

## e-Health 2018 – Presentation Management Site Announcement

The e-Health 2018 Conference Presentation Management Website is now open to Presenters for advance submission of presentations for the Conference. While you are able to submit or update your PowerPoint presentation before and during the conference via the internet until the last day of the conference, **all presentations must be reviewed in the Speaker Preview Centre at least 4 hours prior to session start time.**

When you click the link below, you will be prompted to enter your email and password. Please use the email address that received the presentation final confirmation email. The password for your first login is “Vancouver”, with a capital V. Upon first successful login you will be prompted to create a new personal password. Once that is complete, you will be on the page to upload your presentation.

<https://eHealth2018.SessionUpload.com>

You may login to the site in future by entering your email address and personal password (created upon first login).

### Important Information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation. The guidelines can be found online at

<https://eHealth2018.sessionupload.com/Home/Guidelines> .

If you need assistance or have questions about uploading your presentation please contact [PresentationManagement@Freemanco.com](mailto:PresentationManagement@Freemanco.com) .

### Confirmation that your Presentation was received

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact [PresentationManagement@Freemanco.com](mailto:PresentationManagement@Freemanco.com) to ensure your file was received. When contacting support for technical issues please reference e-Health 2018 as the conference name and the presenters' full name.

### How to make changes to your presentation

If you need to make changes to a presentation that you submitted, you may resubmit the files on the website using a new file name; you should also delete the earlier submission. It's strongly suggested to review your presentation 1 day prior to your session, please visit the Speaker Preview Centre on site at the **JW Marriott Parq Vancouver, Conference Level.**

### How to back up files

Although we take every precaution to ensure files are not corrupted during the file upload, it is always recommended that a backup copy of your presentation is brought with you on a USB stick.

### Speaker Preview Centre

Regardless if you submit your presentation in advance, you are required review it in the Speaker Preview Centre on site at the **JW Marriott Parq Vancouver, Conference Level** to ensure the quality of your presentation(s) including fonts, bullets, outlines, animations, etc. The Speaker Preview Centre computers are configured with the same hardware and software as those in the presentation rooms. **All**

**presenters are asked to submit their final presentation revisions no later than 4 hours prior to their presentation time.**

Presenting from personal laptops is not permitted unless a case by case exceptions is made for technical reasons by both Audio Visual staff and association. All onsite file uploads must be done in the Speaker Preview Centre, uploads are NOT possible within the presentation room.

Speaker Preview Centre Hours are:

May 27, 2018 11:00 am - 5:00 pm

May 28, 2018 8:00 am - 4:00 pm

May 29, 2018 8:00 am - 1:00 pm

May 30, 2018 8:00 am - 12:00 pm

We look forward to seeing you at the Conference!