



2011 CANADIAN CARDIOVASCULAR CONGRESS (CCC)
Vancouver, BC • October 22-26

The virtual speaker-ready room (VSRR) is a secure and user-friendly environment that allows CCC speakers to add, remove, and review their presentation and all related documents via the Internet.

Advantages:

- Ease of use via any platform: PC, MAC and Unix-based systems.
- Similar to sending an e-mail with an attachment.
- Speed of transfer, while being safe and secure.
- No limitations on file size or type.
- Can be sent via most web browsers such as Explorer, Firefox and Safari.

System requirements:

- Internet Explorer, FireFox or Safari Web Browsers and a high speed/bandwidth internet connection

File format requirements:

- Adobe Acrobat PDF, PC Powerpoint XP, 2003 or 2007, MAC Powerpoint 2005 or 2008.
- MAC PowerPoint files should be tested on a PC before attending the event.

Please note QuickTime files will not play back in PC PowerPoint.

Step 1 - Access page:

- User must enter via the secure congress website www.cardiocongress.org and click on the virtual speaker-ready room link.

Step 2 – Login with user name and password:

- Please use your e-mail address as your username to log into the system.
- Do not enter a password; leave the field empty. You will be prompted to set a new password. Use the same e-mail address and your newly created password for future logins.

**Please use the presenting author's login credentials for papers with multiple authors so that the presentation can be properly identified at the session. If the user name for the presenting author doesn't work, please contact support@SessionUpload.com to update the user profile with the presenting author's information.

Step 3 - File submission:

- After logging in, you'll now be presented with a listing of all sessions you have to present in.
- Follow the on-screen instructions
- There is no limit on the size and number of files uploaded (refer to the [Audio Visual and Presentation Guidelines](#) for more information on hardware and software specifications).



Step 4 - Review and 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 used to create your presentation.** PowerPoint will not embed video files so without the clips the PowerPoint presentation will not know where to find the movie and your video will not play.
- Click "log out" to complete your upload session.

Step 5 – Confirmation that your presentation is received:

- After submitting a file, you will receive a confirmation e-mail within a few hours. Please make sure to add support@sessionupload.com to your email safe senders list to ensure you receive the confirmation.
- If you do not receive a confirmation, please contact support@sessionupload.com to ensure your file was received. When contacting support for technical issues please reference (CCC) as the conference name, the presenter's full name, and the session information you are assigned to.

Step 6 (Optional) – Returning to add, remove or review files or sessions

- Repeat Step 1.
- Repeat Step 2 (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 end your session.

Should you have specific questions regarding computer presentations prior to CCC, you may send them to the CCC Technician Service Team, AVW-TELAV, at support@sessionupload.com.

Contact us

All questions regarding your participation and presentation should be directed to:

Presenter liaison

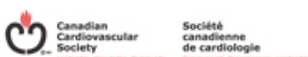
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