

Speaker PowerPoint and Poster PDF Submission Instructions

BELOW IS THE FIRST SCREEN YOU WILL SEE ONCE YOU CLICK ON THE LINK TO THE ONLINE UPLOAD FORM HOSTED AT: <https://www.xcdsystem.com/intecol>

****FOLLOW THE STEP-BY-STEP INSTRUCTIONS BELOW TO UPLOAD YOUR PRESENTATION FILE.****

Please login below to upload a PowerPoint file for your oral presentation or a PDF of your poster presentation.

Once you login, you will see all abstract titles you have submitted. Click on the "Update Presentation" for each title. You will then be able to update your title and upload the corresponding PowerPoint presentation or PDF of your poster file.

ATTENTION SPEAKERS:

1.) If you have videos files, submit your PowerPoint using version 2010 as this allows you to embed your video files in the presentation so you won't have to upload separate video files. If you cannot embed the files, upload only the PowerPoint file and bring both your PowerPoint file AND video files on a flash drive with you to the conference.

2.) All speakers must also bring their PowerPoint presentation with them to the conference on a flash drive or disk as a back-up. Report to the AV Download Station located in the INTECOL Registration Office (Grand Sierra A in the Caribe Conference Center) no later than 24 hours prior to your talk to test your presentation. At that time, you will be asked if we may publish your PowerPoint file as a PDF on the INTECOL conference web site. We will not post your presentation without your express permission.

ATTENTION POSTER PRESENTERS:

1.) Please upload your poster presentation as a PDF **only** if you wish to have your file displayed on the INTECOL 9 conference web site. By submitting a PDF of your poster, you are authorizing the conference organizers to publish your presentation on the web site. **If you do not wish for us to publish your poster on the Internet, do NOT upload the PDF.**

RETURNING USER

STEP ONE: ENTER the email address you used to submit your abstract in both fields.

Enter your username & password to access your account.

Username

Password

STEP TWO: Click on LOGIN icon

[Forgot Your Login? - Click Here.](#)

SAMPLE of how your abstract will be listed on the site. Click on Update Presentation next to the applicable abstract title to upload the corresponding PowerPoint file.

ID #	Author Status	Title of Abstract
594	Primary Contact / Presenter	Regionalizing the Corps of Engineers Wetland Delineation Manual - The Role of the National Technical Committee for Wetland Vegetation

Session Assignment

Date: Tuesday, Jun 05, 2012

Session Type: Oral

Session: 057 - Symposium on Wetland Delineation and Regionalization (Part 1 of 2)

Update Presentation

STEP THREE: Click on Update Presentation

Update Presentation 13 Presentation Submission

NOTE: Fields marked with a Red Asterisk (*) are required.

Title of Abstract *

SESSION SPEAKER NAMES & TALK TTILES TO BE PROVIDED BY LYNN SCARLETT

STEP FOUR: Enter the title of the abstract that corresponds with the file

If you are a speaker, does your PowerPoint presentation have Video? *

- Yes
- No

STEP FIVE: Answer these questions.

If you are a speaker, does your PowerPoint presentation have Audio? *

- Yes
- No

STEP SIX: Click on BROWSE & Upload File

Upload Presentation File *

Please click on the "Browse Button" to select the file from your computer.

IMPORTANT NOTE TO SPEAKERS: If you have audio or video files that accompany your PowerPoint presentation, use PowerPoint version 2010 and be sure to embed the sound and or movie files directly in the presentation. At the conference, you will be asked for permission to publish your PowerPoint as a PDF on the conference web site. We will not publish your file without your permission.

IMPORTANT NOTE TO POSTER PRESENTERS: PDF files of Poster Presentations will be published on the conference web site. Do not upload your Poster PDF if you do not wish for it to be shared and made publicly available.

STEP SEVEN: Click on Update Presentation – Please Be Patient – The UPLOAD Process takes a Few Minutes

PRESENTATION FILE UPLOAD INSTRUCTIONS (NARRATIVE):

Follow these precise steps to submit your Speaker PowerPoint or Poster PDF file by this Friday (May 25). We recommend you PRINT THIS EMAIL so you can follow along during the submission process. This should answer any questions you may have:

FIRST Click on this link to log into the upload system: <https://www.xcdsystem.com/intecol>

- 1) Enter your email address as your USER NAME (if your email address has changed, use the old one to access the system)
- 2) Enter this same email address as your PASSWORD
- 3) Click on LOG IN
- 4) Once you arrive at the Submission Site - you will see all abstract titles you have submitted. (*NOTE: Be sure to SCROLL DOWN until you see the list of your abstract submissions.*) Please disregard any references to your submission being open or closed.
- 5) Click on "Update Presentation" next to each abstract title you submitted.
- 6) Fill in the blanks to answer a couple of questions on the next page and then click on BROWSE to select the appropriate file from your computer to upload. This will allow you to upload either a PowerPoint for a talk or a PDF file for a Poster. **REMEMBER: PowerPoint presentations cannot be larger than 25mb.**

ATTENTION SPEAKERS:

- If you have audio or video files that accompany your PowerPoint presentation, use PowerPoint version 2010 and be sure to embed the sound and or movie files directly in the presentation.

- At the conference, you will be asked for permission to publish your PowerPoint as a PDF on the conference web site. We will not publish your file without your permission.

- 7) After browsing and selecting your presentation file, click on UPDATE PRESENTATION to complete the process.

NOTE: Depending on your server, it could take a couple minutes for the file to upload. Upon completion, you will see a message on the screen stating:

Your Presentation has been uploaded. You have also been sent a confirmation email.

To view your presentation, click on the "Return to Presentation Center Home" button.

ATTENTION: To verify receipt of the confirmation email, you may need to look in your SPAM and JUNK folders if your organization's server tends to filter out emails from service vendors.

Upon receipt of your submission confirmation email, the PROCESS IS COMPLETE!