

Instructions for using the Virtual Speaker-Ready Room



The Tool:

This web-based HTML page allows CCC 2009 speakers to send their presentation and all related documents via the Internet to a secure Virtual Speaker Ready Room. **Please note this is the same system that was used last year although the site has been redesigned.**

Advantages:

- Ease of use via user friendly environment.
- Similar to sending an email with an attachment.
- Speed of transfer, while being safe and secure.
- No limitations on files size or type.
- Can be used on any platform: PC, MAC and Unix-based systems.
- Can be sent via most web browser such as, Explorer, Firefox and Safari.
- Ability to return to add, remove or review files.

Step 1 - Access Page:

- User must enter via the secure congress website (www.cardiocongress.org) and click on the Virtual Speaker Ready Room link.

Canadian Cardiovascular Congress / Congrès canadien sur la santé cardiovasculaire

CCC 2009 • Edmonton, Alberta • October 24 - 28, 2009

Tips & Tricks **login**

Event Information

Canadian Cardiovascular Congress
Location:
Shaw Conference Centre
9797 Jasper Avenue NW
Edmonton, AB, Canada,

Event Manager:
Joanne Kiriakidis,
kiriakid@avwtelav.com,

Technical Contact

[contact us here](#)

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 *

remember me

LOGIN

[Forgot Your Password?](#)

Step 2 – Login with User Name:

- Your user name will be your last name followed by your first initial without any spaces. John Smith would enter the user name of "SmithJ".
- Leave the password field blank. You will then be prompted to create a new password upon your first login.
- Use this same user name and your newly created password for future logins.

Set Password

password *

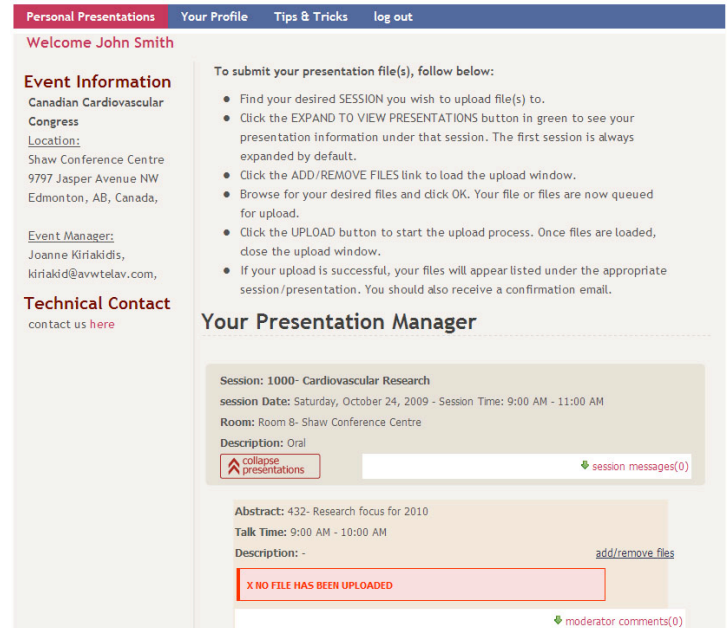
re-type password *

SET PASSWORD

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Step 3 - File Submission:

- You'll now be presented with a listing of all sessions you're assigned to present in.
- Follow the on-screen instructions
- Users emails have not been provided so confirmation emails are not possible.
- There's no limit on the type, size or amount of files uploaded.



Personal Presentations | Your Profile | Tips & Tricks | log out

Welcome John Smith

Event Information
 Canadian Cardiovascular Congress
 Location: Shaw Conference Centre
 9797 Jasper Avenue NW
 Edmonton, AB, Canada,
 Event Manager: Joanne Kiriakidis, kiriakid@avwtelav.com,

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: 1000- Cardiovascular Research
 session Date: Saturday, October 24, 2009 - Session Time: 9:00 AM - 11:00 AM
 Room: Room 8- Shaw Conference Centre
 Description: Oral
 collapse presentations session messages(0)

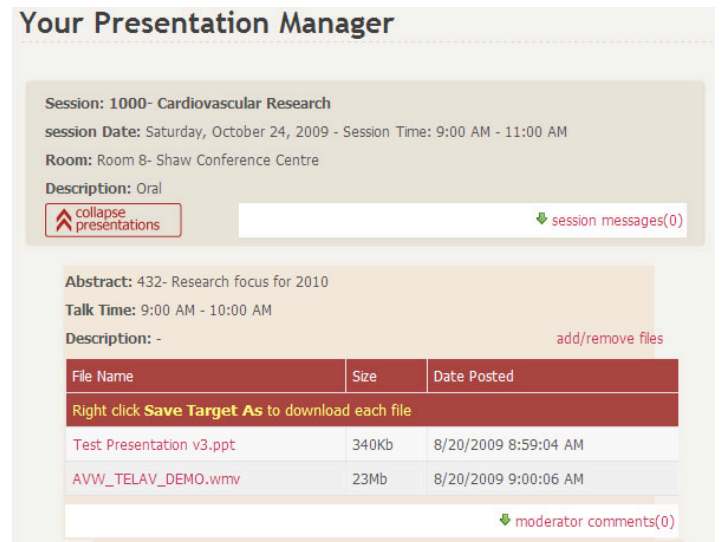
Abstract: 432- Research focus for 2010
 Talk Time: 9:00 AM - 10:00 AM
 Description: - add/remove files

X NO FILE HAS BEEN UPLOADED

moderator comments(0)

Step 4 - Review & Logging Out:

- Please review that you've successfully uploaded all your presentation files to the correct session. Don't forget to upload any additional media such as video, audio or flash files.
- Click "[log out](#)" to complete your upload session.



Your Presentation Manager

Session: 1000- Cardiovascular Research
 session Date: Saturday, October 24, 2009 - Session Time: 9:00 AM - 11:00 AM
 Room: Room 8- Shaw Conference Centre
 Description: Oral
 collapse presentations session messages(0)

Abstract: 432- Research focus for 2010
 Talk Time: 9:00 AM - 10:00 AM
 Description: - add/remove files

File Name	Size	Date Posted
Right click Save Target As to download each file		
Test Presentation v3.ppt	340Kb	8/20/2009 8:59:04 AM
AVW_TELAV_DEMO.wmv	23Mb	8/20/2009 9:00:06 AM

moderator comments(0)

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Step 5 (Optional) – Returning to add, remove or review files or sessions

- Repeat Step 1
- Repeat step 2 but **be sure to login using the password you created during your first login**
- Repeat step 3 as required
- You may also download your previously uploaded file by clicking on its name
- To remove a file, click the “add/remove files” link. Select the file you wish to remove from the “currently used files for presentation”, and then click the “Remove” button.
- Repeat step 4 to complete your session.

File Submission - Upload your files Cancel / Close

Please [click here](#) to use our BASIC upload page if you are having issues.

Select Files to upload

Your Available File List

move files from list to use them in presentation

Currently used files for Presentation

Test Presentation v3.ppt
AVW_TELAV_DEMO.w

Thank you. Should you have any questions please use the support contacts listed on the site.