

1. Logon to <http://speakerready.com/Frischkorn/Meetings/WCCE8/>



2. Enter your e-mail address for the log in (The e-mail address is for the submitting author of your presentation). Enter the first initial of the presenting author for the password.
3. You will then be sent directly to a page asking you to give the email address that you will be using for all correspondence regarding presentation submissions for this conference.
4. Once you have logged in and provided your email address, you will see the list of presentations that are in the database for your name.
5. Your presentation page. This is the page you will be directed to upon return visits to this website. This is where you can submit your presentations, modify your list, or view previously submitted presentations.

- **Add/remove presentations from your list:** If you find that you are missing a presentation from this list, then please [click here](#) to see the full list of presentations for the meeting. If you need to remove a presentation from this list, please click on "Remove this Selection" to the right of that presentation.
- **Add/remove PowerPoint files:** To upload a PowerPoint file to your assignment(s), please click on "Upload this Presentation" to the right of the presentation. If you would like to remove an uploaded file, then please click on "delete" located to the right of the file name.
- **To Complete:** Once you have completed all management of your assigned presentations, please click on the "Completed" button on the bottom of the page.

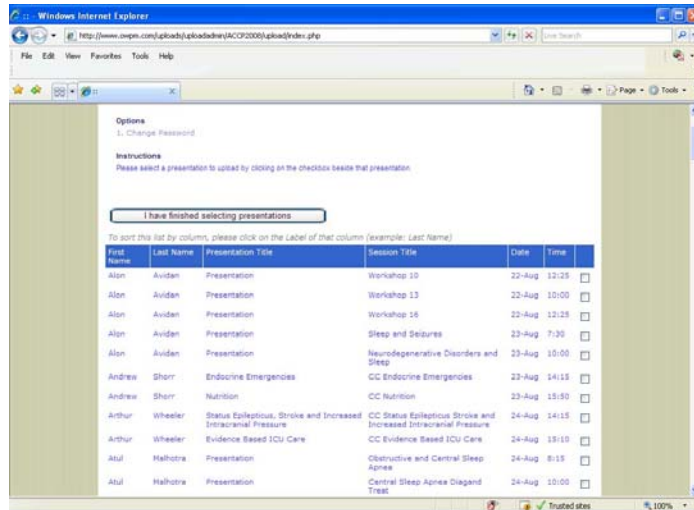


Find the presentation you want to upload. Click on the "Upload this presentation" link.

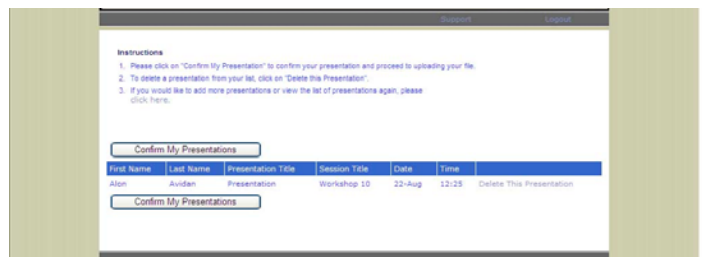
6. If you clicked on the link to add a presentation record to your list this is the screen you will see. This screen will be a list of all of the presentations in the

database for this meeting. Please scroll through this list and check the box on the right to select the presentations you wish to submit. Once you select a presentation it will no longer be available in this list for anyone else to submit or view.

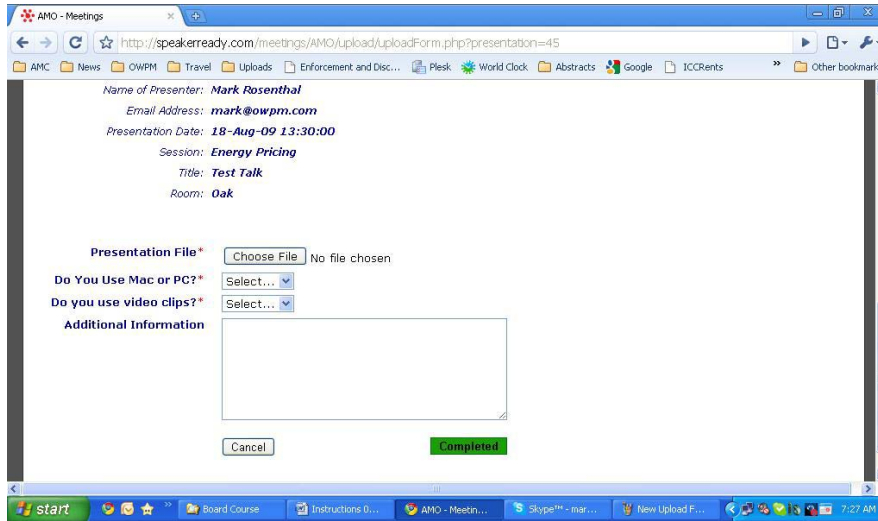
When you have finished checking the boxes of the presentations you wish to submit, click on the, "I have finished selecting presentations" button. Return visits to the site do not require this step, unless you wish to add or remove presentations from your account.



7. You can make changes to your list at this point, or you can click on the, "Confirm My Presentations" button to confirm your select and proceed to the submission page.



8. Submission Form. Fill out the form and click on the "Choose File" button to locate the PowerPoint presentation. If you have video clips to submit as well (video clips do NOT embed in PowerPoint and are separate files that need to be submitted) then, using the pull-down menu, select "Yes" where it asks if you use videos. The page will then expand with spaces on the form to submit your video files.



9. Select the **UPLOAD FILES** button to start the upload process.

10. You will receive a popup window showing the progress of the upload.



11. Once the upload is complete, you can either upload another presentation or click on the **FINISH** link to exit.

