" section.

Description			
Laura Knoll			
Comments			

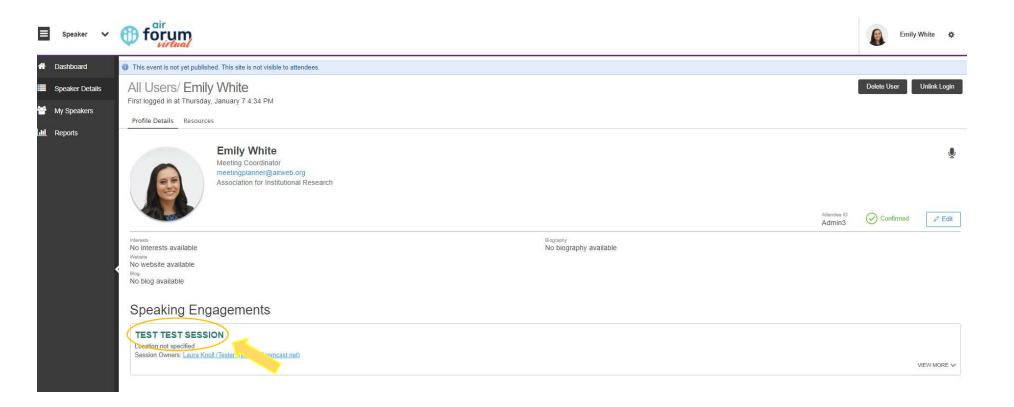
Choose File No file chosen		
ile type"		
PPT Deck		
Fitle*		
Presenter Portal Tutorial		
Description		
Laura Knoll		
		4
Comments		
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Comments		
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Comments	Click on "Upload" Button to upload file	

Section 6 Upload Scholarly Papers (If Applicable)

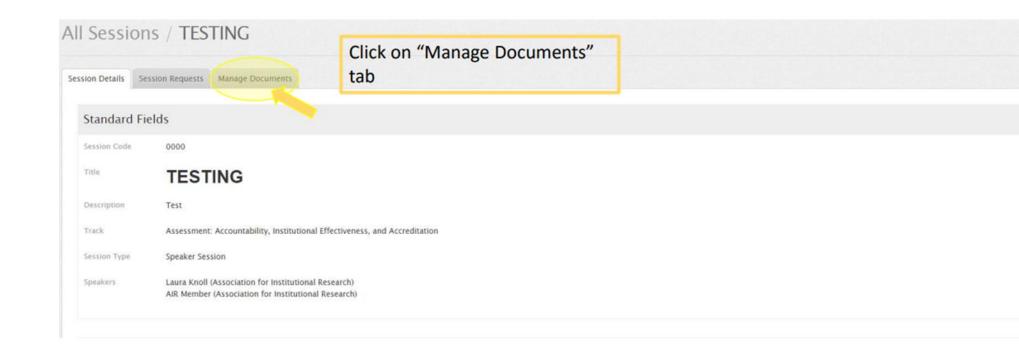
1. Navigate to the Speaker Details page where your approved sessions are listed.



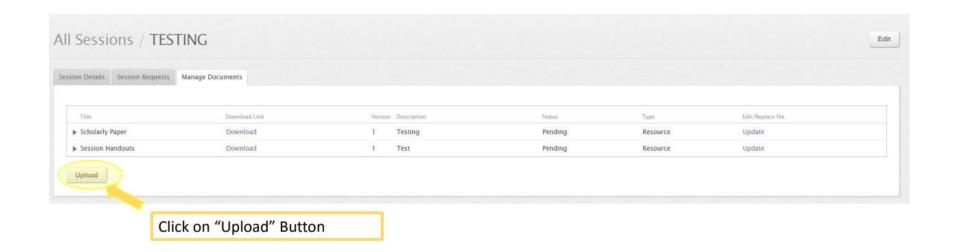
2. Click on your session title and select the "Manage Documents" tab.



