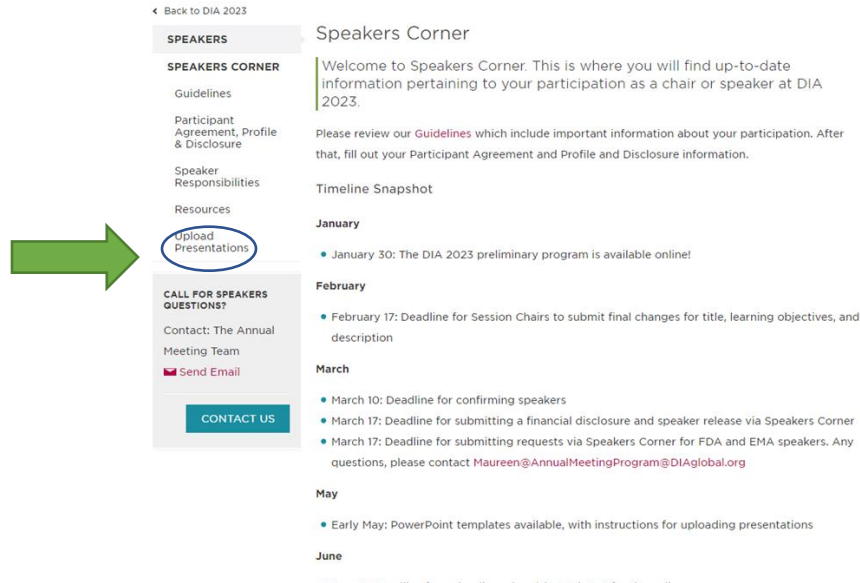# How To Upload Presentations for DIA2023

1. **Go to Speakers Corner on the DIA 2023 webpage. <u>Visit here</u>.**
2. **In the left navigation, click on "Upload Presentation"**

3. **If you have NOT yet completed a disclosure, you will be taken to the Participant Agreement page, you must complete your disclosure to continue on to Upload Presentations.**

