HOW TO UPLOAD YOUR PRESENTATION FILE:

1. Please visit our website: https://acs-inascrs.com/login

2. Log in through the Attendee Login Form. You can use the account login details and password we sent you. Then, click Login.

Or you can reset the password and set the new password.
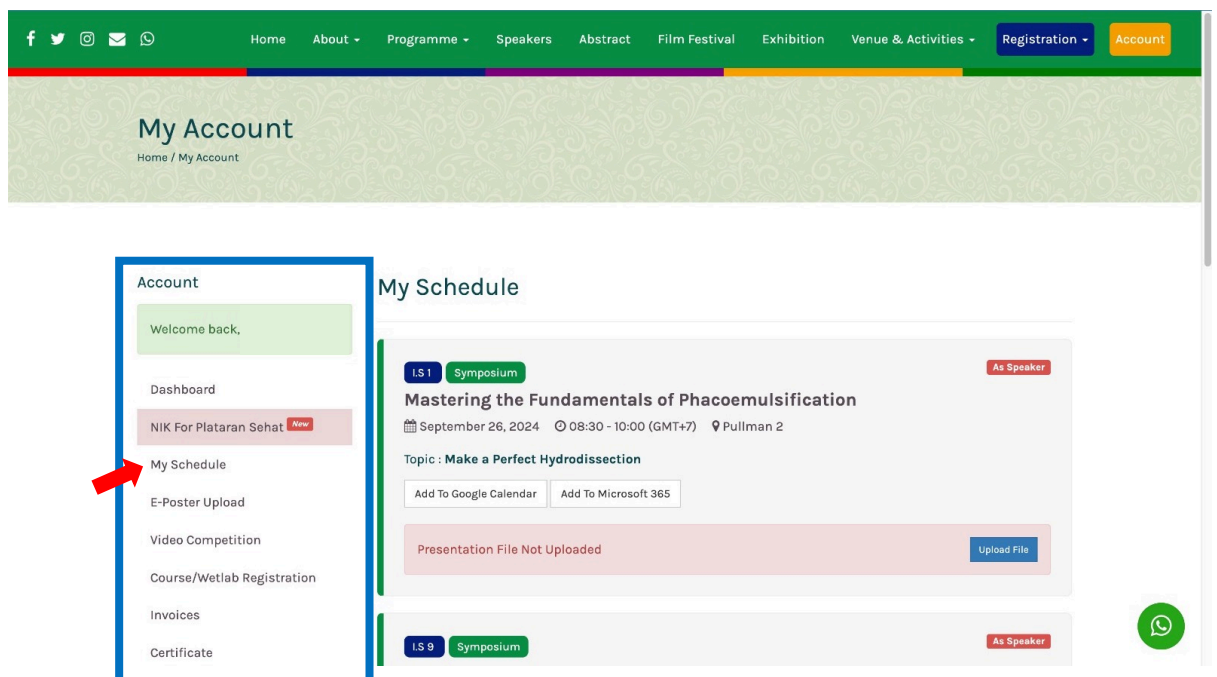
3. The Dashboard menu with your account details is on the My Account page.
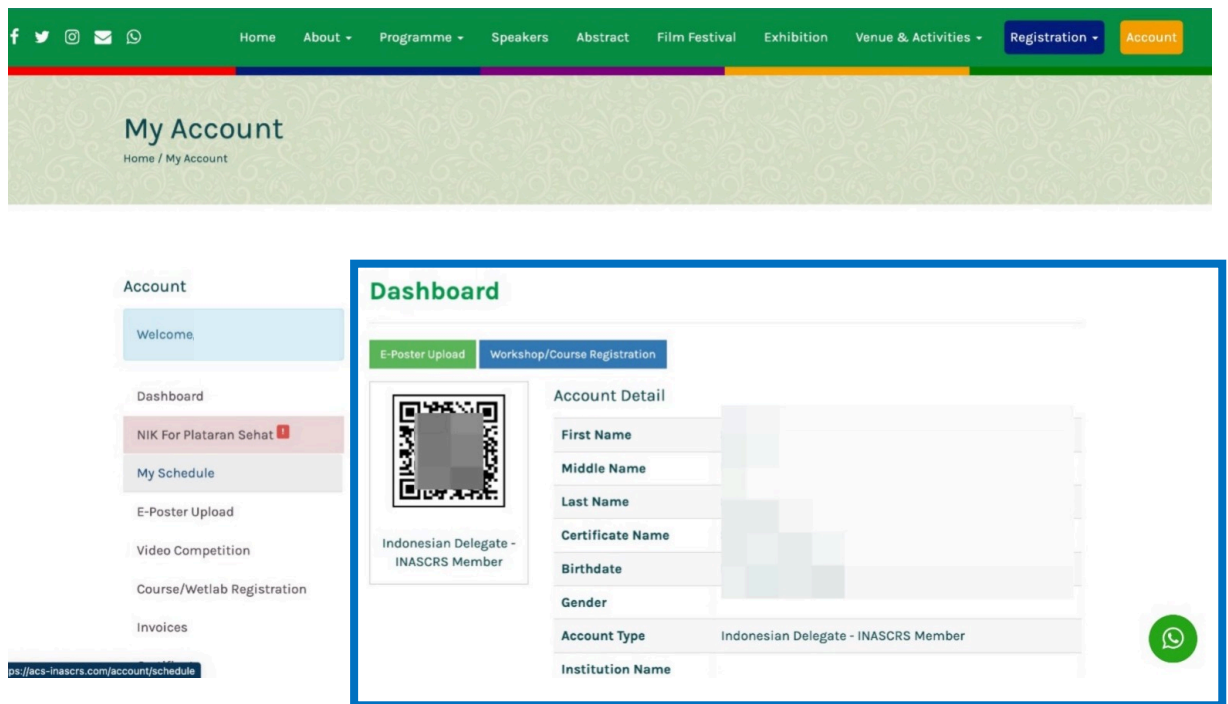
4. Click My Schedule menu on the left side of your Dashboard. You will see all your topic(s) and schedule(s) of your session(s).

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

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.

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.

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

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.

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.