Click on Session Title to get "Manage Documents" tab



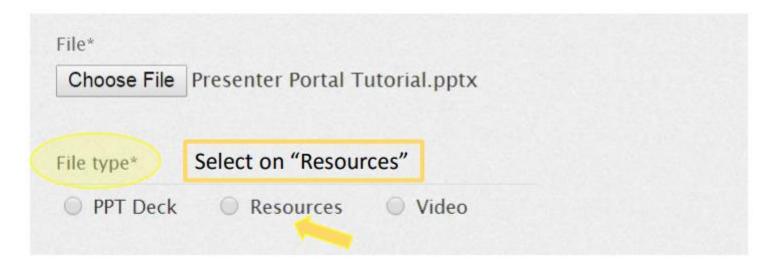
3. Click "Upload" to bring up the upload dialog.



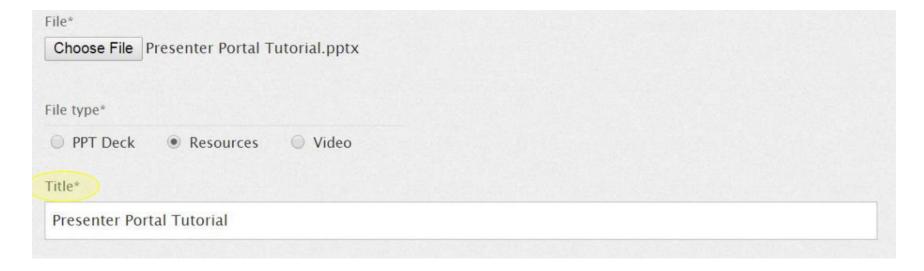
4. Use the "Choose File" button to upload your paper.



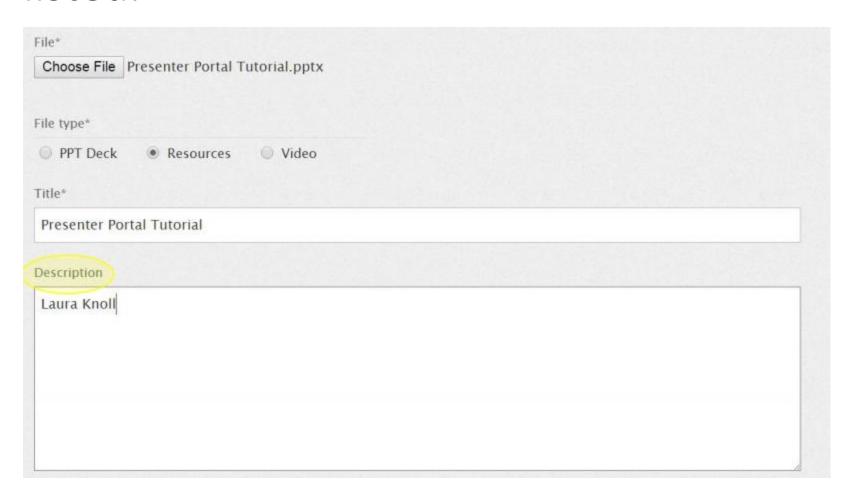
5. Under "File Type" select "Resources"



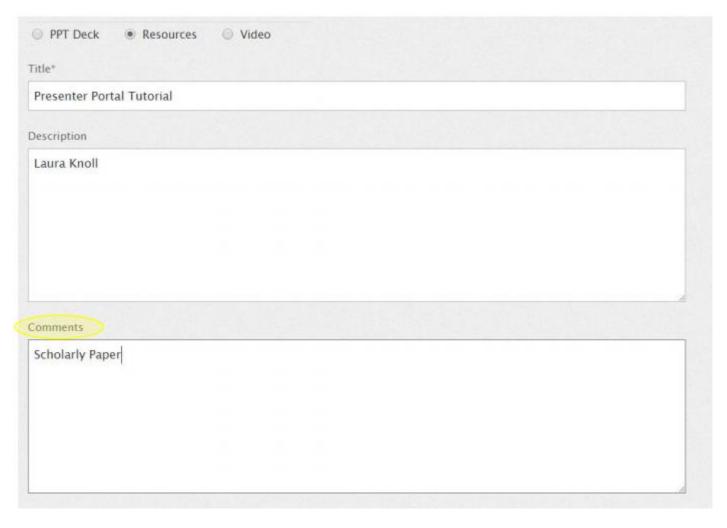
6. Enter the title of your paper in the "Title" field.



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



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



ile type*		
PPT Deck Resources	○ Video	
Title*		
Presenter Portal Tutorial		
Description		
Laura Knoll		
Comments Scholarly Paper		