4. Once you submit your disclosure, "click" Back to Speakers Corner (in the upper left navigation bar)
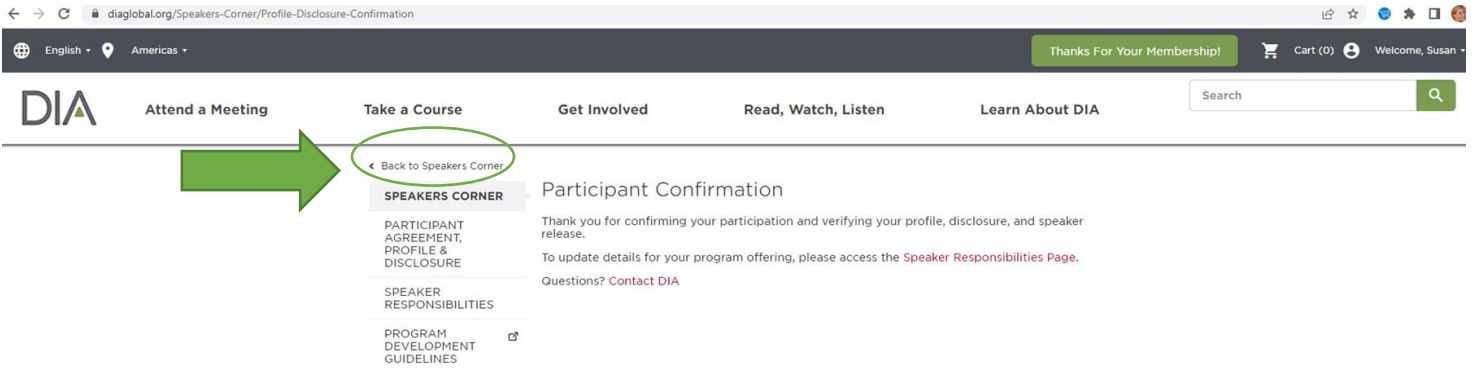
5. Once back to the Speakers Corner Page, In the left navigation, click on "Upload Presentation"
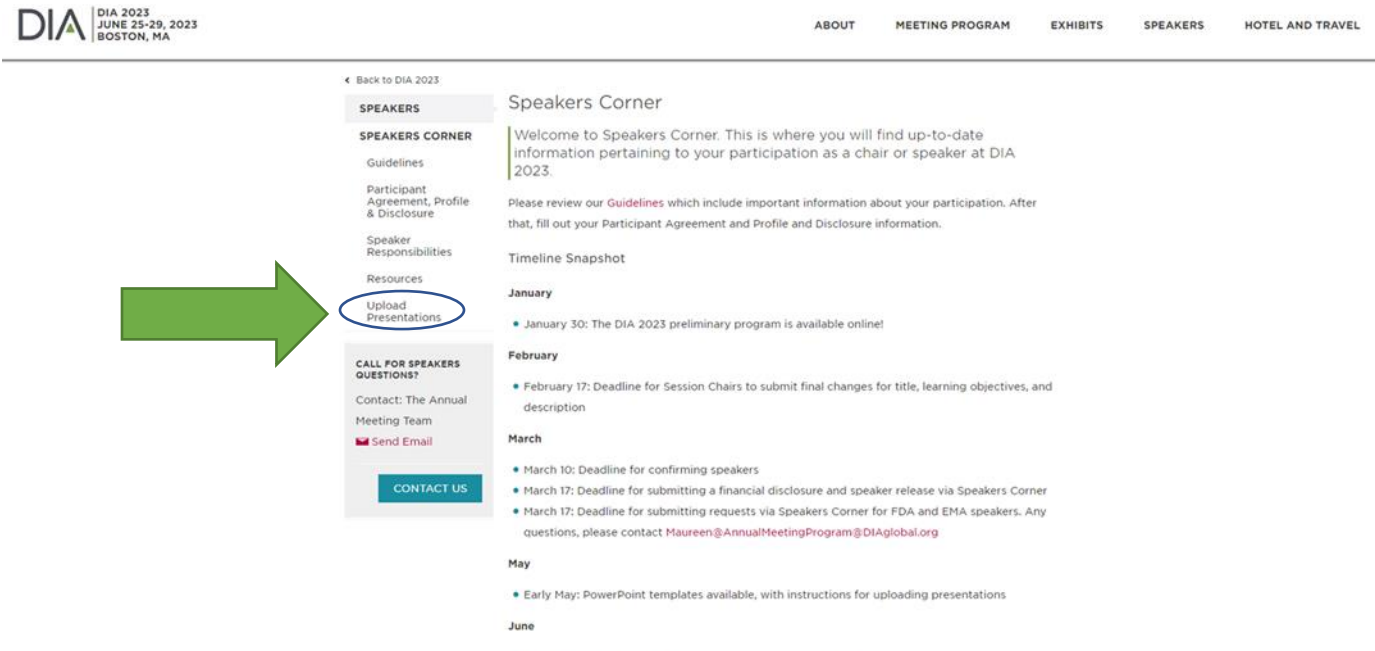
