OLC Presenter Services

Presenter Upload Instructions

Conference session submission owners (the person who submitted the proposal) are expected to upload or link their presentation file and any additional supplemental resources or handouts for their presentation by the communicated deadline. These materials will be available to registered attendees on the conference website.

Resources can be uploaded as attachments (PDF, PowerPoint, Word, Excel) or links (recommended format). Resource uploads are limited to a maximum of 4 per session.

If you are uploading as attachments, we recommend PDFs over PowerPoint.

AND/OR

Please consider using a cloud-based service (Google Drive, Dropbox, OneDrive, etc.) to create a link that will remain the same after you complete your presentation updates. Providing your final presentation and supplemental materials is an important accessibility consideration and essential to providing a quality conference experience for all attendees.

Note: Only session submission owners will be able to upload files.

Action Steps:

1. Login to the conference management system [at this website](#) and click "**Login**" in the upper right corner. (Please email conference@onlinelearning-c.org if you have difficulty signing into your account.)
2. Go to "**My Account**" --> Select "**Incomplete**" from the dropdown
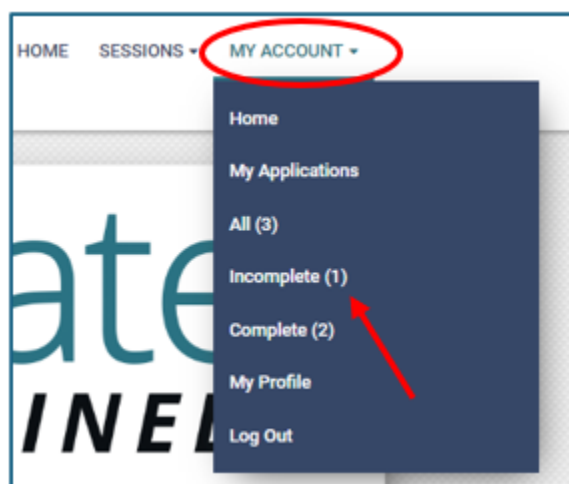
3. Note that your session/s is/are in the "**Round**" titled "**Presentation Materials Upload and Scheduling**." Under the "**Action**" Column, select "**Edit.**"

4. In the "**Presenter Upload**" tab, select **"Add item."**

5. Give your resource a title.
   a. If uploading your presentation as an attachment, select "**Choose File**" and select your document. (If you are using PowerPoint, we recommend saving your ppt file as a PDF and uploading the smaller file-size PDF.) Once uploaded, select "**Add**".
   b. If uploading a link (recommended/preferred format), enter the link under "**Resource Link**" and select "**Add**."

6. Save your resources by selecting "Save and Finalize" at the bottom right of the form. Note: If you have previously accessed and uploaded content to this page and saved and finalized it, you will only see the "Save" Option.
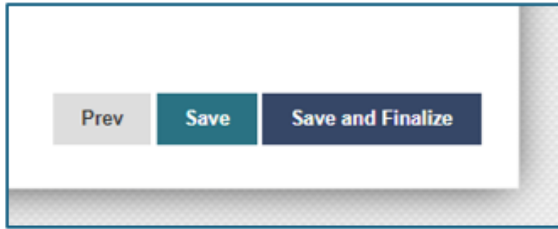
ADDITIONAL INFORMATION: If you would like to add a **headshot** for yourself or one of your presenters listed in your presentation, you can do so from this form by uploading the image. If you would like to add a **speaker bio**, please submit that information via the OLC IN24 Session Edit Request Form.