We are happy to announce our <u>Presentation Management System</u> is now live. Use of this system is REQUIRED to upload your PowerPoint presentation file(s).

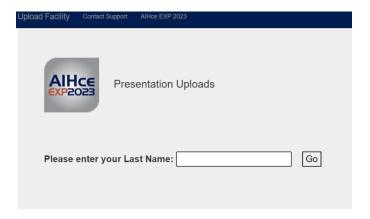
Before you begin working on your materials, please take a moment to visit the <u>Speaker Toolkit</u>. The toolkit houses various resources you can use when preparing your presentation and the official <u>AlHceEXP 202 PowerPoint Template</u>.

IMPORTANT DEADLINES FOR FINAL PPTs & Handout Materials:

- Professional Development Courses (PDCs), final PPTs and any additional student handout materials are due Friday, March 31st.
- Main conference session (Education Sessions, Pop-up Sessions, Research Roundups including Case Studies and Scientific Research) optional handout files for Education Session and Research Roundups (main conference sessions) are due May 8th. PDFs are recommended. These can be the same as your presentation or can be modified version.
- Professional Posters, if you wish to have your poster displayed digitally for the virtual conference attendees, upload a PPT or PDF version by May 8th.
- Main conference session (Education Sessions, Research Roundups including Case Studies and Scientific Research), final PPTs are due, at least one hour prior to your session start time.

One of our top requests from conference attendees is for copies of presentations. We are providing an area on the Presentation Management System for you to optionally upload a session handout. Materials uploaded in this section will be visible to conference attendees

When you are ready to start uploading your materials, <u>please login to the presentation management</u> <u>system</u>, using your last name and the password emailed to you.



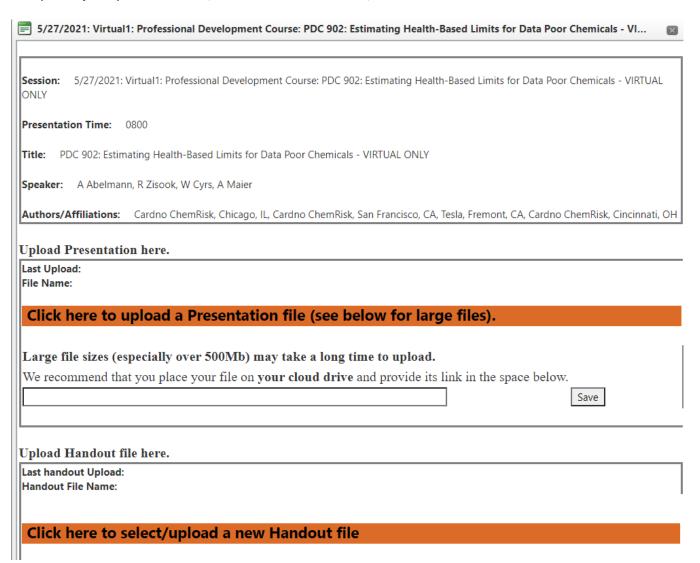
After you are logged in, you will see any sessions where you are presenting and an "upload" button. If you are a moderator, or a PDC presenter and have co-instructors, you will also see the "All Presenters" button, where you can see if other presenters in your session have uploaded files.

Presentations

Abelmann, Anders



To upload your presentation (not visible to attendees):



- Press the "Click here to upload a Presentation file" bar.
- Browse and find the file(s) you wish to upload from your computer.
- IMPORTANT: If uploading more than one file, you MUST upload as a zip file.
 - PDC Instructors Only: If there are multiple files, please include instructions for assembly
 of the handout or label files in number order. If you are submitting any files to be posted as
 pre-reads or reference materials (not to be included in the presentation), please label as
 such.

- When uploading, please note that the file name cannot contain certain characters (i.e., ", &, @, etc.). If the file name is not valid you will get an error message.
- Please submit original files Word document, Excel spreadsheet, Power Point presentation, etc.
- It is preferred that you use the official <u>AlHceEXP 2022 PowerPoint Template</u>. **All PPTs should be set in 16:9 ratio**.
- Remember employer logos can only appear on the title slide.
- Remove any headers, footers, and security settings.