

Uploading Your Presentation Is As Easy As 1 – 2 – 3 – 4

1. Log-in to the Presentation Management web-site by entering your email address.
(The first time you log-in you will prompted to create a password.)

Login

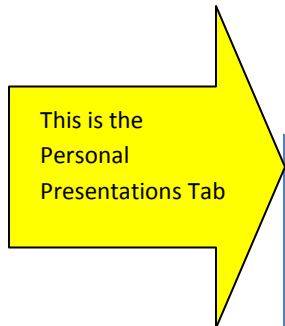
- Login by entering your email address or assigned username (refer to the login instructions received by email).
- **If this is your first time to the website, please log in leaving your password blank.** You will then be prompted to create a password.
- If you are returning to the website, please enter your password.
- If you are receiving an "INVALID EMAIL OR USERNAME" error, please contact support

* required fields

email *

[Forget Your Password?](#)

2. Find your presentation(s) on the Personal Presentations tab. **IMPORTANT: Please make sure you are uploading the correct PowerPoint file to the correct presentation.**



Personal Presentations | Your Profile | Guidelines | log out

Welcome John Anderson

Event Information

PM Demonstration
Location:
American Airlines Center
2500 Victory Ave.
Dallas, Texas, 75219

Event Manager:
Glenn Jester,
glenn.jester@freemanco.com,
214-623-1324

Technical Contact

contact us [here](#)

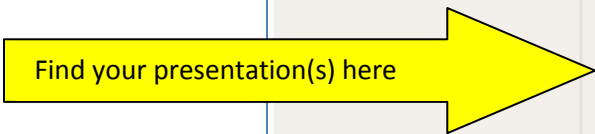
To submit your presentation file(s), follow below:

- Find your desired SESSION you wish to upload file(s) to.
- Click the EXPAND TO VIEW PRESENTATIONS button in green to see your presentation information under that session. The first session is always expanded by default.
- Click the ADD/REMOVE FILES link to load the upload window.
- Browse for your desired files and click OK. Your file or files are now queued for upload.
- Click the UPLOAD button to start the upload process. Once files are loaded, close the upload window.
- If your upload is successful, your files will appear listed under the appropriate session/presentation. You should also receive a confirmation email.

