

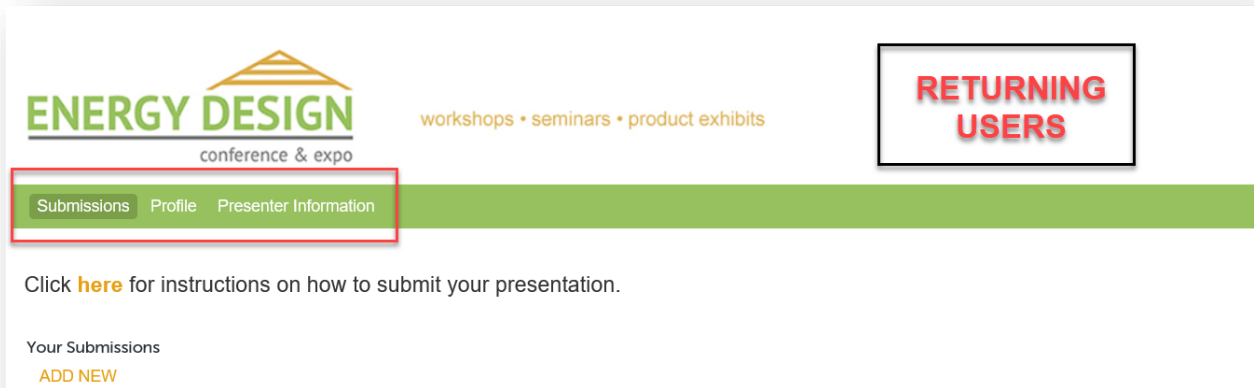
# Presenter Portal How-To

## 1. Creating account and logging in:

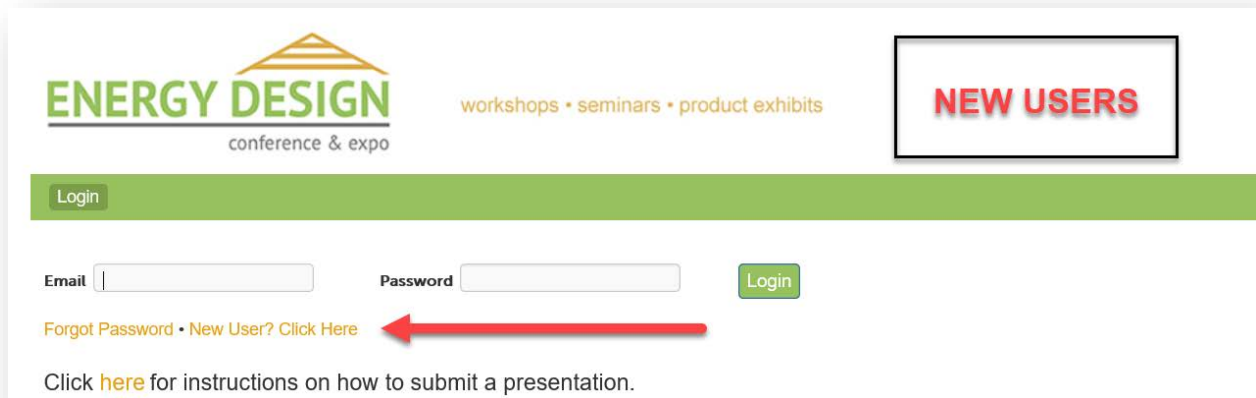
**Returning presenters:** If you submitted a presentation in 2017, 2018, 2019 or 2020, log in using your email address and password **EDC2021**. Please change your password when you're logged in.

Click "Profile" and update information, including your biography and if you require a speaker fee.

Click "Submissions" to view current and past submissions and to add new submissions for review.

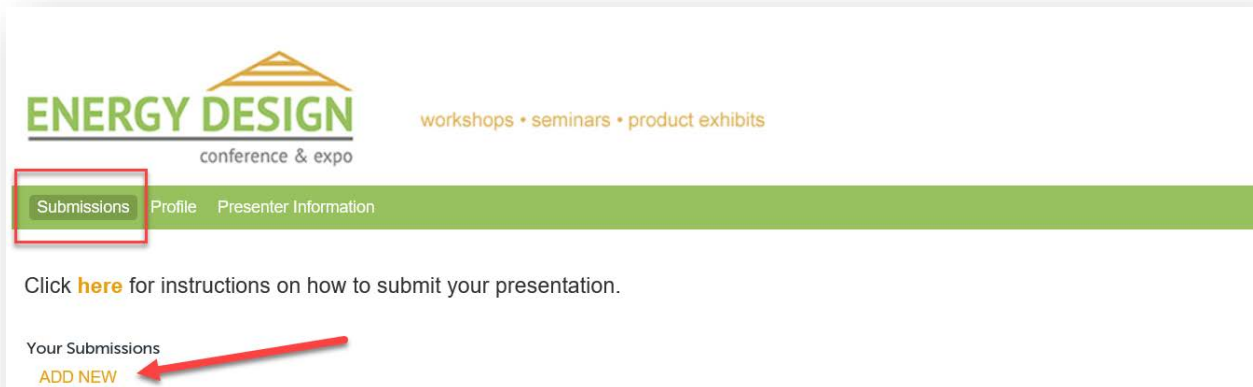


**New Users:** Click the "New User? Click Here" text. Enter all of the necessary information in the spaces provided and click Save. You have now created your profile and will be redirected to the submissions page.



## 2. Submitting a session:

From the Submissions page click “**ADD NEW**”.



