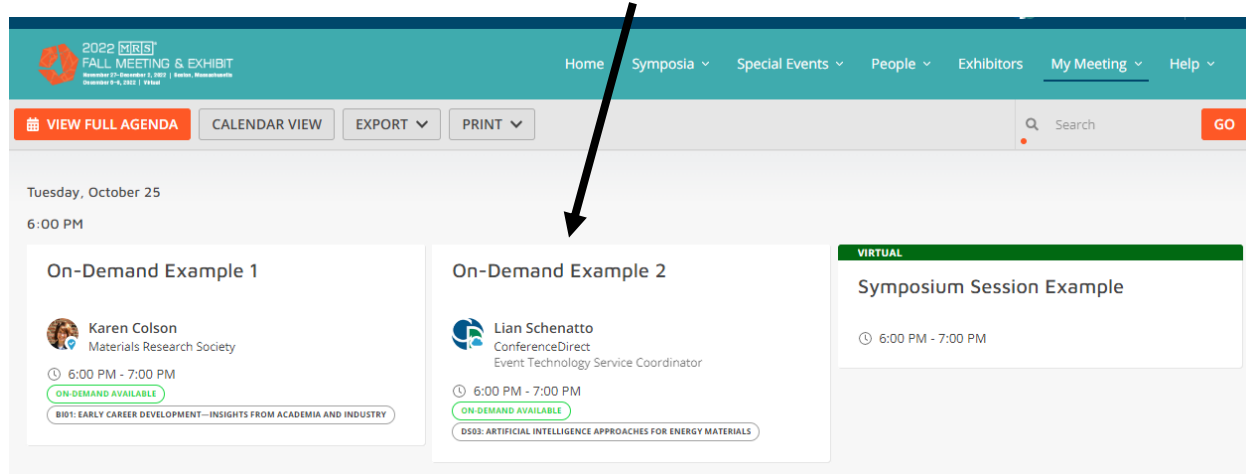


How to Upload On-Demand Videos

1. Hover “My meeting” and click my agenda.



2. Your specific Talk should show up under my agenda. Once you find the Talk to which you want to add your video, click into it. Make sure you are uploading the video under your Talk and not Symposia, both will show under your agenda.



- ➔ If the session does not show under your agenda, it means you are not yet added as a Presenter. If you have registered recently, please wait an hour until the system can list your name.

- Once you have entered the session, you will see a button labeled Manage. Click this button to access the speaker view to add documents/videos.

BACK TO SYMPOSIUM SESSIONS

← BACK TO SYMPOSIUM SESSION EXAMPLE

NOTES MANAGE

Talk Example

Karen Colson
MRS Publishing

🕒 6:00 PM - 7:00 PM on Tuesday, October 25
[Add to Calendar](#)

To view this talk live, go back to the main SESSION and add it to your agenda by clicking on the gold **“+ ADD TO AGENDA”** button. Clicking the **“+”** button here will add the on-demand talk to your agenda but will not provide live session access.

Chat Polls Files People

- From here you will need to click the videos tab. Then click the add new video button.

↑ BACK TO SYMPOSIUM SESSION EXAMPLE

Talk Example

🕒 6:00 PM - 7:00 PM on Tuesday, October 25
[Add to Calendar](#)

By uploading a virtual presentation, the authors attest that this is the original work of the author; and that permission has been obtained from the copyright holder to reproduce material not owned by the authors, and the source has been acknowledged. The authors warrant that nothing in the presentation is defamatory, libelous, or otherwise unlawful, violates any right of privacy, or infringes any duty of confidentiality which the authors(s) may owe to another party or violates any contract, express or implied, that the authors(s) may have entered into.

****PLEASE NOTE: Upload your virtual presentation under the 'Videos' tab. All content uploaded under 'Files' is available for download by participants.**

Files **Videos** Polls Check-in

Settings

****Note: DO NOT check the box that says release uploaded video on**

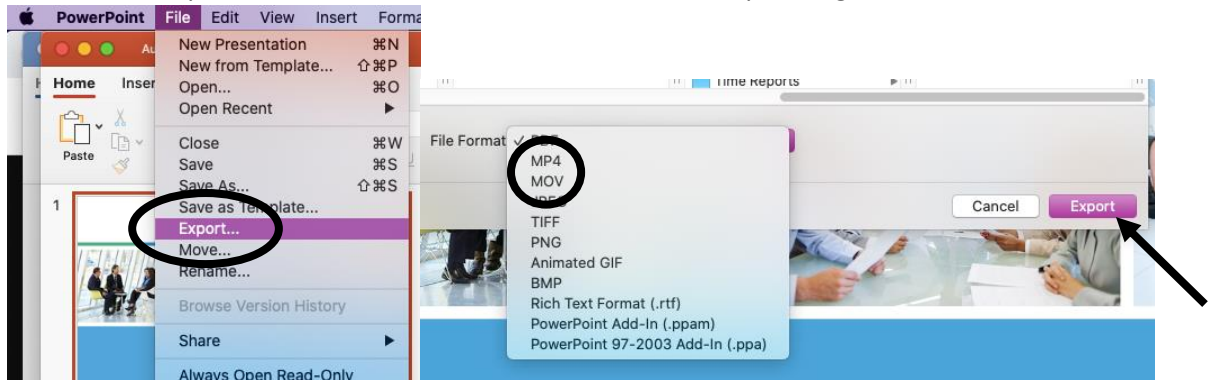
☐ Release uploaded video on meeting start time

Manage Videos

ADD NEW VIDEO

No Files
Add a file to get started

5. Click the upload button and navigate through your computer to find the video. The video MUST be in either a .mov or .mp4 format and no larger than 10GB. Display name must be filled in, this will be how the video is labeled and shown to the registered attendees. If your file is in PowerPoint, export the file into either .MP4 or .MOV before uploading, see below.



Manage Videos

ADD NEW VIDEO

Type: Upload Video

File: **UPLOAD**

Please upload any file up to 10.0 GB size




Display Name:

CANCEL SAVE

Display name must be filled in, this will be how the video is labeled and shown to the registered attendees.

6. Scroll down and click "Save"

Type: Upload Video

File:   

Please upload any file up to 10.0 GB size

Display Name: File Upload Example

CANCEL **SAVE**