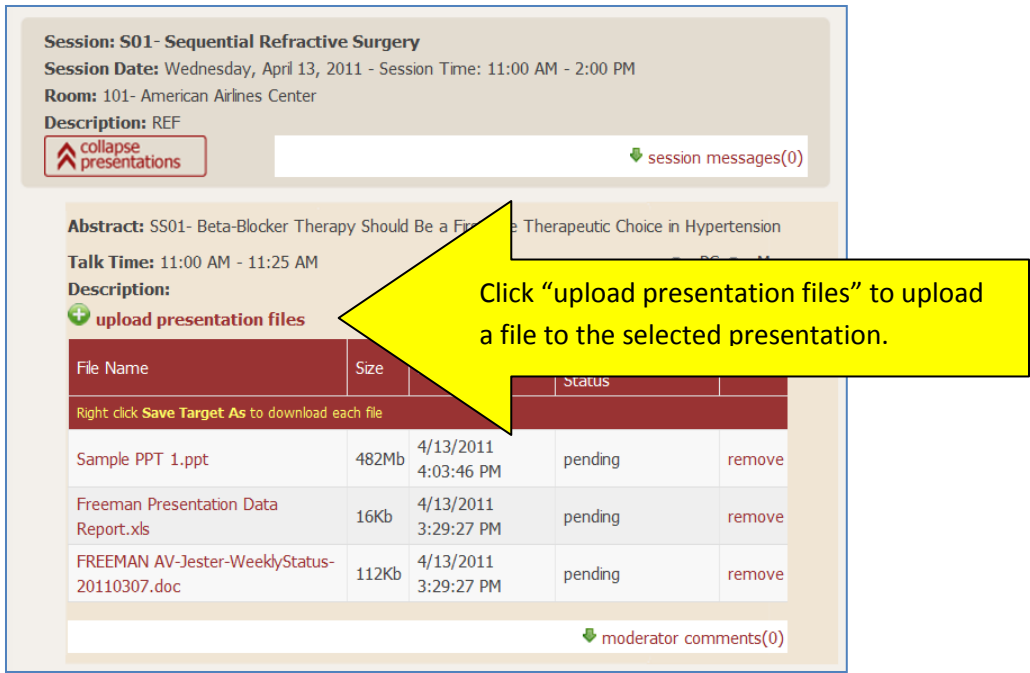
Your Presentation Manager

Session: S01- Sequential Refractive Surgery
Session Date: Wednesday, April 13, 2011 - Session Time: 11:00 AM - 2:00 PM
Room: 101- American Airlines Center
Description: REF

Session: S02- Challenging Cases in Lens Surgery
Session Date: Wednesday, April 13, 2011 - Session Time: 2:00 PM - 5:00 PM
Room: 101- American Airlines Center
Description: SURGERY



3. Click the add/remove files link under the presentation you would like to upload a file to.



Session: S01- Sequential Refractive Surgery
Session Date: Wednesday, April 13, 2011 - Session Time: 11:00 AM - 2:00 PM
Room: 101- American Airlines Center
Description: REF

[collapse presentations](#) [session messages\(0\)](#)

Abstract: SS01- Beta-Blocker Therapy Should Be a First-Line Therapeutic Choice in Hypertension
Talk Time: 11:00 AM - 11:25 AM
Description:

[+ upload presentation files](#)

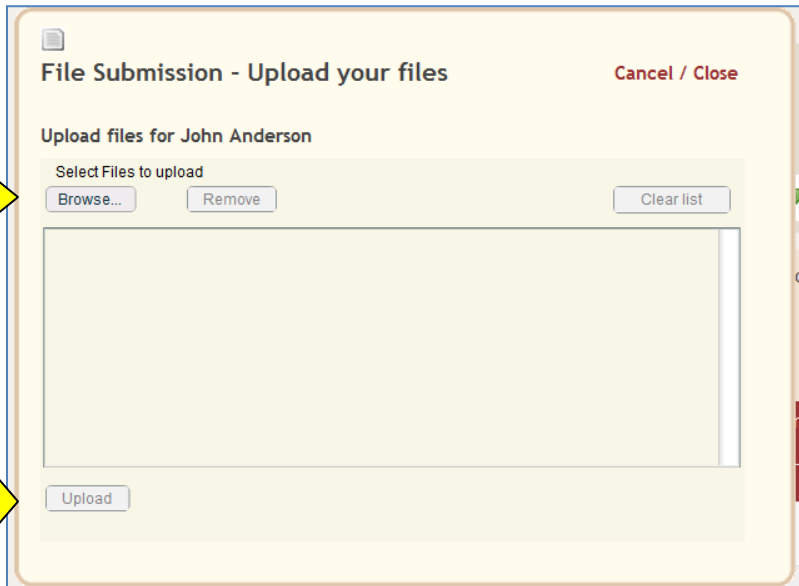
File Name	Size	Created	Status	Actions
Right click Save Target As to download each file				
Sample PPT 1.ppt	482Mb	4/13/2011 4:03:46 PM	pending	remove
Freeman Presentation Data Report.xls	16Kb	4/13/2011 3:29:27 PM	pending	remove
FREEMAN AV-Jester-WeeklyStatus-20110307.doc	112Kb	4/13/2011 3:29:27 PM	pending	remove

[moderator comments\(0\)](#)

4. After you click the “upload presentation files” link, a pop up window will open. Click the Browse button to find and select your presentation file(s). Once you open the file(s), it/they will appear in the list box. Finally, click the Upload button. Once you have successfully uploaded the file(s), select the Cancel/Close button to return to the main screen. You should receive a confirmation email alerting you that your file(s) have uploaded successfully. Repeat the upload process for each presentation for which you are speaking.

3A. Select the browse button to upload files to the presentation.

3B. Click the “Upload” button once you have selected the file(s) you would like to upload.



File Submission - Upload your files [Cancel / Close](#)

Upload files for John Anderson

Select Files to upload

[Browse...](#) [Remove](#) [Clear list](#)

[Upload](#)