**ENERGY DESIGN**  
conference & expo

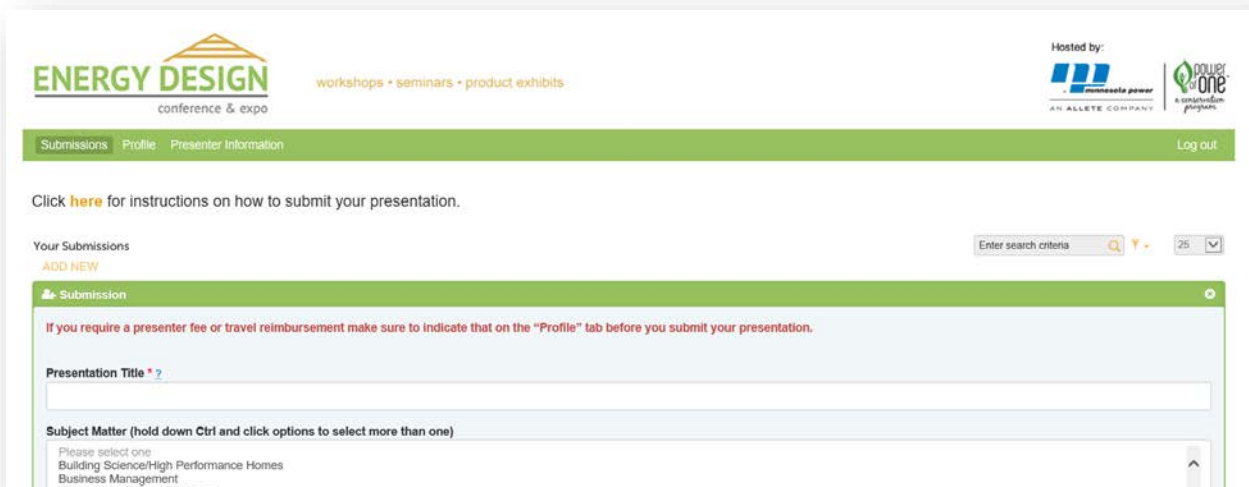
workshops • seminars • product exhibits

Submissions Profile Presenter Information

Click [here](#) for instructions on how to submit your presentation.



Your Submissions  
[ADD NEW](#)

Fill out all sections of the form thoroughly.



**ENERGY DESIGN**  
conference & expo

workshops • seminars • product exhibits

Hosted by:  

Submissions Profile Presenter Information Log out

Click [here](#) for instructions on how to submit your presentation.

Your Submissions [ADD NEW](#)  25

**Submission**

If you require a presenter fee or travel reimbursement make sure to indicate that on the "Profile" tab before you submit your presentation.

**Presentation Title \* ?**

**Subject Matter (hold down Ctrl and click options to select more than one)**

Please select one

- Building Science/High Performance Homes
- Business Management
- Commercial Energy Efficiency

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



Additional Presenter

[ADD NEW](#)

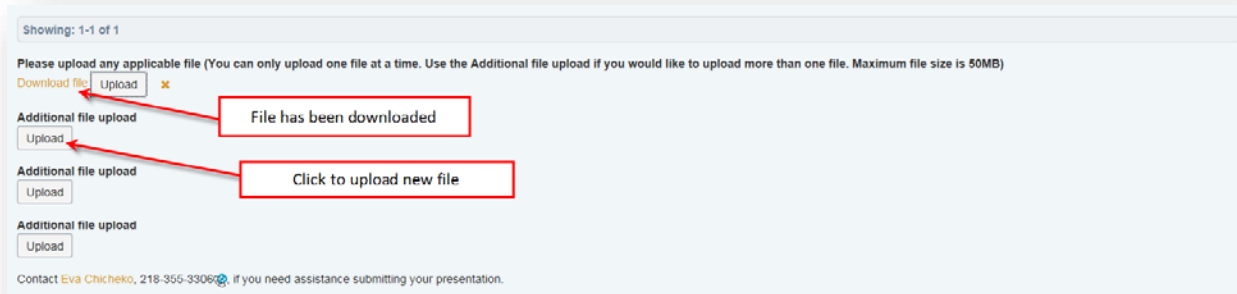
Full Name	Email	Applicant Type
Testing Test	testing@mnpower.com	Presenter

### Uploading documents:

Upload a presentation or any additional documents by clicking "Download file". If your session is selected your presentation will be due to the EDC by **11/29/2020**. You will be able to later access your submitted session to upload your presentation or other documents.

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.

If you have trouble uploading your presentation please contact Eva at [echicheko@allete.com](mailto:echicheko@allete.com) or 218-355-3306 or Hannah Erickson at [herickson@mnpower.com](mailto:herickson@mnpower.com) or 218-355-2231.

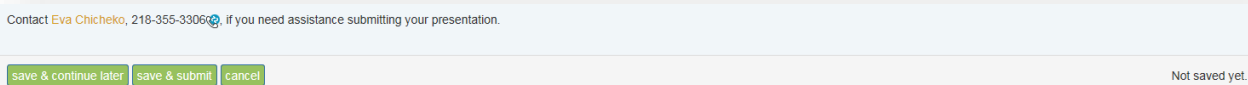


**If you require a presenter fee, make sure to indicate that on the "Profile" tab before you submit your presentation.**

### Saving and submitting your presentation:

Click "save & submit" once you've entered all of the necessary information. 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 a presentation, 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.