Presentation Handouts Guidelines and Upload Instructions

GUIDELINES

Please prepare your written materials using one of the following software packages:

- MS PowerPoint
- MS Word
- MS Excel
- Adobe Acrobat

We appreciate your efforts in making your presentations available electronically. With your permission, presentations will be available on the CAS Web Site. *If you are using excerpts, including data from third party vendors, please be aware that some require advanced permission to reproduce from the original author(s). It is your responsibility to secure all such written permission.

Please provide **TWO** versions of your presentation materials:

Presentation Handouts for Attendees (Resources):

To enable your presentation to appear online within our online brochure, please provide us with the pdf'd file of your ppt presentation. (Please note that your PowerPoint presentation will not show up online if it is not pdf'd) If possible, please submit PDF files as a presentation set to handouts with three slides per page which should include room for making notes.
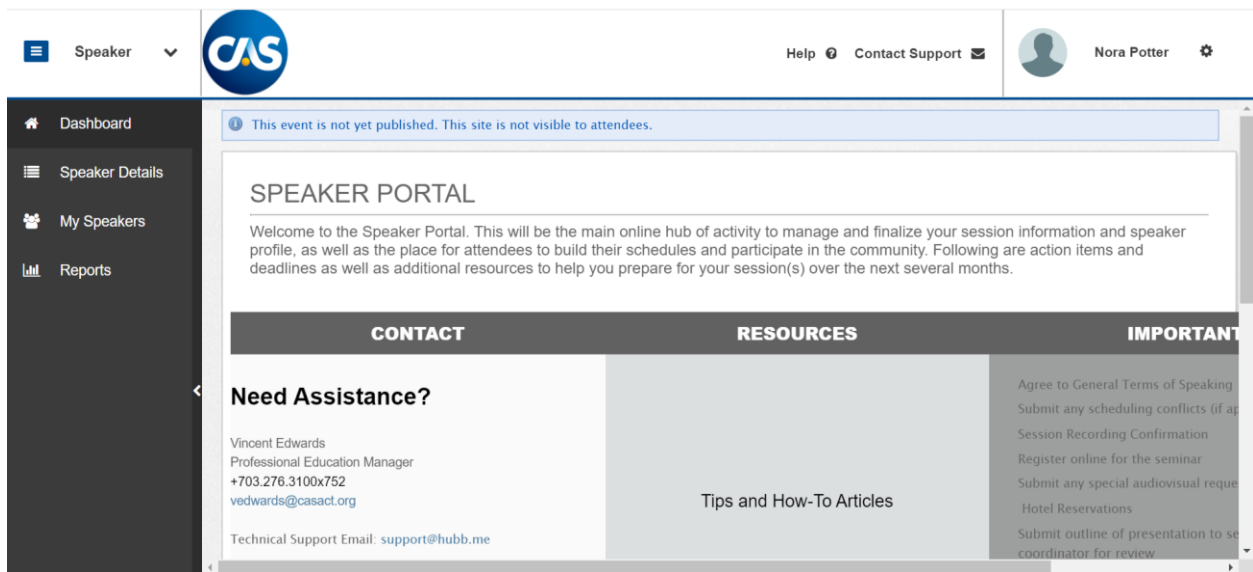
Pre-Loading Presentations (Deck):

Speakers if you would like for us to pre-load your presentation for you on our CAS laptops, you will need to submit a ppt file of your presentation. (This version will not show up online) This will allow us to grab your files and place them on our laptops before you arrive at your session. This should be your FINAL presentation that you would like for us to use in your session. (This version is your non handout/notes style, using 1 slide per page, i.e. what you will use for your live audience, etc.)

Please note: If you do not submit your presentation in time for the presentation deadline, please bring it with you on a flash drive to upload on the laptop at the meeting.
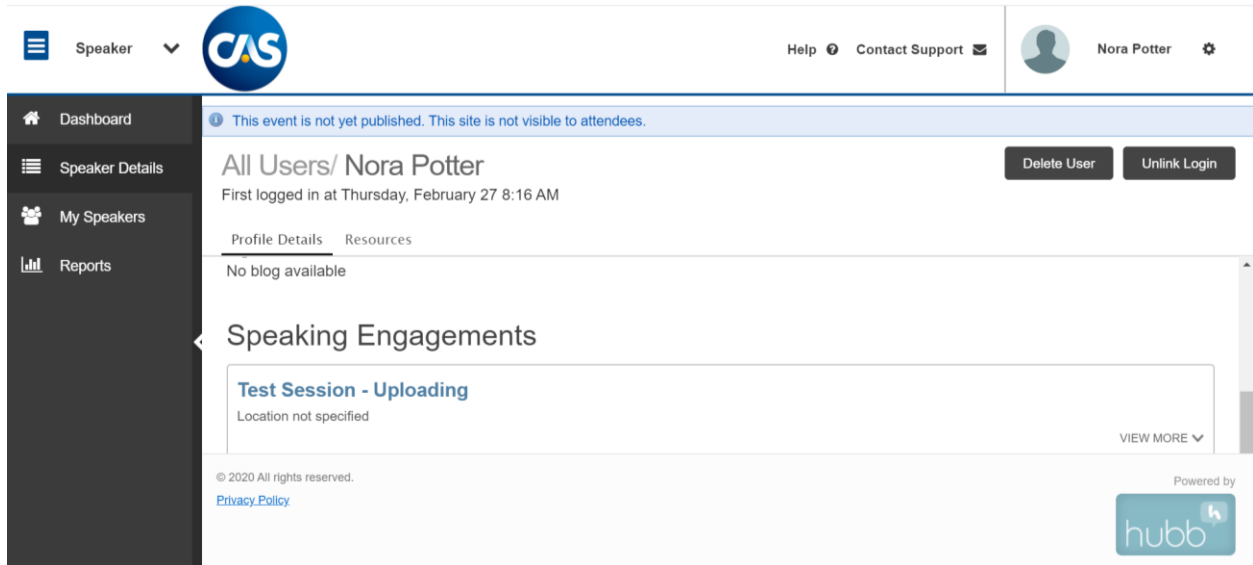
(Instructions begin on Page 2)

INSTRUCTIONS

Login into Hubb and make sure that you are in the Speaker Portal. (Upper left side of the screen.)

You will see the Speaker Dashboard. Go to "Speaker Details" and you will see the sessions that you are a speaker for under Speaking Engagements.

Click on the title of your Session.

Click on the Manage Documents tab (third tab)

Scroll down to "Upload" to upload your files.

If you are entering a PPT that is not to be shared, select "PPT Deck". If you are entering a Handout that is to be shared with the attendees, select "Resources". Enter the title and description (optional) and Upload the file. This will need to be done for each file.

If you need to update a file, you may also do so in the Manage Documents tab.

Status	Type	Edit/Replace file
Published	Resource	Update
Approved	Deck	Update

Please adhere to the Presentation Deadlines, as you will not be able to upload or update your files after that point.

Thank you for your efforts.