



ROUGH DRAFTS OF SLIDES ARE DUE ON JUNE 3, 2022

FINAL DRAFTS OF SLIDES AND TECHNICAL PAPERS ARE DUE ON JULY 1, 2022

- Speakers in **individual sessions** are encouraged to upload their PowerPoint presentation so that attendees can download it after the conference. This also allows your session chair to review your presentation. You can find the PowerPoint template on the [speaker hub](#).
- Speakers in **panel sessions** may upload their PowerPoint presentations but are not required. These presentations will typically be much shorter than the paper session presentations, only ~5 slides.
- Anyone who submitted an abstract that *was accepted* is also allowed to upload a technical paper if they prefer. This is completely optional and will also be available for attendees after the conference. Please see the speaker hub for guidelines.

How to upload your presentation and/or technical paper to your speaker profile:

1. Convert slides to PDF.
2. Log in to the Speaker portal at <https://events.pennwell.com/hvi2022/Public/MyBriefCase.aspx?From=Speaker>
3. Enter your email and password. Because presentations will be associated to the primary presenter on the website, it is essential that the presentation be uploaded under the email of the primary presenter (Speaker).
4. You will see a listing of each presentation you are assigned to give. In the far-right column click on "Upload Presentation" for the appropriate presentation.
5. In the first box, enter the speaker's last name, today's date and the word Draft (i.e. Toews113019Draft). If this is your final, simply label it as such instead of Draft (Toews120119Final). This way we know which presentation to delete when bringing them live for attendees.
6. Browse to upload the presentation.
7. Click Submit.
8. If done correctly, you will see at the top of the page "Handout file saved successfully".

IMPORTANT: For presentations larger than 10MB, first try converting PowerPoint slides to PDF and upload. Within the PDF application, there is an option under "file" to compress the file or make it smaller. If the file is still too large, contact Sarah Toews at sarah.toews@clarionevents.com.