

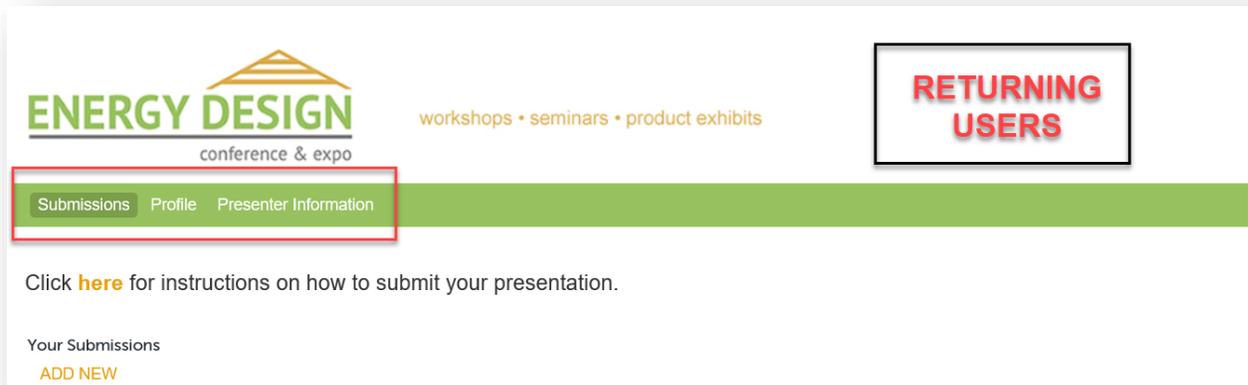
Presenter Portal How-To

1. Creating account and logging in:

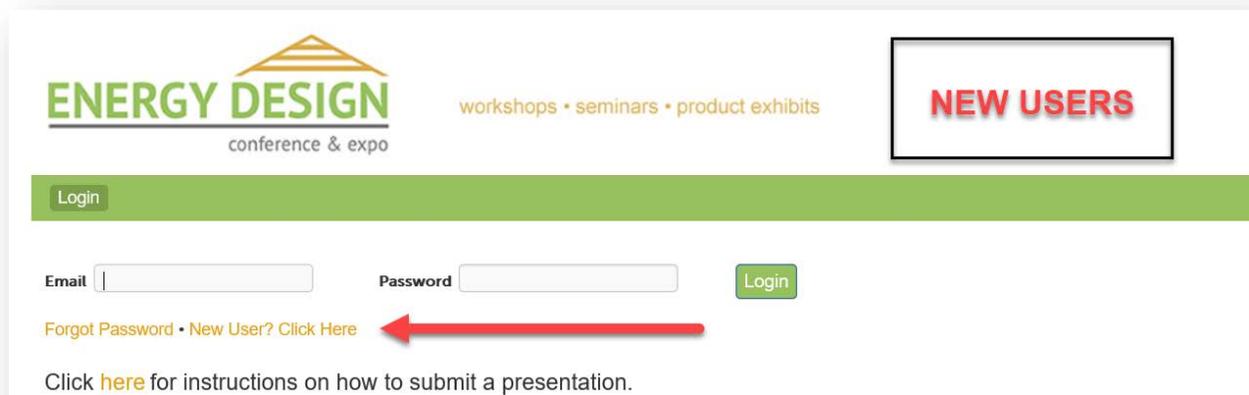
Returning presenters: If you submitted a presentation in 2019,2020,2021, log in using your email address and password **EDC2021**. Please change your password when you're logged in.

Click "Profile" and update information, including your biography and if you require a speaker or travel fee.

Click "Submissions" to view current and past submissions and to add new submissions for review.

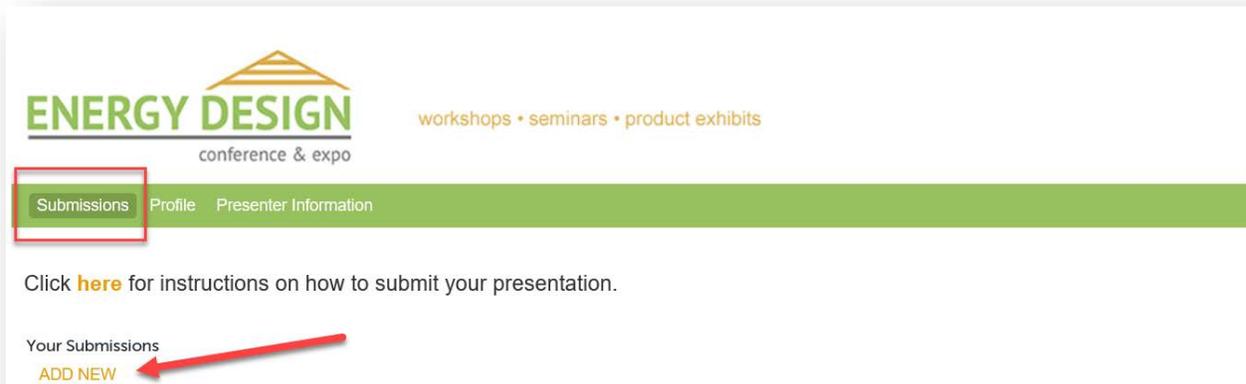


New Users: Click the "New User? Click Here" text. Enter all of the necessary information in the spaces provided and click Save. You have now created your profile and will be redirected to the submissions page.

