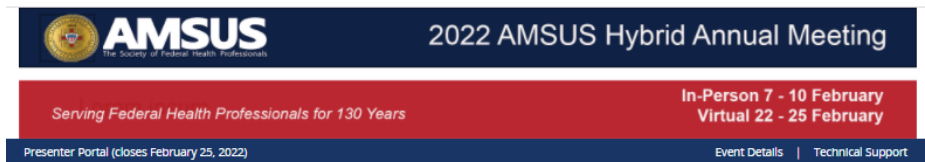


LECTURE PRESENTER TASK AND PROFILE DATA GUIDANCE

All presenters will need to register for the meeting. Non-presenting contributors are not required to register. Presenters complete their Task list by due dates to activate their presentation content to be viewed by meeting attendees. Names submitted on the original abstract will receive a log in key with the acceptance letter. Additional names can be added at this point by submitting a request including the names, emails, and the presentation title to assign them to Lori.Lawrence@amsus.org.

Note: This is a different site than the abstract submission and this information will be used to populate the meeting agenda and presentation materials.

Step 1: Log In using your log in details received in the acceptance letter.



Welcome to the Presenter Portal


You will be using this form to upload your presentation and update your contact information for the conference. Please login below and follow instructions

- Update Profile Information (task is due Friday, November 19, 2021)
- Photo Upload (optional) (task is due Monday, December 20, 2021)
- Update Your Biography (task is due Thursday, January 6, 2022)
- Continuing Education Agreement (task is due Friday, November 19, 2021)
- Upload Presentation Slides (OPTION #1 - REQUIRED FOR IN-PERSON PRESENTATIONS & Option #1 for Virtual Presentations) (task is due Friday, November 19, 2021)
- Presentation Audio (USE WITH OPTION #1) (task is due Thursday, January 6, 2022)
- Submit Video URL (OPTION #2 FOR VIRTUAL PRESENTATIONS ONLY) (task is due Monday, December 20, 2021)
- Submit MP4 file (OPTION #3 FOR VIRTUAL PRESENTATIONS ONLY) (task is due Thursday, January 20, 2022)
- Live Chat Link (optional) (task is due Wednesday, January 26, 2022)
- Meeting Registration - Please have your proof of vaccination document ready as you begin the registration process (task is due Monday, January 31, 2022)
- Set up your Live Video Chat Date/Times (task is due Wednesday, January 26, 2022)
- Sharing Slides Question (task is due Wednesday, January 26, 2022)

The image shows a login form titled "Log in to the Presenter Portal". It contains two input fields: "Email Address" and "ACCESS KEY". Below the fields is a "Login" button and a link that says "Lost your access key?".

Please use your provided key code to log in and complete the following details by each Task due date; see the example below. As your Tasks are completed, they will change from Red X to Green ✓

Step 2: Complete the following Tasks, Due Dates noted for each task

**AMSUS**
The Society of Federal Health Professionals


2022 AMSUS Hybrid Annual Meeting


Serving Federal Health Professionals for 130 Years


In-Person 7 - 10 February
Virtual 22 - 25 February


Presenter Portal | [Log Out](#) Task Progress (33%) | [Event Details](#) | [Technical Support](#)

EVENT INFORMATION


 **Dates:** Feb 22 - 25, 2022 (Tue - Fri)


 **Location:**
Gaylord National Resort & Convention Center, Maryland

 **More Information:** [Website](#)


 [Contact the Event Organizer](#)

YOUR INFORMATION

 **Lori Lawrence** (1 Login)













 [View / Edit Your Profile](#)

FEEDBACK

 We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

TASKS

(you have 8 left to complete out of a total 12 assigned tasks)

-  Update Profile Information (completed 9/2/2021 at 7:55 AM)
-  Photo Upload (optional) (completed 9/2/2021 at 8:03 AM) -- [PREVIEW UPLOAD](#)
-  Update Your Biography (task is due Thursday, January 6, 2022)
-  Continuing Education Agreement (completed 9/2/2021 at 8:03 AM) [PREVIEW](#)
-  Upload Presentation Slides (OPTION #1 - REQUIRED FOR IN-PERSON PRESENTATIONS) (task is due Friday, November 19, 2021)
-  Presentation Audio (USE WITH OPTION #1) (task is due Thursday, January 6, 2022)
-  Submit Video URL (OPTION #2 FOR VIRTUAL PRESENTATIONS ONLY) (task is due Monday, December 20, 2021)
-  Submit MP4 file (OPTION #3 FOR VIRTUAL PRESENTATIONS ONLY) (task is due Thursday, January 20, 2022)
-  Live Chat Link (optional) (task is due Wednesday, January 26, 2022)
-  Meeting Registration (task is due Wednesday, February 16, 2022)
-  Set up your Live Video Chat Date/Times (task is due Wednesday, January 26, 2022)
-  Sharing Slides Question (completed 9/2/2021 at 8:08 AM)

Slides/video must be uploaded no later than 19 November. This content will be submitted for CE/CME review which can take up to 8 weeks due to the large number of presentations at the AMSUS Annual Meeting. If you have edits or updates to your presentation, a second, and final version can be accepted no later than 14 January. Your final slide upload, or Optional video/URL link will be used for your presentation during the meeting. This can be a link to your panel session using YouTube, Vimeo, or other video site, or an MP4 video file captured on a virtual meeting site, or the Power Point slide option with audio added after uploading slides on this site. ALL presentations must include the Continuing Education Agreement and Disclosure Statement found in the 'Slide Template'.

PRESENTATION DATA