

Uploading Your Presentation Documents

NOTE: the following is valid for the primary presenter.

Uploading your presentation documents into our online eHandout system for viewing and downloading by attendees has been modified to make your life somewhat easier. Note that when you submitted your proposal, you were issued a Presenter Login ID and Password for THAT presentation. If you submitted three (3) presentations, you received three (3) different Login IDs and Passwords. You were (and still are) able to login to EACH of those presentation home pages... and upload documents for any/all of those presentations if you wish. Course, it will take three (3) different login scenarios.

OK.... since all presenters must register for the conference anyway, we have modified the Attendee Home page so that a list of **YOUR** presentations (ALL) that have been accepted will be listed on that Attendee Home page.... our thoughts being that you'll be logging into this page anyway... so why have all these different Login IDs and Passwords? Let's consider the following REAL example (**NOTE: we will NOT go through of the steps in a tutorial fashion... consider this an overview**).

Example: Ken Conn (Data Projections) has two (2) presentations that have been accepted. He **logs into his Attendee Home page** (see Figure 1 below). Note that near the bottom of the screen, his two presentations are listed. For each of the two presentations, he can **VIEW** the accepted presentation OR he can **UPLOAD** documents into each/all of his presentations.

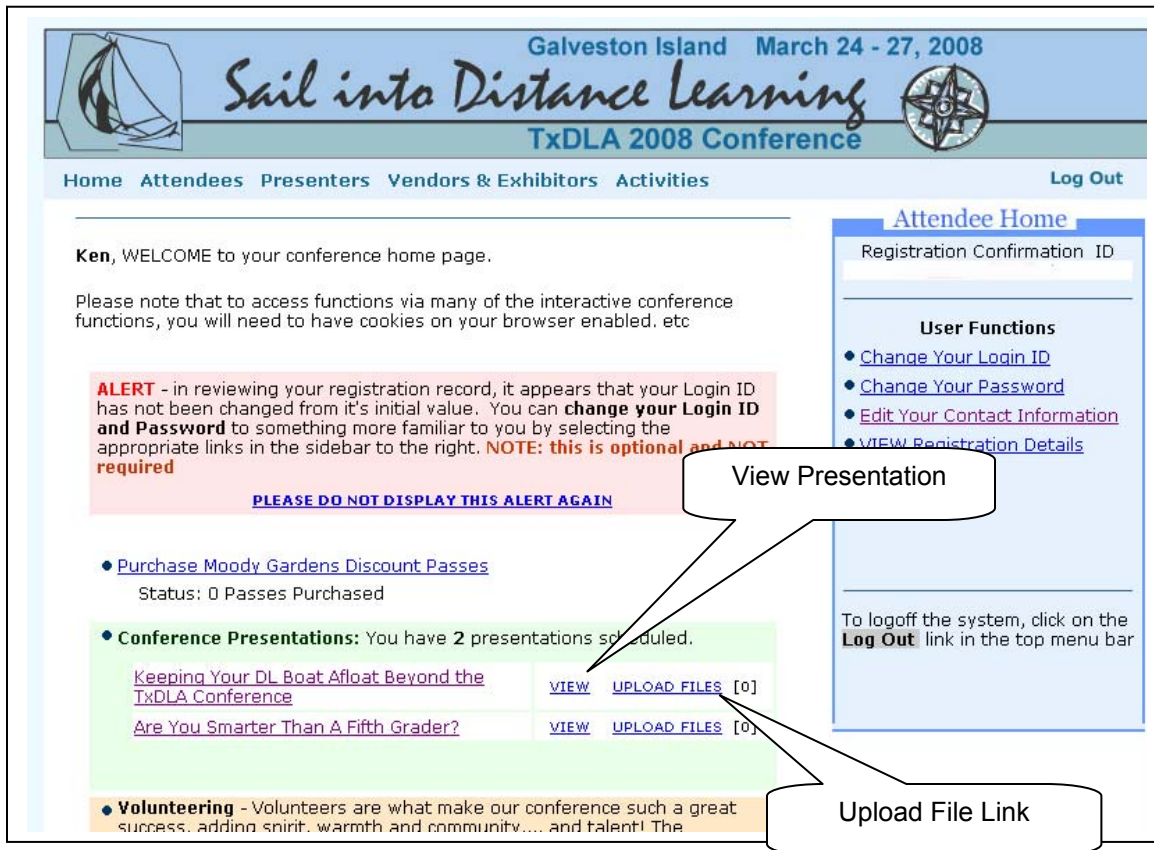


Figure 1

Ken wants to upload a document named *Adding Sponsorships.doc* into his first presentation listed... "... Keeping your DL Boat Afloat" .. so he click on the **UPLOAD FILES** (0) link to the right of that presentation title.

