

# Energy Design Conference Presenter Portal How-To

## 1. Creating account and logging in:

**Returning presenters:** If you submitted a presentation in the last few years, log in using your email address and password **EDC2022**. Please change your password after 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”.



Submissions Profile Presenter Information

33<sup>rd</sup> Annual Energy Design Conference  
February 21-22, 2023

Click here for instructions on how to submit a presentation

You are currently in test mode

Log out

Your Submissions

[ADD NEW](#)

Fill out all sections of the form thoroughly.



Submissions Profile Presenter Information

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[ADD NEW](#)

**Submission**

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

Presentation Title \* 2

Subject Matter (hold down Ctrl and click options to select more than one)  
Please select one:  
Building Sciences/High Performance Homes  
Business Management

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”. **All fields must be completed** for co-presenters, including contact information, bio information, and photo. The questions in this section will be the same as in the presenter profile section. Please note: remote co-presenters are not allowed in 2023. All presenters should plan to present in-person.



Additional Presenter

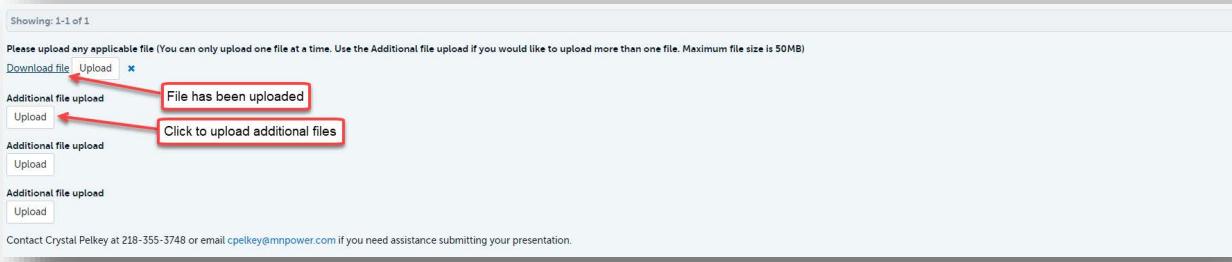
[ADD NEW](#)

Full Name	Email	Applicant Type
[Redacted]	[Redacted]	Presenter

### **3. Uploading documents:**

Upload a presentation or any additional documents by clicking the "Upload" button. If your session is selected, your presentation will be due to the EDC by **11/21/2022**. 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.

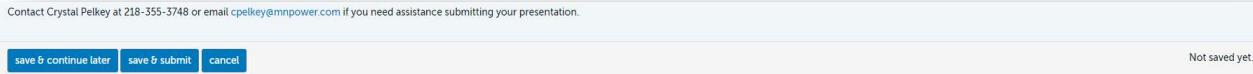


**If you require a presenter fee or travel reimbursement, make sure to indicate that on the “Profile” tab before you submit your presentation.**

### **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. Saved/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.

Thank you for your submission! If you have trouble uploading your presentation or have any questions, please contact Crystal Pelkey at 218-355-3748 or email cpelkey@mnpower.com.