

Presenter Portal How To

1. Creating account and logging in:

Returning presenters: If you submitted a presentation last year, log in using your email address and password **EDC2018**. 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.

ENERGY DESIGN
conference & expo
workshops • seminars • product exhibits

Returning users

Hosted by:
EDC2018 presenter
AN ALLETE COMPANY
EDC2018 one
a continuation
program

Submissions Presenter Information Profile Log out

Click [here](#) to download instructions on how to create a profile and submit your presentation.

Profile

E-mail Address * ?
eheiken@mpower.com

Password * ?

Update Password

First Name * ?
Emily

Last Name * ?
Heiken

Phone ?
216-355-3070

Company

New Users will need to create a profile. 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.

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New users

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program

Login

Email Password Login

Forgot Password • New User? Click Here

Presenter Benefits and Expectations

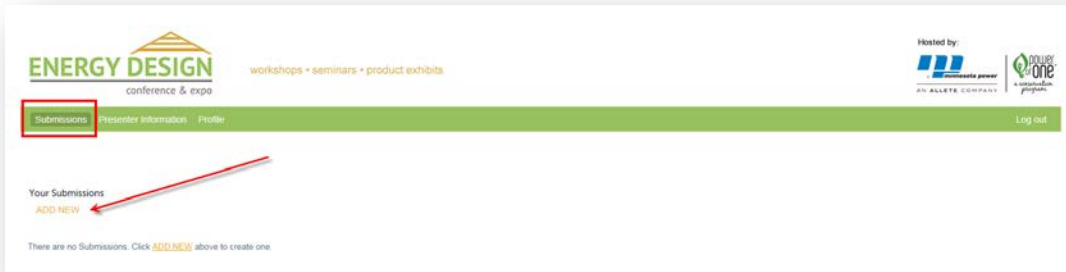
All presenters receive complimentary registration to the conference (including lunch for all three days). Presenters are invited to a special presenter/exhibitor reception Monday evening (music, refreshments, and light appetizers). Presenters will have a multitude of networking opportunities. Presenters are responsible for providing copies of their handouts and for providing presentation materials if necessary. Specific deadlines are listed below.

Deadlines:

- **October 26, 2017:** You will be notified by October 26 if you are selected to present at the conference.
- **November 27, 2017:** If applying for continuing education credits (CEUs), final day to submit presentation materials (in accordance with the Department of Labor and Industry Guidelines for CEUs).
- **February 17, 2018:** Final version of presentation due for posting on EDC website.

2. Submitting a session:

From the Submissions page click “ADD NEW”.



Fill out all sections of the form thoroughly.

The screenshot shows the submission form. It includes a 'Presentation Title' field, a 'Subject Matter' dropdown menu with options: 'Building Science/High Performance Homes', 'Business Management', 'Commercial Energy Efficiency', and 'Emerging Technologies'. Below the dropdown is a 'Session Description' field with a word count of 100. A rich text editor is visible below the description field.

If you will be **co-presenting**, add the additional presenters by clicking “ADD NEW” in the Additional applicants 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.

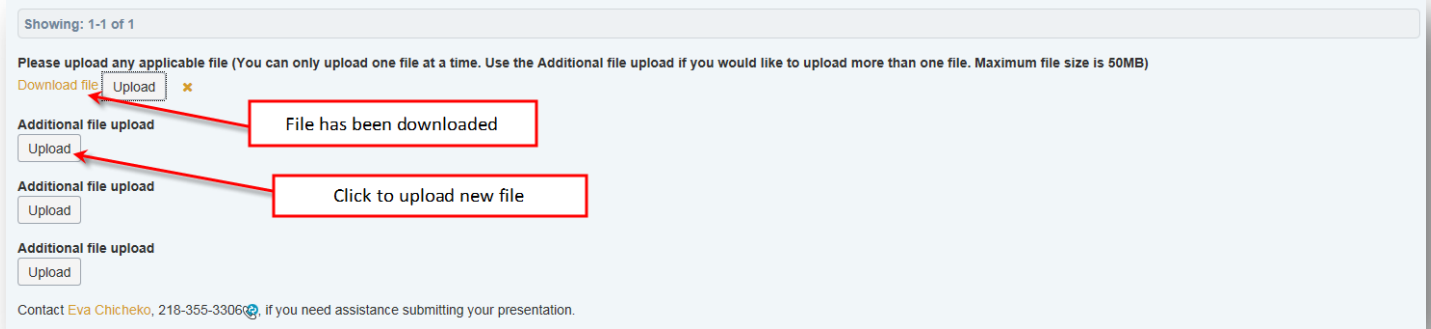
The screenshot shows the 'Additional Presenter' section. A red arrow points to the 'ADD NEW' link. Below it is a table with columns for 'Full Name', 'Email', and 'Applicant Type'.

Full Name	Email	Applicant Type
Testing Test	testing@mpower.com	Presenter

Uploading documents:

If you have your presentation or any documents to upload you can do so by clicking “Download file”. If your presentation is selected it will be **due to the EDC by 12/1/2017**. You will be able to later access your submitted session to add your presentation.

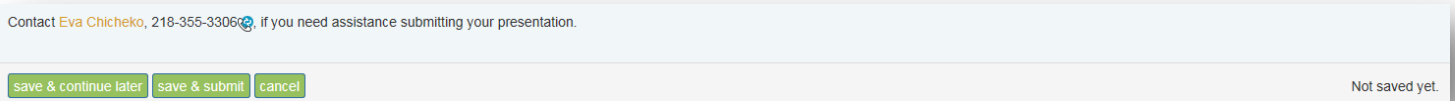
You will know your file has uploaded when you see the “Download file” link appear. Click the link to ensure you have uploaded the correct file. You can only upload one file at a time. Use the other “Upload” buttons to add additional files.



Saving and submitting your presentation:

After you have entered all of the necessary information click “save & submit”. 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 your presentation, or need to 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.