A screen similar to that shown in Figure 2 below will appear... without the uploaded file info at the bottom of the figure (since he has not uploaded the file yet.. be patient). Anyway, using the **Browse button**, he "browses" his computer until he locates the file he wants to upload, then clicks on the **Upload button**.

He is returned back to this screen (see Figure 2) with a message in RED informing him that the **File** was **Successfully Uploaded**. The file with some of the file parameters is shown at the bottom of the display. **NOTE the "456_" appended to the front on that file name....**the 456 is that presentation ID. This is how we ensure that your file has a unique name... this also permits us to not having to create 150+ different directories!!! All files that are upload for THAT presentation will have the 456_ appended to the front of the file name.. i.e., we've renamed your file on the upload.

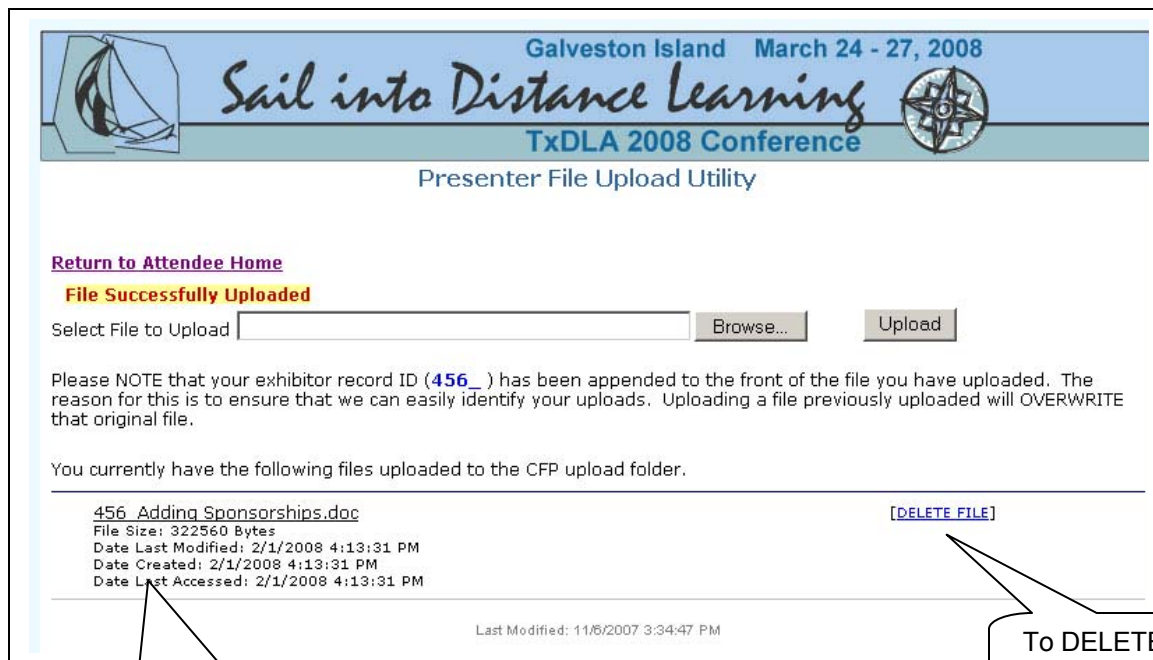


Figure 2

Uploaded File Information

To DELETE file, click here

Also note that you can **DELETE** the file if you wish.

You can **UPLOAD** presentation files anytime before, during, and/or after the conference.

When you login to your Attendee Home page, if you do NOT see your presentations listed, let us know about this. We have made an attempt to correlate your presentation with your registration ID... in a few cases, we were at a loss!!

BEWARE THE FOLLOWING:

- Any file you upload will be displayed on our **eHandout** page accessible by the world.. so, we'd suggest that you only upload files that you want attendees to see/download.
- If you upload a file with the same filename as one previously uploaded with the same filename, that original file will be overwritten with NO WARNING.
- Since these files will be available by ALL... please observe the COPYRIGHT laws.
- If for some reason you do NOT want to make your presentation files available to attendees AFTER the conference... you can DELETE... although we don't encourage this.
- File size is limited to approximately 5MB... if you have a video file, you might consider some other storage facility.
- We do reserve the right to reject certain file type uploads... ie., we do not allow *.exe files to be uploaded... and there are others. You should have no problems with *.doc, *.pdf, *.ppt, *.xls, *.jpg, etc.... if you have a problem, let up know and maybe we can (assuming it's an OK file) FTP this up to that directory. Also... if for some reason you file is rejected because of size, contact us and, again, we might be able to accommodate your file!