## HOW TO UPLOAD YOUR PRESENTATION FILE:

- 1. Please visit our website: <u>https://acs-inascrs.com/login</u>
- 2. Log in through the Attendee Login Form. You can use the account login details and password we sent you. Then, click Login.

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Or you can reset the password and set the new password.

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3. The Dashboard menu with your account details is on the My Account page.

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4. Click My Schedule menu on the left side of your Dashboard. You will see all your topic(s) and schedule(s) of your session(s).

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5. Please upload your presentation file based on your session(s) by clicking the "Upload File" button.

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My Account Home / My Account	
Account	My Schedule
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Dashboard NIK For Plataran Sehat <sup>New</sup>	Mastering the Fundamentals of Phacoemulsification
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6. You will be directed to details on the Upload Presentation File, click Choose File. Please choose the file with an extension of **.ppt** or **.pptx** (as mentioned in the *Guidance for Speakers*) with **a maximum size of 200MB.** Then, click Upload.

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**For speakers who have been invited by Asia Cornea Society,** the Release and Consent Form will be shown on this page while uploading your presentation file. Please provide your consent regarding the **Post-Event Video Content** here.

ear all ACS 2	024 invited speakers, we would like to ask your permission regarding the recordings of your presentations
hich will be	posted on the Asia Cornea Society website and made available only to Asia Cornea Society members.
ease provid	e your consent about this:
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Inderstand	and agree to the use, disclosure, and transfer of my presentation including voice, photographs, and video
otage, and t	o the use of such information on the website of Asia Cornea Society for 3 months (viewing for ACS
embers onl	/) from 28 September – 28 December 2024.

7. If your file is successfully uploaded, a notification "File successfully uploaded!" will be shown on your screen.

Account	Upload Prese	ntation File	Back	
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8. You can re-upload your presentation file by clicking Choose File, then Upload again. Your first uploaded file will be overwritten and automatically replaced by the new file you just re-upload.

Session Code	I.S 1	
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- 9. If you have more than one session, please follow steps 4 to 8 to upload your other presentation files. The file(s) must be uploaded based on the following session(s).
- 10. You can also download your uploaded presentation file by clicking the Download button.
- 11. Done.