6. Choose Presenter Login
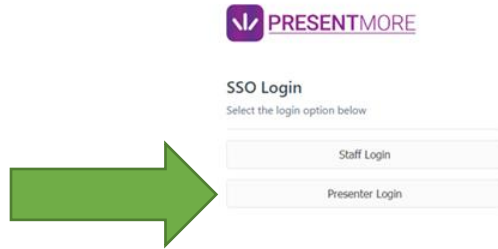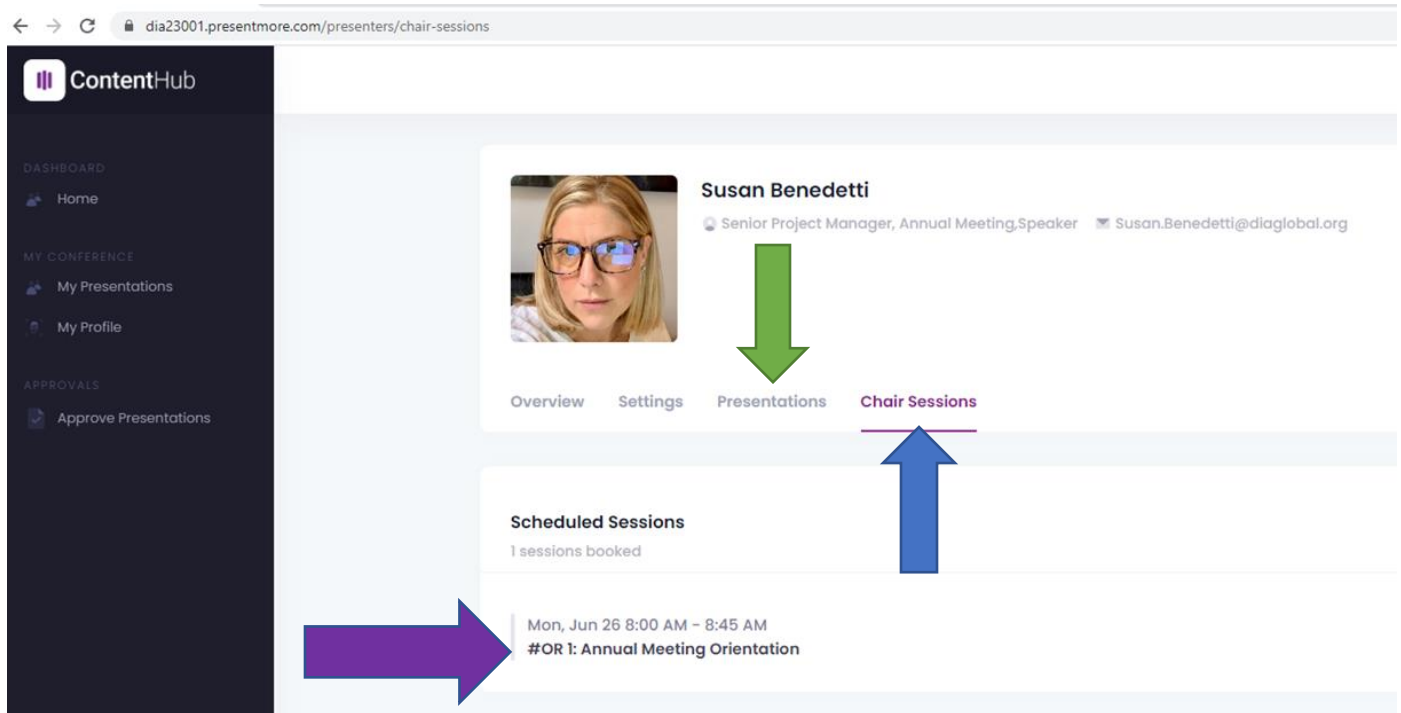
7. In the left side navigation bar, "Click" on My Presentations
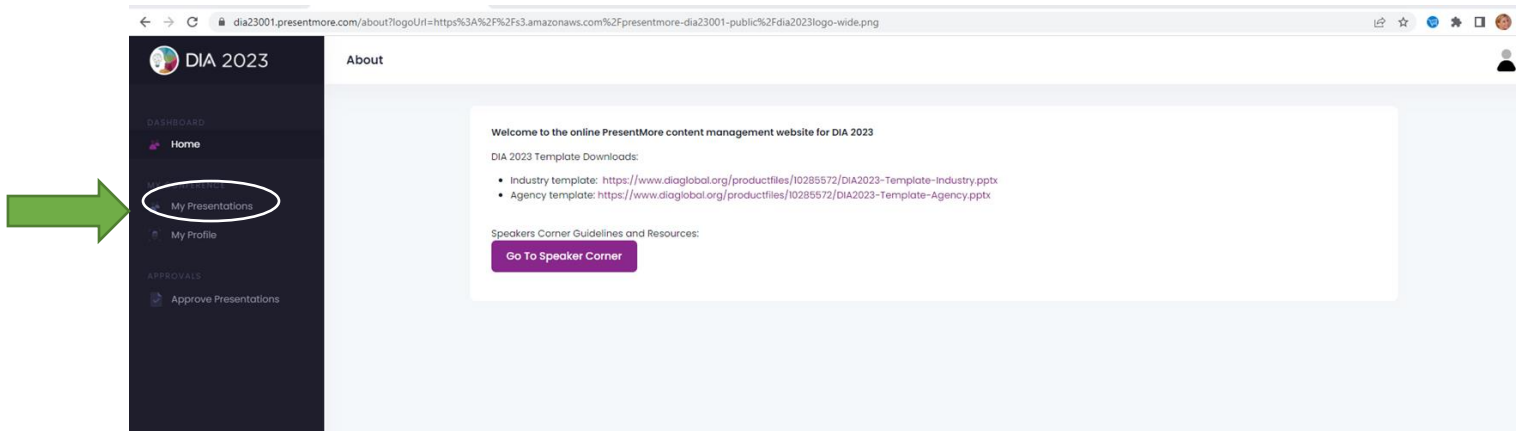
8. If you are a speaker "click "on Presentations, if you are a chair "click" on Chair Sessions