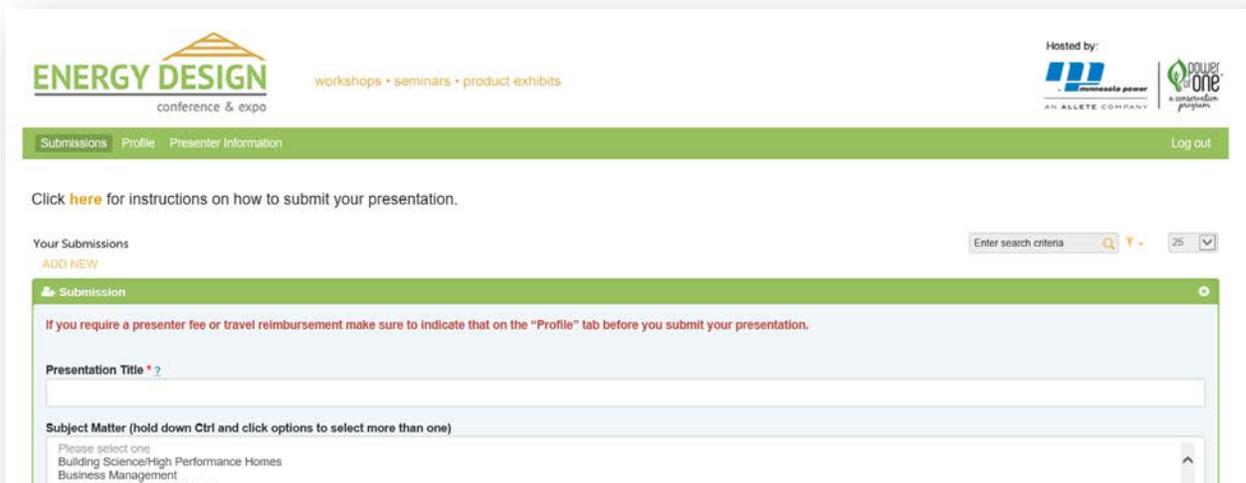


2. Submitting a session:

From the Submissions page click “ADD NEW”.



Fill out all sections of the form thoroughly.



If you will be **co-presenting**, add the additional presenters by clicking “ADD NEW” in the Additional Presenter section of this form. Fill out the section and click “save”. The questions in this section will be the same as in the presenter profile section.

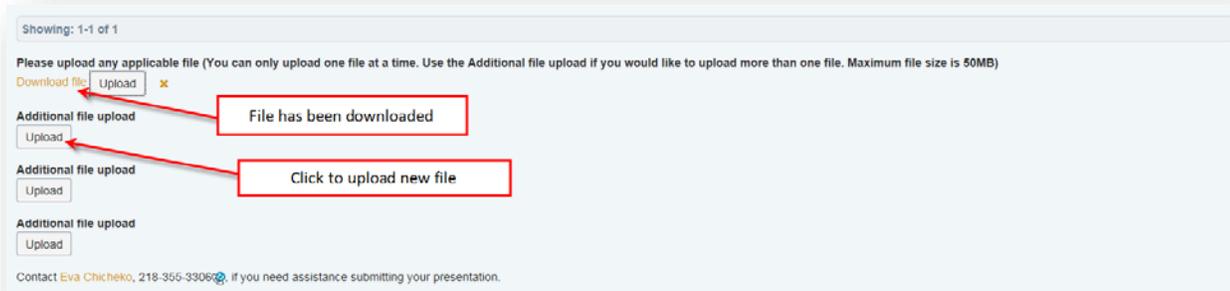


3. Uploading documents:

Upload a presentation or any additional documents by clicking "Download file". If your session is selected your presentation will be due to the EDC by **11/24/2021**. You will be able to later access your submitted session to upload your presentation or other documents.

You will know your file has uploaded when you see the "Download file" link appear. Click the link to ensure you have uploaded the correct file. You can only upload one file at a time. Use the other "Upload" buttons to add additional files.

If you have trouble uploading your presentation please contact Crystal Pelkey at 218-355-3748 or email cpelkey@mnpower.com

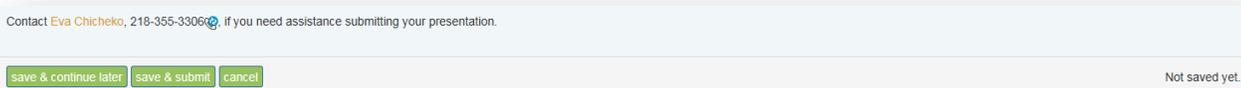


If you require a presenter fee or travel reimbursement, make sure to indicate that on the "Profile" tab before you submit your presentation.

Saving and submitting your presentation:

Click "save & submit" once you've entered all of the necessary information. You can also click "save & continue later" if you would like to finish your submission at a later time. Save/submitted sessions will appear on the Submission page when you are logged in to the Presenter Portal.

You will be automatically logged out of the portal when you close your browser window.



If you need to edit a presentation, complete a previously started submission, or add a document, you can log back in using your email address and password. Click on the submission you would like to edit to open it. Remember to save & submit when complete.

Adding additional presentations:

If you have more presentations to submit, return to Submissions page and click "ADD NEW" and follow instructions as listed above.