9. "Click" on the session or presentation you wish to upload a presentation for

An example of what the upload page may look like for a presentation with multiple online versions.

10. Click on the Presentation title you wish to upload slides for

Session Detail | #OR 1: Annual Meeting Orientation

Details

Name
#OR 1: Annual Meeting Orientation

Scheduled
true

Room
Room 253A

Start Time
2023-6-26 8:00 AM

End Time
2023-6-26 8:45 AM

Time Zone
America/New_York

Session Chair
Susan Benedetti

Presentations
1 presentations booked

Navigating and Networking Your Way Through DIA
With **Chris Matheus**
#OR 1: Annual Meeting Orientation in Room 253A
Mon, Jun 26 8:00 AM – 8:45 AM

17: Networking Opportunities   View

11. You can either drag a file into the specified area on the page, or click it into select the file you'd like to upload.
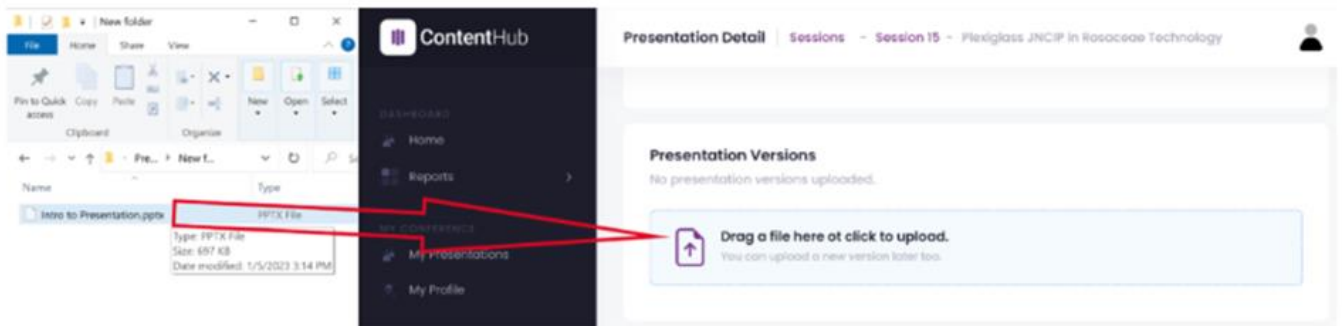
- Drag your presentation file here and drop it in.
- Or simply click to select a file from folder.

- **PresentMore allows you to upload multiple files to your Presentation, but only the most recent upload is considered your actual file. When you upload a new file, it will be labeled as "Latest".**
    - You can delete the latest version, and the second latest becomes the latest.
    - Click the Trash icon to delete a file. When you do that, the file with the next newest date stamp will become the Latest – and will be the file pushed to the room.
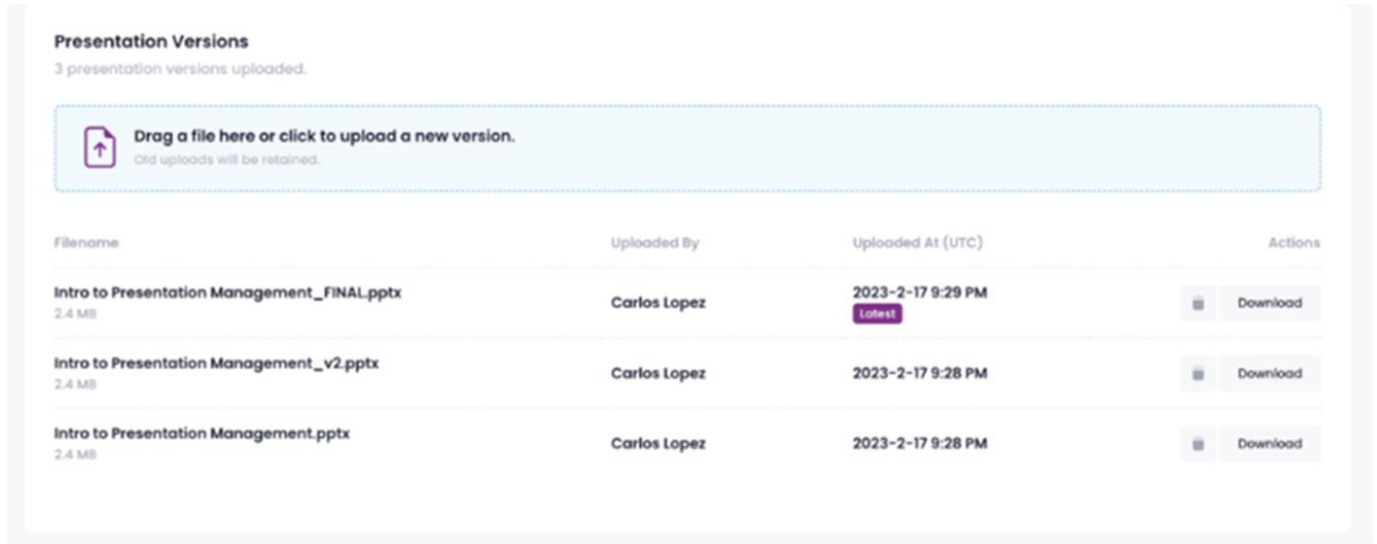   - If you plan to launch a video during your presentation, please embed the video file into your presentation

Presentation Versions
3 presentation versions uploaded.

Drag a file here or click to upload a new version.
Old uploads will be retained.

Filename	Uploaded By	Uploaded At (UTC)		Actions
Intro to Presentation Management_FINAL.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:29 PM Latest	🗑	Download
Intro to Presentation Management_v2.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:28 PM	🗑	Download
Intro to Presentation Management.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:28 PM	🗑	Download

An example of what the upload page may look like for a presentation with multiple online versions.

- **Once your file has been uploaded it has been received by PresentMore and is ready for presenting! If for any reason you'd like to download your file to verify you uploaded the correct one click the "Download" button and the file will download to your system's typical download location.**

- **If you make any edits to this file be sure to re-upload it to PresentMore, making this new version the latest!**